



URALLA SHIRE COUNCIL BUSINESS PAPER

Notice is hereby given, in accordance with the provision of the Local Government Act 1993 that a Meeting of Uralla Shire Council will be held in the Council Chambers, 32 Salisbury Street, Uralla, commencing at 12:30pm.

ORDINARY COUNCIL MEETING

24 April 2018

Andrew Hopkins
GENERAL MANAGER



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- BUSINESS AGENDA -
Ordinary Meeting of Council
24 April 2018 at 12:30pm

- 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**
- 13. Deputations**
- 14. Written Reports from Delegates**
- 15. Mayoral Minute**
- 16. Reports to Council**
 - Report 1 - Cash at Bank and Investments
 - Report 2 - 2018 Bush Bursary/Country Women's Association Scholarship Program
 - Report 3 - Monthly Report – Visitor Information Centre and Library
 - Report 4 - Report of the Audit, Risk and Improvement committee Meeting held 10 April 2018
 - Report 5 - Constitution: Uralla township and Environs Committee 2018
 - Report 6 - Appointment of Community Members and Councillor Representatives to Uralla Township and Environs Committee
 - Report 7 - 2017/18 Operational Plan – Progress Report at 31 March 2018
 - Report 8 - Visitor Information Centre – Improvement Project Funding Request
 - Report 9 - Works Progress Report as at 31 March 2018
 - Report 10 - Bundarra Sewer Scheme Second Quarterly Report – October to April 2018
 - Report 11 - Development Application 14/2018 – C Hull – 2 Lot Residential Subdivision – 51 John Street, Uralla
 - Report 12 - CDS reverse vending machine

- Report 13 - Heritage Advisory Services Summary for April 2018
- Report 14 - Development Approvals and Refusals for March 2018
- Report 15 - Stronger Country Communities Fund – Round Two Priority Projects
- Report 16 - Joint Organisation - Narrabri

17. Motions on Notice

Notice of Motion 1 – Free Wifi in CBD

Notice of Motion 2 – Council support for sustainable energy

18. Schedule of Actions as at 17 April 2018

19. Responses to Questions from Previous Meeting

20. Questions for Next Meeting

21. Confidential Business

22. 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

To be tabled at the Meeting.

7. CONFIRMATION OF MINUTES

Minutes to be confirmed or received and noted at the 24 April 2018 Meeting of Council:

- Ordinary Meeting of Council held 27 March 2018 (copy enclosed)
- Extraordinary Meeting of Council held 10 April 2018 (copy enclosed)



ORDINARY MEETING OF COUNCIL

**Held at 12:30pm
27 March 2018**

ROLL CALL

Councillors:

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

Staff:

Mr A Hopkins, General Manager
Mr T Seymour, Director Infrastructure & Regulation
Ms T Kirkland, Director Community & Governance
Mr S Paul, Chief Financial Officer
Minute Clerk

MINUTES

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CLOSURE OF MEETING 27

The Meeting Commenced at:

12:35pm

ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr I Strutt (Deputy Mayor), and Councillors, B Crouch, M Dusting, N Ledger, L Sampson, T Toomey, K Ward, General Manager (Mr A Hopkins), Director Community and Governance (Ms P Kirkland), Manager of Planning & Regulation (Mr M Clarkson), Minute Clerk.

1. OPENING & WELCOME

2. PRAYER

3. ACKNOWLEDGEMENT TO COUNTRY

4. APOLOGIES

The Chair advised receipt of an apology from Cr R Bell, Director Infrastructure and Regulation, Mr T Seymour & Chief Financial Officer, Mr Simon Paul.

MOTION (Crs M Dusting /I Strutt)

That;

Council accept the apology from Cr R Bell for the ordinary meeting held 27 March 2018.

1.03/18 CARRIED

5. REQUESTS FOR LEAVE OF ABSENCE

The Chair advised receipt of a request for Leave of Absence from Cr K Ward for the period of 5 days in April.

MOTION (Crs I Strutt /M Dusting)

That;

Council accept the request for leave of absence from Cr K Ward.

2.03/18 CARRIED

6. DISCLOSURES & DECLARATION OF INTERESTS

The Chair outlined details of the pecuniary and non-pecuniary Conflict of Interest Declarations received in relation to the 27 March 2018 Meeting.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
T Toomey	Report 11	Non Pecuniary	Connection - Surveyors family
M Pearce	Report 14	Non Pecuniary	Aware of request by school, aware of recipient
K Ward	Report 1 Report 8	Non Pecuniary Non Pecuniary	Relief Manager Uralla Golf Club Relief Manager Uralla Golf Club
I Strutt	Report 5	Pecuniary	Secretary of Lions Club of Uralla
N Ledger		Pecuniary	Person it involves

7. CONFIRMATION OF MINUTES

Minutes to be confirmed or received and noted at the 27 March 2018 Meeting:

- Minutes of Ordinary Meeting held 27 February 2018 (to be confirmed)

AMENDMENTS

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

There were no amendments requested by Councillors.

MOTION (Crs B Crouch /I Strutt)

Council adopt the Minutes, as a true and correct record of the Ordinary Meeting held 27 February 2018.

3.03/18 CARRIED

8. ANNOUNCEMENTS

The Chair advised there were no announcements.

9. TABLING OF REPORTS & PETITIONS

The Chair advised there were no reports or petitions tabled.

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

The Chair referred Councillors to the items of business recommended for consideration in the confidential section of the meeting.

PROCEDURAL MOTION (Crs B Crouch /L Sampson)

To refer Agenda Items for hearing in Closed Session

That;

- 1) The Confidential Report 1 in regard to Bundarra Sewer Scheme be heard in closed session of Council, before Report 1 of Open Session.
- 2) The Confidential Report 2 in regard to Bundarra Tennis Courts be heard in closed session of Council, under Section 21 of the Meeting Agenda.

4.03/18 CARRIED

11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

The Chair referred Councillors to the urgent, supplementary and/late items of business recommended for addition to the published Meeting Agenda.

Late Reports to Council:

- Division Decision – Development Application 7/2018 – Primitive Camping Ground
- Confidential - Bundarra Tennis Courts
- Water Quality

PROCEDURAL MOTION (Crs B Crouch /L Sampson)

To hear Late Items of Business as additions to the Meeting Agenda.

That;

- a) *The late item of business. Late Report 3 (Uralla Water Quality) be heard after Confidential Report 1 & before Report 1 of Open Session.*
- b) *The late item of business, Late Report 1 (Development Application 7/2018) be heard following Report 14 in open session.*
- c) *The confidential late item of business, Late Report 2 (Bundarra Tennis Courts), be heard in the Closed Session of Council at Section 21 of the Meeting Agenda.*

5.03/18 CARRIED

12. PRESENTATIONS

The Chair advised there were no presentations.

13. DEPUTATIONS

There were no deputations registered for the 27 March 2018 Meeting.

14. WRITTEN REPORTS FROM DELEGATES (Reports to Council)

Submitted by: Cr I Strutt
Reference/Subject: Minister's Awards for Women in Local Government in Sydney

COUNCILLOR'S RECOMMENDATION:

That the report on the Minister's Awards for Women in Local Government be received and noted.

MOTION (Crs I Strutt /L Sampson)

That;

The report on the Minister's Awards for Women in Local Government be received and noted.

6.03/18 CARRIED

Submitted by: Cr I Strutt
Reference/Subject: International Womens' Day Luncheon – Friday 2 March 2018

COUNCILLOR'S RECOMMENDATION:

That the report on the International Womens' Day Luncheon be received and noted.

MOTION (Crs B Crouch /T Toomey)

That;

The report on the International Womens' Day Luncheon be received and noted.

7.03/18 CARRIED

16. REPORTS TO COUNCIL (Rescheduled Reports)

PROCEDURAL MOTION (Crs K Ward /L Sampson)

To move into Closed Session of Council

That;

Council move into closed session and close the meeting to members of the public and press for the following reasons:-

The matters referred to the Closed Session of the 27 March 2018 meeting are received by Council under Section 10A (2) of the Local Government Act (NSW) 1993.

A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:

- (a) the discussion of any of the matters listed in subclause (2), or**
- (b) the receipt or discussion of any of the information so listed.**

(2) The matters and information are the following:

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,**

8.03/17 CARRIED

Department: **Infrastructure and Regulation**
Submitted by: Manager Waste, Water and Sewer Services
Reference/Subject: Confidential Report 1 - Purchase of land for a Sewerage Treatment Plant -Bundarra Sewer Scheme

OFFICER'S RECOMMENDATION:

That Council;

Commence formal negotiations with the landowners of the preferred site for the acquisition of a 20 ha portion suitable for the purpose of constructing the Bundarra Sewer Scheme sewerage treatment plant.

MOTION (Crs I Strutt /B Crouch)

That Council;

Formally commence the process for the acquisition of a 20 ha portion of the preferred site suitable for the purpose of constructing the Bundarra Sewer Scheme sewerage treatment plant.

9.03/18 CARRIED

MOVE TO OPEN SESSION

PROCEDURAL MOTION (Crs K Ward /T Toomey)

To return to Open Session of Council

That;

Council move back to Open Session

10.03/18 CARRIED

PROCEDURAL MOTION (Crs M Dusting /B Crouch)

To adopt the resolution of Council in closed session in open session

That;

The resolutions of council in closed session become resolutions in the open session.

11.03/18 CARRIED

Department:

Infrastructure and Regulation

Submitted by:

Manager Waste, Water and Sewer

Reference/Subject:

Late Report #3 - Recent water quality issue regarding taste in the Uralla water supply

OFFICER'S RECOMMENDATION:

That;

That Council receive and note the report on recent water quality.

MOTION (Crs K Ward /L Sampson)

That;

That Council receive and note the report on recent water quality.

12.03/18 CARRIED

PROCEDURAL MOTION (Crs K Ward /M Dusting)

To reschedule the Report 11 Agenda Item

That;

Report 11 – Planning Proposal, Rezoning of Land at The Gap Road be brought forward in the Agenda for consideration by Council ahead of Report 1.

13.03/18 CARRIED

Department: **Infrastructure and Regulation.**
Submitted by: Manager Planning and Regulation.
Reference/Subject: Report 11 - DIVISION DECISION – Planning Proposal, Rezoning of Land at The Gap Road, Uralla (Lots 29, 61, 119-120, 122-123, 255, 401-409, 415-416, 491 in DP 755846, Lot 1-2 in DP 167083 and Lot B in DP 400556) from RU1 Primary Production to RU4 Small Primary Production Lots.

Cr T Toomey, having previously declared a conflict of interest, left the meeting at 1:06pm.

OFFICER'S RECOMMENDATION:

That;

Council resolve not to endorse Planning Proposal - Rezoning of Land at The Gap Road, Uralla (Lots 29, 61, 119-120, 122-123, 255, 401-409, 415-416, 491 in DP 755846, Lot 1-2 in DP 167083 and Lot B in DP 400556) from RU1 Primary Production to RU4 Small Primary Production Lots, and decline to submit the document to the Department of Planning and Environment for a Gateway Determination.

PROCEDURAL MOTION (Crs K Ward /N Ledger)

To move to Committee of the Whole

14.03/18 CARRIED

Councillors held a detailed discussion in committee regarding The Planning Proposal.

PROCEDURAL MOTION (Crs K Ward /B Crouch)

To resume Standing Orders

15.03/18 CARRIED

The Chair outlined details of the proposed motion determined during discussion in committee.

MOTION (Crs I Strutt /M Dusting)

That;

Council resolve not to endorse Planning Proposal - Rezoning of Land at The Gap Road, Uralla (Lots 29, 61, 119-120, 122-123, 255, 401-409, 415-416, 491 in DP 755846, Lot 1-2 in DP 167083 and Lot B in DP 400556) from RU1 Primary Production to RU4 Small Primary Production Lots, and decline to submit the document to the Department of Planning and Environment for a Gateway Determination.

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

FOR: Cr M Pearce, Cr I Strutt, Cr M Dusting

AGAINST: Cr B Crouch, Cr L Sampson, Cr N Ledger, Cr K Ward

ABSENT: Cr T Toomey

MOTION LOST

FORESHADOWED MOTION (Crs K Ward /B Crouch)

That;

Council resolve to endorse Planning Proposal - Rezoning of Land at The Gap Road, Uralla (Lots 29, 61, 119-120, 122-123, 255, 401-409, 415-416, 491 in DP 755846, Lot 1-2 in DP 167083 and Lot B in DP 400556) from RU1 Primary Production to RU4 Small Primary Production Lots, and to submit the document to the Department of Planning and Environment for a Gateway Determination.

The Chair confirmed details of the Motion before Council

The FORSHADOWED MOTION then became the MOTION

A DIVISION was called with the result recorded as follows:

FOR: Cr B Crouch, Cr L Sampson, Cr N Ledger, Cr K Ward

AGAINST: Cr M Dusting, Cr I Strutt, Cr M Pearce

ABSENT: Cr T Toomey

16.03/18 *The MOTION was PUT and CARRIED without further debate*

Cr T Toomey returned to the meeting at 1:46pm.

14. WRITTEN REPORTS FROM DELEGATES (Activity Summaries)

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

COUNCILLOR NAME:	Mark Dusting	
COUNCIL MEETING DATE:	27 March 2018	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/2/18	Council Meeting	Uralla
13/3/18	Council Workshop	Uralla
27/2/18	Council Public Meeting – Main Street	Uralla
27/3/18	Council Meeting	Uralla

COUNCILLOR NAME:	Bob Crouch	
COUNCIL MEETING DATE:	27 March 2018	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/02/18	Community consultation main Street study	Uralla
5/03/18	Sporting complex opening	Uralla
5/03/18	Funding announcement	Uralla
6/03/18	Anzac soil collection	Uralla
14/03/18	Bundarra Hall Committee	Bundarra
16/03/18	Rotary art show opening	Uralla
20/03/18	GM performance review	Uralla
27/03/18	Stronger communities Fund workshop	Uralla
27/03/18	Council meeting	Uralla

COUNCILLOR NAME:	Levi Sampson	
COUNCIL MEETING DATE:	27 March 2018	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/02/18	Community Consultation Main Street	Uralla
06/03/18	Anzac Soil Collection	Uralla
24/03/18	Seasons of New England	Uralla
27/03/18	Stronger Communities Workshop	Uralla
27/03/18	Council Meeting	Uralla

COUNCILLOR NAME:	Natasha Ledger	
COUNCIL MEETING DATE:	27 March 2018	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/02/18	Community Consultation	Uralla
06/03/18	Invergowrie Anzac soil	Invergowrie
02/03/18	Women's Lunch	Uralla
	Business Chamber	Uralla
17/03/18	Wonder Women Event	Mill
	Showground Committee	Uralla
13/03/18	Workshop	Uralla
	Rotary Art	Uralla
24/03/18	Seasons of New England	Uralla
5/03/18	Sporting Complex Opening	Uralla

COUNCILLOR NAME:	Tara Toomey	
COUNCIL MEETING DATE:	27 March 2018	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/02/18	Main Street Community Consultation	Community Centre
2/03/18	Women's Day Lunch	Uralla
13/03/18	Council Workshop	Chambers
16/03/18	Rotary Art Show Opening	RSL Hall
17/03/18	Wonder Women	Mill
27/03/18	Council Meeting	Chambers

COUNCILLOR NAME:	Robert Bell	
COUNCIL MEETING DATE:	27 March 2018	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
5/3/18	Weight of Loads	Tamworth
12/3/18	Strategy Meeting	Uralla

COUNCILLOR NAME:	Kevin Ward	
COUNCIL MEETING DATE:	27 March 2018	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/02/18	Traffic Calming Report Meeting	Community Centre
5/03/18	Funding Announcement	Pioneer Park
05/03/18	Canteen Opening	Sporting Complex
06/03/18	ANZAC soil collection	Uralla, Gostwyck, Kentucky,
13/03/18	Strategic Workshop	Council
27/03/18	Council Meeting	Council

COUNCILLOR NAME:	Isabel Strutt	
COUNCIL MEETING DATE:	27 March 2018	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/02/18	Public Meeting RE: Traffic Calming Concept Plan	Uralla
02/03/18	International Womens' Day Lunch	Uralla
05/03/18	Official Opening of Sporting Complex Improvements	Uralla
05/03/18	Funding Announcement by Adam Marshall MP	Uralla
06/03/18	ANZAC memorial soil collections	Kingstown & Invergowrie
07/03/18	Minister's Awards for Women in Local Government	Sydney
12/03/18	Announcement of Round 2 funding for Stronger Country	Uralla
13/03/18	Strategic Planning Workshop	Uralla
13/03/18	Friends of McMaugh's Charity Bowls Day	Uralla
16/03/18	Official Opening of Annual Rotary Art Show	Uralla
17/03/18	Official Opening of "Wonder Women" Exhibition	Uralla
20/03/18	General Manager's Performance Review	Uralla
27/03/18	Councillor Workshop re: SCC Round 2 Fund Projects	Uralla
27/03/18	Council Meeting	Uralla

COUNCILLOR NAME:		Michael Pearce
COUNCIL MEETING DATE:		27 March 2018
DATE	COMMITTEE/MEETING/EVENT	LOCATION
28/2/18	Mayor's Office- Admin	Uralla
01/3/18	NAMOI Unlimited Meeting via Skype (Bluejeans)	Uralla
02/3/18	Country Mayors Association meeting, Parliament house.	Sydney
05/3/18	Mayor' Office- Admin. Official Opening Sports Complex. Official Opening Rotary Club storage shed.	Uralla
06/3/18	Anzac soil collection Mayor's Office- Admin	Uralla, Gostywyck, Kentucky, Invergowrie Uralla.
07/3/18	2AD Interview. Admin. LEMC meeting	Uralla Walcha
08/3/18	Northern Inland Regional Waste Committee meeting	Quirindi
10/3/18 to 17/3/18	NAMOI Unlimited Trade Mission to China	
19/3/18	Mayor's Office- Admin	Uralla
20/3/18	Mayor's Office- Admin. General Manager's Review	Uralla
21/3/18	2AD interview. Mayor's Office- Admin. Official Welcome – United Hospital Auxiliaries of NSW Inc New England Zone 1 meeting	Uralla
21/3/18	Mayor's Office - meeting	Uralla
22/3/18	Mayor's Office - Admin	Uralla
26/3/18	Mayor's Office - Admin	Uralla
27/3/18	Mayor's Office – Admin. Councillor Workshop. March Council meeting.	Uralla

15. MAYORAL MINUTE

There was no Mayoral Minute to the 27 March Meeting.

16. REPORTS TO COUNCIL (Scheduled Reports)

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

OFFICER'S RECOMMENDATION:

That;

Council note the cash position as at 28 February 2018, consisting of cash and overnight funds of \$1,303,357 term deposits of \$12,350,000 totalling \$13,653,357 of readily convertible funds.

MOTION (Crs I Strutt /M Dusting)

That;

Council note the cash position as at 28 February 2018, consisting of cash and overnight funds of \$1,303,357 term deposits of \$12,350,000 totalling \$13,653,357 of readily convertible funds.

17.03/18 CARRIED

Department: **General Manager**
Submitted by: General Manager
Reference/Subject: Report 2 - National General Assembly of Local Government 2018

OFFICER'S RECOMMENDATION:

That Council;

- a) Be represented at the 2018 National General Assembly (NGA) of Local Government by the Mayor, or his alternate delegate.
- b) Determine whether to submit a motion(s) to the NGA.

PROCEDURAL MOTION (Crs M Dusting /I Strutt)
To move to Committee of the Whole

18.03/18 CARRIED

Councillors held a detailed discussion in committee regarding relevant submissions.

PROCEDURAL MOTION (Crs Strutt / Dusting)
To resume Standing Orders

19.03/18 CARRIED

The Chair outlined details of the proposed motion determined during discussion in committee.

MOTION (Crs I Strutt /M Dusting)

That Council;

- a) Be represented at the 2018 National General Assembly (NGA) of Local Government by the Mayor, or his alternate delegate.
- b) Submit motions to the NGA about:
 - Progress constitution recognition of Local Government
 - To increase the level of return from road based revenues to Local Government.

20.03/18 CARRIED

Cr N Ledger Left the meeting at 2:00pm.
Cr Ledger Absent at time of voting
Cr N Ledger returned to meeting at 2.04pm.

PROCEDURAL MOTION (Crs B Crouch /K Ward)
To change order of business

That;

Report 4 be determined before Report 3

21.03/18 CARRIED

Department: **Community and Governance**
Submitted by: Risk Management and Safety Officer
Reference/Subject: Report 4 - Audit, Risk and Improvement Committee – Revised Charter

OFFICER'S RECOMMENDATION:

That Council:

1. Rename the Audit and Risk Committee to the Audit, Risk and Improvement Committee.
2. Adopt the Charter: Audit, Risk and Improvement Committee 2018, contained at Attachment A.

PROCEDURAL MOTION (Crs T Toomey /I Strutt)
To move to Committee of the Whole

22.03/18 CARRIED

Councillors held a detailed discussion in committee regarding the renaming of the Audit and Risk committee

PROCEDURAL MOTION (Crs L Sampson /N Ledger)

To resume Standing Orders

23.03/18 CARRIED

The Chair outlined details of the proposed motion determined during discussion in committee.

MOTION (Crs Crouch / Ward)

That Council:

1. Rename the Audit and Risk Committee to the Audit, Risk and Improvement Committee.
2. Adopt the Charter: Audit, Risk and Improvement Committee 2018, contained at Attachment A.

24.03/18 CARRIED

Department:	Community and Governance
Submitted by:	Coordinator Governance and Risk
Reference/Subject:	Report 3 - 2018 Audit, Risk and Improvement Committee– Independent Members

OFFICER'S RECOMMENDATION:

That Council;

1. Appoint Paul Packham to Council's Audit, Risk and Improvement Committee as an independent external representative, as recommended by the evaluation committee.
2. Seek Expressions of Interest for the remaining vacant independent external representative position on Council's Audit, Risk and Improvement Committee.

MOTION (Crs B Crouch /K Ward)

That Council;

1. Appoint Paul Packham to Council's Audit, Risk and Improvement Committee as an independent external representative, as recommended by the evaluation committee.
2. Seek Expressions of Interest for the remaining vacant independent external representative position on Council's Audit, Risk and Improvement Committee.

25.03/18 CARRIED

Department:	Community and Governance
Submitted by:	Director Community and Governance
Reference/Subject:	Report 5 - Community Grants Program – Round Two

Cr I Strutt, having previously declared a conflict of interest, left the meeting at 02:18pm.

OFFICER'S RECOMMENDATION:

That;

Council adopt the following Committee Recommendation, to:

- 1) approve the Community Grants, round two 2017/18 funding allocations to the following applicants and in accordance with the General Grant Conditions and any special conditions identified in Table 3 of the Report:
 - T Sinclair - \$300
 - R Wheeler - \$150
 - P Meehan - \$150
 - T Watkins - \$150
 - Arding Landcare Group Inc - \$3,000
 - Lions Club of Uralla Inc - \$3,000

- Uralla Driver Reviver - \$3,000
 - Uralla Historical Society - \$300
 - Turkey Creek Agricultural Hall Trust - \$500
- 2) correspond with the unsuccessful applicants as detailed in the Recommendations of the Committee, at 2) Unsuccessful Applicants section of the Report.

MOTION (Crs K Ward /T Toomey)

That;

Council adopt the following Committee Recommendation, to:

- 1) approve the Community Grants, round two 2017/18 funding allocations to the following applicants and in accordance with the General Grant Conditions and any special conditions identified in Table 3 of the Report:
 - T Sinclair - \$300
 - R Wheeler - \$150 – Aboriginal Elders Olympics in Inverell
 - P Meehan - \$150 – Aboriginal Elders Olympics in Inverell
 - T Watkins - \$150 – Aboriginal Elders Olympics in Inverell
 - Arding Landcare Group Inc - \$3,000
 - Lions Club of Uralla Inc - \$3,000
 - Uralla Driver Reviver - \$3,000
 - Uralla Historical Society - \$300
 - Turkey Creek Agricultural Hall Trust - \$500
- 2) correspond with the unsuccessful applicants as detailed in the Recommendations of the Committee, at 2) Unsuccessful Applicants section of the Report.

26.03/18 CARRIED

Cr I Strutt returned to the meeting at 2:22pm.

Department: **Community and Governance**
 Submitted by: Coordinator Governance and Risk
 Reference/Subject: Report 6 - Policy: Councillor Expenses and Facilities 2018

OFFICER'S RECOMMENDATION:

That;

Council adopt revised Policy: Councillor Expenses and Facilities, contained at Attachment A for inclusion in Council's Policy Register.

MOTION (Crs K Ward /B Crouch)

That;

Council adopt revised Policy: Councillor Expenses and Facilities, contained at Attachment A for inclusion in Council's Policy Register.

27.03/18 CARRIED

Department: **Community and Governance**
 Submitted by: *Acting Community Development and Tourism Coordinator*
 Reference/Subject: Report 7 - Visitor Information Centre & Library Monthly Report

OFFICER'S RECOMMENDATION:

That;

The report be received and noted

MOTION (Crs I Strutt /T Toomey)

That;

The report be received and noted

28.03/18 CARRIED

Department: **Infrastructure & Regulation**
Submitted by: Director of Infrastructure & Regulation
Reference/Subject: Report 8 - Development Approvals and Refusals for February 2018

Cr K Ward, having previously declared a conflict of interest, left the meeting at 02:27pm.

OFFICER'S RECOMMENDATION:

That;
Council receive and note the development approvals and refusals for February 2018.

MOTION (Crs M Dusting /N Ledger)

That;
Council receive and note the development approvals and refusals for February 2018.

29.03/18 CARRIED

*Cr K Ward was absent at the time of voting.
Cr K Ward returned to the meeting at 2:29pm.*

Meeting Adjournment (2.29pm to 2.38pm)

Department: **Infrastructure & Regulation**
Submitted by: Director Infrastructure & Regulation
Reference/Subject: Report 9 - Works Progress Report as at 28 February 2018

OFFICER'S RECOMMENDATION:

That;
the report be received and noted for the works completed or progressed during February 2018, and works programmed for March 2018.

MOTION (Crs K Ward /B Crouch)

That;
the report be received and noted for the works completed or progressed during February 2018, and works programmed for March 2018.

30.03/18 CARRIED

Department: **Infrastructure & Regulation**
Submitted by: Director Infrastructure & Regulation
Reference/Subject: Report 10 - Heritage Advisory Services Summary for March 2018

OFFICER'S RECOMMENDATION:

That;
the Heritage Advisory Services Summary for March 2018 be received and noted by Council.

MOTION (Crs I Strutt /M Dusting)

That;
the Heritage Advisory Services Summary for March 2018 be received and noted by Council.

31.03/18 CARRIED

Department: **General Manager's Office**
Submitted by: *General Manager*
Reference/Subject: Report 12 - Stronger Country Communities Fund – Round Two

OFFICER'S RECOMMENDATION:

That;
Council receive and note the content of the report.

MOTION (Crs I Strutt /T Toomey)

That;

Council receive and note the content of the report.

32.03/18 CARRIED

Department: **Infrastructure & Regulation**
Submitted by: Director Infrastructure & Regulation
Reference/Subject: Report 13 - Roads to Recovery Program to 2018/19

OFFICER'S RECOMMENDATION:

That Council;

1. adopt the following priority list for the expenditure of Roads to Recovery funding to 2018/19:-

Project	R2R Budget
1 Mihi Bridge - based on 50% State funding-(ie \$ 520,000 total cost) 26.2 metres x 8 metres wide	\$260,000
2 Eastern Avenue from causeway to Glenroy Road 2.1 kms - rehabilitation - single lane, very weak material, may need extra pavement	\$320,000
3 Bingara Road - upgrade and seal 4km (between the 6.64km and 10.64km marks)	\$880,000
4. Burtons Lane 1.39 kms - rehabilitation-single lane	\$250,000
5. Gilmore Place, Uralla - rehabilitation-AC overlay	\$40,000
6. Park Street, Uralla, from Queen Street towards Uralla Street - rehabilitation-100 metres x 10.2 metres (subject to available funds)	\$50,000
7. John Street, Uralla, from Bridge Street to Queen Street - rehabilitation 205 metres x 13.7 metres (subject to available funds)	\$100,000
8. Leece Road - west of Wilkins Street - realign and rehabilitate- 350 metres (subject to available funds)	\$120,000
Total	\$2,020,000

and,

2. Reapply to the Fixing Country Roads Program for grant funding for upgrading and resealing the 8.4 km of unsealed section of Bingara Road with Council contributing \$880,000.

MOTION (Crs K Ward /B Crouch)

That Council;

1. adopt the following priority list for the expenditure of Roads to Recovery funding to 2018/19:-

Project	R2R Budget
1 Mihi Bridge - based on 50% State funding-(ie \$ 520,000 total cost) 26.2 metres x 8 metres wide	\$260,000
2 Eastern Avenue from causeway to Glenroy Road 2.1 kms - rehabilitation - single lane, very weak material, may need extra pavement	\$320,000
3 Bingara Road - upgrade and seal 4km (between the 6.64km and 10.64km marks)	\$880,000
4. Burtons Lane 1.39 kms - rehabilitation-single lane	\$250,000
5. Gilmore Place, Uralla - rehabilitation-AC overlay	\$40,000
6. Park Street, Uralla, from Queen Street towards Uralla Street - rehabilitation-100 metres x 10.2 metres (subject to available funds)	\$50,000
7. John Street, Uralla, from Bridge Street to Queen Street - rehabilitation 205 metres x 13.7 metres (subject to available funds)	\$100,000
8. Leece Road - west of Wilkins Street - realign and rehabilitate- 350 metres (subject to available funds)	\$120,000
Total	\$2,020,000

and,

2. Reapply to the Fixing Country Roads Program for grant funding for upgrading and resealing the 8.4 km of unsealed section of Bingara Road with Council contributing \$880,000.

33.03/18 CARRIED

Department: **Community and Governance**
Submitted by: General Manager
Reference/Subject: Report 14 - Donation for YMCA Youth Parliament participation

Cr M Pearce, having previously declared a conflict of interest, left the meeting at 2:52pm.

Deputy Mayor Cr I Strutt assumed the chair.

OFFICER'S RECOMMENDATION:

That Council;

- 1) Give 28-days public notice of the proposed \$200 in financial assistance to the Uralla Central School for the purposes of supporting Ms Gemma Weguelin's activities on the 2018 YMCA Youth Council.
- 2) Subject to Council to not receiving submissions opposing the donation during the 28-day public notice period, contribute \$200 in financial assistance to the Uralla Central School for Ms Gemma Weguelin's activities on the 2018 YMCA Youth Council.
- 3) Formally congratulate, via a letter from the Mayor, Ms Gemma Weguelin for her achievements.

MOTION (Crs B Crouch /M Dusting)

That;

Council approve \$200 from Community Grants, round two, to the Uralla Central School for the purpose of assisting with costs associated with Ms Gemma Weguelin's participation in the YMCA Youth Parliament 2018.

34.03/18 CARRIED

Cr M Pearce was absent from the room at time of voting.

Cr M Pearce returned to the meeting at 2:59pm.

Mayor, Cr M Pearce assumed the chair.

URGENCY MOTION

Cr N Ledger, left room at 3.00pm

PROCEDURAL MOTION (Crs K Ward /M Dusting)

To move to Committee of the Whole

35.03/18 CARRIED

Councillors held a detailed discussion in committee regarding the urgency of the report.

PROCEDURAL MOTION (Crs I Strutt /M Dusting)

To resume Standing Orders

36.03/18 CARRIED

The chair called for a mover and seconder to consider the urgent matter.

In the absence of a mover and seconder the matter lapsed.

Department:

Infrastructure and Regulation

Submitted by:

Manager Planning and Regulation

Reference/Subject:

Late Report #1 - DIVISION DECISION - Development Application
7/2018 – Primitive Camping Ground – 33 Plane Avenue, Uralla

Cr K Ward, having previously declared a conflict of interest, left the meeting at 3:16pm.

OFFICER'S RECOMMENDATION:

That;

Council approve Development Application 7/2018 submitted by Rowan Chandler for a Primitive Camping Ground on land known as 33 Plane Avenue, Uralla, being Lots 68 and 72 DP 3378 subject to the following conditions of consent:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

Compliance with National Construction Code & insurance requirements under the Home Building Act 1989

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.
2. In the case of residential building work for which the *Home Building Act 1989* requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.
3. For a temporary structure that is used as an entertainment venue, the temporary structure must comply with Part B1 and NSW H102 of Volume One of the *National Construction Code*.

Erection of signs

4. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
 - (a) showing the name, address and telephone number of the principal certifying authority for the work, and
 - (b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - (c) stating that unauthorised entry to the site is prohibited.
5. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

GENERAL CONDITIONS

6. The development shall be implemented in accordance with:
 - (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
 - (b) The details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.

Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.

7. The owner of the property is to ensure that any structure is installed:
 - (a) to meet the setback requirements of the approved plans,
 - (b) to be located within the confines of the lot, and;
 - (c) so that it does not interfere with any easements or covenants upon the land.

Reason: To avoid any structures being erected in a location where it would be inappropriate.

8. A sign is to be erected and maintained at the entrance to the site which states:

Uralla Golf Club Primitive Camping Ground

Conditions of use:

- Use designated camp sites only.
- Only one caravan, bus or motor home is permitted per site.
- Maximum of 12 persons in tents per designated camp site.
- Tents must be kept a minimum of 3 metres apart.
- Unoccupied caravans, campervans and tents are not permitted to remain on site for more than 24 hours.
- Maximum length of stay is seven nights.

Reason: To ensure compliance with the principles of clause 132 of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.

9. A maximum of ten (10) camp sites are to be established on the primitive camping ground area as per the supplied plan. Each site is to be marked out by logs or similar barriers.

Reason: To ensure compliance with the principle of sub-section 132(2)(b) of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.

10. Use of the five (5) campsites to the north of the clubhouse is only to occur during the annual Uralla Golf Club's Veteran's Week, and this use is limited to a maximum period of seven consecutive days. For the remainder of the year, only the five (5) campsites to the south of the clubhouse may be used.
Reason: To protect the general amenity of surrounding dwellings.
11. Approval to operate a primitive camping ground under Section 68 of the Local Government Act expires five (5) years after the date of development consent.
Reason: Section 103 of the Local Government Act 1993 provides that approvals issued under Section 68 lapse after 5 years. Application can be made to extend or renew the approval within a 3 month period prior to the approval lapsing (see S.107).
12.
 - 1) The maximum number of designated camp sites is not to exceed a mean average of 2 for each hectare of the camping ground (where that figure is the average calculated over the total area of the primitive camping ground),
 - 2) Camping is not permitted within the primitive camping ground other than on designated camp sites,
 - 3) A caravan, annexe or campervan must not be allowed to be installed closer than 6 metres to any other caravan, annexe, campervan or tent,
 - 4) A tent must not be allowed to be installed closer than 6 metres to any caravan, annexe or campervan or closer than 3 metres to any other tent,
 - 5) The camping ground must be provided with a water supply, toilet and refuse disposal facilities,
 - 6) Unoccupied caravans, campervans and tents are not to be allowed to remain in the camping ground for more than 24 hours,
 - 7) If a fee is charged for camping, a register must be kept that specifies the size of the group (if any) with whom the person listed in the register camped.
Reason: To ensure provision of an appropriate level of amenity for users and compliance with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.
13. An all-weather 2WD access hardstand parking surface must be provided for each site, and all vehicles must be able to enter and exit the site in a forward direction.
Reason: To ensure the applicant provides sufficient parking arrangements for vehicles.
14. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.
Reason: To ensure that the works is completed in accordance with the approval and are in a safe and healthy condition for use by occupants.
15. Parking facilities, including one (1) disabled car parks, are to comply with Part D3.5 of Building Code of Australia and the requirements of Australian Standard 2890.1 – Parking Facilities – Off-street Car Parking and Australian Standard 2890.6 – Off Street Parking for People with Disabilities.
Reason: To enable use of the car space by people with disabilities and to ensure compliance with the requirements of the Building Code of Australia.
16. No increase or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any other pollution discharge.
Reason: To prevent pollution from detrimentally affecting the public or environment.

17. All external lightning is to be positioned and directed so as to prevent the intrusion of light to the adjoining premises.

Reason: To prevent the intrusion of light onto adjoining premises.

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

A Section 68 approval to operate a camping ground must be obtained from Council.

Reason: To ensure compliance with the Local Government Act 1993

ADVISORY NOTES - GENERAL

18. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
19. It is possible that a covenant may affect the land which is the subject of this consent. The grant of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
20. Underground assets may exist in the area that is subject to your application. In the interest of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when work is carried out in the vicinity of plant or assets. It is the individual's responsibility to anticipate and require the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
21. Any alteration to the drawings and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s96 of the Act or a fresh development application. No works other than those approved under this consent shall be carried out without the prior approval of Council.
22. Telecommunications Act 1997 (Commonwealth): Telstra (and its authorized contractors) is the only company that is permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra Network Integrity Team on phone number 1800 810 443.

PROCEDURAL MOTION (Crs B Crouch /T Toomey)

To move to Committee of the Whole

37.03/18 CARRIED

Councillors held a detailed discussion in committee regarding the campsites.

PROCEDURAL MOTION (Crs I Strutt /L Sampson)

To resume Standing Orders

38.03/18 CARRIED

The Chair outlined details of the proposed motion determined during discussion in committee.

MOTION (Crs B Crouch /L Sampson)

That;

1. Council approve Development Application 7/2018 submitted by Rowan Chandler for a Primitive Camping Ground on land known as 33 Plane Avenue, Uralla, being Lots 68 and 72 DP 3378 subject to the following conditions of consent:
2. That; any initial approval to operate a primitive camping ground under Section 68 of the Local Government Act will not exceed 12 months after the date of development consent.

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

Compliance with National Construction Code & insurance requirements under the Home Building Act 1989

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.
2. In the case of residential building work for which the *Home Building Act 1989* requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.
3. For a temporary structure that is used as an entertainment venue, the temporary structure must comply with Part B1 and NSW H102 of Volume One of the *National Construction Code*.

Erection of signs

4. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
 - (d) showing the name, address and telephone number of the principal certifying authority for the work, and
 - (e) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - (f) stating that unauthorised entry to the site is prohibited.
5. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

GENERAL CONDITIONS

6. The development shall be implemented in accordance with:
 - (c) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
 - (d) The details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.

Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.

7. The owner of the property is to ensure that any structure is installed:
 - (a) to meet the setback requirements of the approved plans,
 - (b) to be located within the confines of the lot, and;
 - (c) so that it does not interfere with any easements or covenants upon the land.

Reason: To avoid any structures being erected in a location where it would be inappropriate.

8. A sign is to be erected and maintained at the entrance to the site which states:

Uralla Golf Club Primitive Camping Ground

Conditions of use:

- Use designated camp sites only.
- Only one caravan, bus or motor home is permitted per site.
- Maximum of 12 persons in tents per designated camp site.
- Tents must be kept a minimum of 3 metres apart.
- Unoccupied caravans, campervans and tents are not permitted to remain on site for more than 24 hours.
- Maximum length of stay is seven nights.

Reason: To ensure compliance with the principles of clause 132 of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.

9. A maximum of ten (10) camp sites are to be established on the primitive camping ground area as per the supplied plan. Each site is to be marked out by logs or similar barriers.

Reason: To ensure compliance with the principle of sub-section 132(2)(b) of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.

10. Use of the five (5) campsites to the north of the clubhouse is only to occur during the annual Uralla Golf Club's Veteran's Week, and this use is limited to a maximum period of seven consecutive days. For the remainder of the year, only the five (5) campsites to the south of the clubhouse may be used.

Reason: To protect the general amenity of surrounding dwellings.

11. Approval to operate a primitive camping ground under Section 68 of the Local Government Act expires five (5) years after the date of development consent.

Reason: Section 103 of the Local Government Act 1993 provides that approvals issued under Section 68 lapse after 5 years. Application can be made to extend or renew the approval within a 3 month period prior to the approval lapsing (see S.107).

- 12.
- 1) The maximum number of designated camp sites is not to exceed a mean average of 2 for each hectare of the camping ground (where that figure is the average calculated over the total area of the primitive camping ground),
 - 2) Camping is not permitted within the primitive camping ground other than on designated camp sites,
 - 3) A caravan, annexe or campervan must not be allowed to be installed closer than 6 metres to any other caravan, annexe, campervan or tent,
 - 4) A tent must not be allowed to be installed closer than 6 metres to any caravan, annexe or campervan or closer than 3 metres to any other tent,
 - 5) The camping ground must be provided with a water supply, toilet and refuse disposal facilities,
 - 6) Unoccupied caravans, campervans and tents are not to be allowed to remain in the camping ground for more than 24 hours,
 - 7) If a fee is charged for camping, a register must be kept that specifies the size of the group (if any) with whom the person listed in the register camped.

Reason: To ensure provision of an appropriate level of amenity for users and compliance with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.

13. An all-weather 2WD access hardstand parking surface must be provided for each site, and all vehicles must be able to enter and exit the site in a forward direction.
Reason: To ensure the applicant provides sufficient parking arrangements for vehicles.
14. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.
Reason: To ensure that the works is completed in accordance with the approval and are in a safe and healthy condition for use by occupants.
15. Parking facilities, including one (1) disabled car parks, are to comply with Part D3.5 of Building Code of Australia and the requirements of Australian Standard 2890.1 – Parking Facilities – Off-street Car Parking and Australian Standard 2890.6 – Off Street Parking for People with Disabilities.
Reason: To enable use of the car space by people with disabilities and to ensure compliance with the requirements of the Building Code of Australia.
16. No increase or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any other pollution discharge.
Reason: To prevent pollution from detrimentally affecting the public or environment.
17. All external lightning is to be positioned and directed so as to prevent the intrusion of light to the adjoining premises.
Reason: To prevent the intrusion of light onto adjoining premises.

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

A Section 68 approval to operate a camping ground must be obtained from Council.

Reason: To ensure compliance with the Local Government Act 1993

ADVISORY NOTES - GENERAL

18. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
19. It is possible that a covenant may affect the land which is the subject of this consent. The grant of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
20. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
21. Any alteration to the drawings and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s96 of the Act or a fresh development application. No works other than those approved under this consent shall be carried out without the prior approval of Council.
22. Telecommunications Act 1997 (Commonwealth): Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets.

Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.

A DIVISION was called with the result recorded as follows:

FOR: Cr B Crouch, Cr L Sampson, Cr M Dusting, Cr T Toomey, Cr I Strutt & Cr M Pearce

AGAINST: Cr N Ledger

ABSENT: Cr K Ward

39.03/18 The MOTION was PUT and CARRIED without further debate

Cr N Ledger requested that her vote against the motion be recorded.

Cr K Ward was absent at the time of voting.

Cr K Ward returned to the meeting at 3:38pm.

17. MOTIONS ON NOTICE

There were no 'Notices of Motion' addressed to the 27 March Meeting.

18. SCHEDULE OF COUNCIL RESOLUTIONS

Schedule of Action Items as at: 20 March 2018

Councillors undertook a review of the Schedule of Action Items.

19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING

Questions from 27 February 2018 Ordinary Meeting of Council

Cr T Toomey

1. Will Uralla be receiving a return and earn machine? If yes, where, if no, why not.
 - *In email correspondence to the Manager Waste, Water and Sewer Services Mr Marshalls office stated that "Adam has been told that Uralla is on TOMRA Cleanaway second 'wave of deployment', mainly because of the proximity to Uralla of the RVM at Armidale.*
 - *Adam has asked that this decision be reconsidered because it is based on an incorrect assumption that Armidale is the business centre for Uralla residents." And that "Adam will certainly advocate that a RVM be installed as the preferred option of the four choices."*

Cr R Bell

1. Can Council provide a critical review of recycling collection, sorting and sale.
 - *The problems currently being experienced in the recycling industry are not exerting a universal impact on all recycling products. At the time of providing this response only Uralla's recycled paper remains affected by the impact of Chinas import quality assurance standard. Much of Uralla's recycling is directed to a domestic market which is still accepting other product.*
 - *A critical review of the recycling industry is underway in NSW at a State Government level. The Hon. Gabrielle Upton MP hosted a forum with representatives from across state and local government, the not-for-profit sector and environmental groups during the week of March 8 2018. Uralla's interests were represented at these discussions through the participation of NIRWs Mr James Turnell in this forum.*

- *It will be some time before the outcome of these discussions are formulated and released as a strategic pathway. In the interim the EPA is working on a case by case basis with affected councils. Councils support for suitable procurement policies specifying the purchase of materials made from recycled materials, as well as the use of glass for road base in maintenance and construction projects, has been strongly encouraged.*
- *All parties to these discussions are committed to continuing recycling as an industry. The likelihood is that discussions around on shore processing will lead to greater domestic manufacturing of products using recycled materials. This alone would require that MRFs produce a higher quality recycling stream in the future.*

20. QUESTIONS FOR NEXT MEETING

Questions for 24 April 2018 Ordinary Meeting of Council

Cr B Crouch

Cr Crouch raised the following question/s at the 27 March meeting of Council:-

1. Consultation on requirements on individual properties in the Bundarra Sewer Scheme, has it started?

The General Manager took the question on notice.

Cr T Toomey

Cr T Toomey raised the following question/s at the 27 March meeting of Council:-

1. What is the process for inviting a person of interest to address council on significant points of interest.
Yes by all means under the Presentations section.
2. In relation to the Traffic Calming report for the Main Street, with the responses to technical questions from the consultant still outstanding, are we able to extend the timeframe for input or provide a second round based on the potential for a revised version being tabled one technical matters are addressed..

The General Manager took the question on notice.

21. CONFIDENTIAL BUSINESS

PROCEDURAL MOTION (Crs M Dusting /B Crouch)

To move into Closed Session of Council

That;

Council move into closed session and close the meeting to members of the public and press for the following reasons:-

The matters referred to the Closed Session of the 27 March 2018 meeting are received by Council under Section 10A (2)(d)(i) of the Local Government Act (NSW) 1993.

A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:

- (a) the discussion of any of the matters listed in subclause (2), or**
- (b) the receipt or discussion of any of the information so listed.**

(2) The matters and information are the following:

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,**

40.0/17 CARRIED

Department: **Infrastructure & Regulation**
Submitted by: Director Infrastructure & Regulation
Reference/Subject: Late Report #2 – Confidential Bundarra Tennis Courts - Lot 1 Sec 9 DP 758181

OFFICER'S RECOMMENDATION:

That Council;

1. Confirm to the Anglican Diocese of Armidale that the purchase arrangements for Lot 1 Sec 9 DP 758181 at costs of \$10,000 plus GST with each party to bear their own legal costs, is acceptable to Council, and
2. Increase the Vote to \$12,500 from Council's reserves for the purchase including legal costs.

MOTION (Crs B Crouch /T Toomey)

That Council;

1. Confirm to the Anglican Diocese of Armidale that the purchase arrangements for Lot 1 Sec 9 DP 758181 at costs of \$10,000 plus GST with each party to bear their own legal costs, is acceptable to Council, and
2. Increase the Vote to \$12,500 from Council's reserves for the purchase including legal costs.

41.03/18 CARRIED

OTHER ITEMS IN CLOSED SESSION (Receipt or Discussion of Confidential Information)

MOVE TO OPEN SESSION

PROCEDURAL MOTION (Crs B Crouch /T Toomey)

To return to Open Session of Council

That;

Council move back to Open Session

42.03/18 CARRIED

PROCEDURAL MOTION (Crs M Disting /B Crouch)

To adopt the resolution of Council in closed session in open session

That;

The resolutions of council in closed session become resolutions in the open session.

43.03/18 CARRIED

CLOSURE OF MEETING

The meeting was closed at:

4:06pm

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



EXTRAORDINARY MEETING OF COUNCIL

**Held at 12:30pm
10 April 2018**

ROLL CALL

Councillors:

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

Staff:

Mr A Hopkins, General Manager
Mr T Seymour, Director Infrastructure & Regulation
Ms T Kirkland, Director Community & Governance
Mr S Paul, Chief Financial Officer
Minute Clerk

MINUTES

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The Meeting Commenced at: 12:31pm

ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr I Strutt (Deputy Mayor), and Councillors, B Crouch, M Dusting, N Ledger, L Sampson, T Toomey, R Bell, General Manager (Mr A Hopkins), Director Infrastructure and Regulation (Mr T Seymour), Director Community and Governance (Ms P Kirkland), Chief Finance Officer (Mr S Paul), Minute Clerk.

1. OPENING OF EXTRAORDINARY MEETING AND PRAYER

2. ACKNOWLEDGEMENT TO COUNTRY

3. APOLOGIES

The Chair advised receipt of an apology from Cr K Ward.

MOTION (Crs I Strutt / M Dusting)

That;

Council accept the apology from Cr K Ward for the extraordinary meeting held 10 April 2018.

X1.04/18 CARRIED

4. DISCLOSURES & DECLARATION OF INTERESTS

There were no disclosures or declarations made.

5. REPORTS TO COUNCIL

Department: **General Manager's Office**

Submitted by: *Andrew Hopkins*

Reference/Subject: Report 1 – Stronger Country Communities Fund – Project List

OFFICER'S RECOMMENDATION:

That Council

- a) **Endorse the following as its priority list of projects for submission to the Stronger Country Communities Fund – Round Two:**
 - 1) **Bundarra Courts.**
 - 2) **Uralla Sports Complex – composite project.**
 - 3) **Park Infrastructure – composite project.**
 - 4) **Uralla Swimming Pool.**
 - 5) **Bundarra Sports and Recreation Club – amenities building. Community initiated project.**
 - 6) **Uralla Tigers Rugby League – disabled toilet and other upgrades. Community initiated project.**
 - 7) **Uralla Tennis Courts.**
 - 8) **Signage – composite project.**
 - 9) **Pathways – composite project.**
 - 10) **Uralla Arts – Alma Park performance stage. Community initiated project.**
 - 11) **Uralla Arts – constellations project. Community initiated project.**
- b) **Instructs the General Manager to further refine the scope and cost of projects initiated by Council or which are proposed on Council owned or controlled land, specifically projects:**

- Bundarra Courts.
 - Uralla Sports Complex – composite project.
 - Park Infrastructure – composite project.
 - Uralla Swimming Pool.
 - Uralla Tennis Courts.
 - Signage – composite project.
 - Pathways – composite project.
 - Uralla Arts – Alma Park performance stage. And
 - Uralla Arts – constellations project.
- c) Instructs the General Manager to include projects, in priority order, up to a value of 'as near as possible' to a limit of \$2 Million and that projects in the priority list which cannot be included within that limit are to be excluded.
- d) Instructs the General Manager to present the refined scopes and budgets of the Council initiated or owned projects, together with any community initiated projects, which have fulfilled their obligations with regard to the information required under this grant, to the 24th April Ordinary Meeting for ratification prior to submission to the State Government by close of submissions on 4th May.

MOTION (Crs R Bell / I Strutt)

That Council

- a) Endorse the following as its priority list of projects for submission to the Stronger Country Communities Fund – Round Two:
- 1) Bundarra Courts.
 - 2) Uralla Sports Complex – composite project.
 - 3) Park Infrastructure – composite project.
 - 4) Uralla Swimming Pool.
 - 5) Bundarra Sports and Recreation Club – amenities building. Community initiated project.
 - 6) Uralla Tigers Rugby League – disabled toilet and other upgrades. Community initiated project.
 - 7) Uralla Tennis Courts.
 - 8) Signage – composite project.
 - 9) Pathways – composite project.
 - 10) Uralla Arts – Alma Park performance stage. Community initiated project.
 - 11) Uralla Arts – constellations project. Community initiated project.
- b) Instructs the General Manager to further refine the scope and cost of projects initiated by Council or which are proposed on Council owned or controlled land, specifically projects:
- Bundarra Courts.
 - Uralla Sports Complex – composite project.
 - Park Infrastructure – composite project.
 - Uralla Swimming Pool.
 - Uralla Tennis Courts.
 - Signage – composite project.
 - Pathways – composite project.
 - Uralla Arts – Alma Park performance stage. And
 - Uralla Arts – constellations project.

- c) Instructs the General Manager to include projects, in priority order, up to a value of 'as near as possible' to a limit of \$2 Million and that projects in the priority list which cannot be included within that limit are to be excluded.
- d) Instructs the General Manager to present the refined scopes and budgets of the Council initiated or owned projects, together with any community initiated projects, which have fulfilled their obligations with regard to the information required under this grant, to the 24th April Ordinary Meeting for ratification prior to submission to the State Government by close of submissions on 4th May.

X2.04/18 CARRIED

CLOSURE OF MEETING

The meeting was closed at: 12:34pm

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

8. ANNOUNCEMENTS

9. TABLING OF REPORTS & PETITIONS

Petition 1 – Request and Petition for Primitive Camping at The Glen

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

There are 2 Reports to be considered in the Confidential Section

11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

12. PRESENTATIONS

There are no Presentations scheduled for the Meeting.

13. DEPUTATIONS

There are no Deputations registered for the Meeting.

14. WRITTEN REPORTS FROM DELEGATES

To be received at the Meeting.

15. MAYORAL MINUTE



MAYORAL MINUTE

24 April 2018

Mayoral Minute

MAYORAL MINUTE

MAYORAL MINUTE

NAMOI UNLIMITED China Engagement project 10 – 17 March, 2018.

I had the opportunity with 6 other Mayors from NAMOI Unlimited to participate in a trade mission to China, in particular Guangzhou, Ningbo and Shanghai. The trade mission was fully funded by NAMOI Unlimited

Four key objectives for this engagement project were -:

- Develop new cultural and economic relationships,
- Articulate investment opportunities on offer from NAMOI Unlimited,
- Develop business links and forge partnerships,
- Conduct awareness and promotional campaigns.

From the perspective of Uralla Shire Council, my presentation to the three regions concentrated on showcasing our Shire, its key agricultural industries and its tourism opportunities, to really showcase all our wonderful and hidden gems. I also touched on renewable energy within the region.

It was a “whirlwind”, exhausting mission. Each day contained a full agenda of presentations, travel and engagement with the various investor and interest groups. On 2 occasions we left locations before 5am to travel to the next engagement, it was really full on.

Over 300 business men and women attended the three presentations. This was a great result for a first time engagement.

My presentations, in particular those I have in Ningbo and Shanghai, attracted great interest in the slide screen photographs of the octagonal shape of Deeargee Woolshed and the beautiful and colourful Gostwyck chapel. A number of local Movie and Animation businesses showed keen interest in these locations for possible location visits.

This engagement project, I believe, was a success due to the attendance numbers and local media attention in the Ningbo region.

A large number of interested parties have been collated in a China Business contact list, which in fact is ever growing. The Executive Office of NAMOI Unlimited is currently managing enquiries which come from the contacts on this list and adding to the list any enquirers which are not currently on it. Council specific enquiries will be forwarded to the respective council. However, as was noted in our pre-trip debriefing by the NSW Trade Commissioner in Shanghai, genuine enquiry is probably unlikely until a return delegation is arranged and those ‘serious’ potential investors come forward. The Trade Commission is also fielding enquiries directly within China.

The return visit by Chinese representatives to our region will give us and the other NAMOI Unlimited members an opportunity to show off what we all have to offer in the way of business opportunities and tourism.



NAMOI UNLIMITED

Premier agricultural region in Australia

CHINA ENGAGEMENT PROJECT

April 2018

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Executive Summary

The China Engagement Project was expected to undertake activity and work with industry to increase opportunities that will:

- facilitate investment,
- accelerate trade,
- partner to increase innovation and productivity in agriculture, and
- provide an opportunity for tourism exchange.

In March 2018, a delegation of Mayors and staff from Namoi Unlimited completed a mission to China. Twelve members of Namoi Unlimited including the Mayor's and General Manager's of Walcha Council, Tamworth Regional Council, Gunnedah Shire Council, Mayor of Uralla Shire Council, the Mayor's and a Director from Liverpool Plains Shire Council and Narrabri Shire Council and the Namoi Unlimited Executive Officer participated in the mission. Unfortunately at the last moment the Mayor of Gwydir Shire Council withdrew due to health concerns.

The absence of Cr Coulton did not prevent the membership from supporting and promoting the Gwydir Shire Council and its Circular Economy project to any audience, demonstrating the capability of members to adapt and recognise the attributes of all members. Cr Murray undertook this responsibility and presented Gwydir Shire Council admirably.

This report is to provide member Councils with an update on progress towards the objectives in the China Engagement Project plan, specifically to report against the project objectives after the mission to China and to document key learnings for the development of an International Engagement Strategy for Namoi Unlimited.

It is important to recognise that the planning for this project commenced 1 July 2017 with the inception of a Working Group co-sponsored by Gunnedah Shire Council and Tamworth Regional Council. The involvement of the Mayors, the Economic Development Officers, media representatives and General Managers in the planning of activities and outcomes for the mission conducted 10-17 March 2018 fortnightly was critical to this projects success.

In general the effort of the working group, the Executive Officer, NSW Trade and Investment Commissioners and our delegates in Ningbo contributed to members being well prepared to address the objectives of this project and the mission.

Key Findings

The strength of the Namoi region resonates within the collaboration and cooperation of seven Local Government Areas of NSW that make up the Namoi Councils Joint Organisation.

Future Considerations:

With the membership of Namoi Unlimited confirmed at the 23 March 2018 and the formation of the new Joint Organisation to be conducted in May 2018, the collaboration and the commitment to the relationships and the China Engagement Project can be extended regionally and beyond the Namoi Joint Organisation boundaries.

Validating the Opportunity

Australia is renowned for its agriculture, its ability to innovate, and grow food and fibre for the world. This is the perception of Chinese people in the main regardless of the reported relationship in the media.

The continued communications, marketing and branding task needs to be repeated and continue to ensure the messages being delivered to the market by Namoi Unlimited represent the region as:

- A region of NSW Australia that is experiencing strong economic growth, particularly in the agricultural sector. The Namoi region is the premier agricultural region in NSW, and its agricultural production is over \$2 billion annually.
- The region is a stable investment environment, with strong and well established links with the NSW and Australian Governments.

Future Considerations:

The challenge for the organisation is now to align itself with committed suppliers who are willing and ready to commence and undertake export opportunities.

Developing a combined sales and marketing message for the region is needed. The approach to promotions was to conduct activity as Namoi Unlimited and offer each Council the opportunity to showcase their community and their industry. Such an approach to the seminar series proved to be lengthy and at times repetitive. Key messages about the regions attributes need to be developed and delivered as a collective. This would also enable member Councils to spend more time with attendees one-on-one.

Support from all levels of Government

The mandate for developing the relationship with China from the Australian Government is demonstrated in the *China Australia Free Trade Agreement*.

The support provided by NSW Trade and Investment Commissions and particularly Helen Chen a Senior Investment Officer with the NSW Department of Primary Industries was paramount to the evolution of the mission program and support in China.

Also Angel Zhang from CCPIT Guangdong also assisted with the introduction to Namoi Unlimited of Deloitte's partners.

The Minister for Trade and Investment in NSW, The Hon Niall Blair has also been extremely supportive of the Namoi Unlimited International Engagement Project, and continues to offer support and assistance in the area.

Future Considerations:

The relationships developed alongside this project need to be maintained and strengthened by repeated advice and actions.

Part of the marketing and promotional campaign should be to identify the advantages of the CHAFTA relevant to the business and investment opportunities in the Namoi region.

The NSW Government efforts to grow its relationship with China across trade, investment, education and tourism are detailed in the *China Strategy NSW International Engagement (2014)*.

The working group worked with the NSW Government closely to develop the project and the activities, specifically:

- NSW Trade and Investment Commissioner Shanghai, Tony Zhang who visited the Namoi region prior to the mission in March and to his office for developing the seminar series with the Shanghai Federation of Industry and Commerce.
- NSW Trade and Investment Commissioner Guangzhou, Murray Davis who commenced in the role in October and welcomed the group to Guangzhou and with his staff provided the first seminar of the tour.

Future Considerations:

Murray Davis was keen to introduce the group to the Guangzhou Migration Industry Association who assist people from China to invest up to \$5million in Australia's Significant Investor Stream.

Murray Davis also introduced the members to Sinda Foods at Shunda, a family owned company with a large distribution company.

The company leadership is transitioning and the opportunity may exist to negotiate a broader food supply arrangement into Southern China.

Sinda Foods is the second largest manufacturer of frozen foods in Guangdong and distribution in Hong Kong.

The group has extensive supermarket connections and make over 300 products for domestic consumption and export.

The group also has distribution links to Norco and they are establishing a baby business in North Sydney.



Background to the Project Plan

The Namoi International Engagement Project, China had four clear objectives:

- A. Develop a new cultural and economic relationship between the Namoi group of Councils and a region identified in China.
- B. Articulate the investment opportunities the Namoi Councils Joint Organisation is offering.
- C. Develop business links and forge partnerships with agriculture and agricultural innovators.
- D. Conduct awareness and promotional campaigns.

The purpose of this report is to acknowledge and report progress against these objectives for member Councils.

Objective A:

To develop a new cultural and economic relationship between the Namoi group of Councils and a region identified in China.

TIMEFRAMES:	Development Phase	Activation Phase	Evaluation Phase
	Jul to Sep 2017	Oct to Dec 2017 Mar to Jun 2018	July 2018

A1. Identify strengths, weaknesses, opportunities and challenges for a new relationship with China.

The relationship between China and Australia is strong. However, reports from Australia and in China about the high level status of the bilateral and political relationship were discussed in the media during the visit.

Future Considerations:

The working group and JOLT need to determine how the MOU translates into activity to benefit the region, and who will be responsible for outcomes. The members discussed with Ningbo three initiatives:

- The Government to Government relationship for the benefit of trade and investment agreeing to share information about each others structures and requirements by the end of May.
- A commitment to marketing and promotion as a way of encouraging and developing the relationship agreeing to exchange information about events held in both regions before the end of May.
- Establishing and working toward business to business relationships enabling business on both sides to conduct business together.

Member Councils will need to revise their reports to Councils to acknowledge that the relationship with Ningbo Agricultural Bureau rests with Namoi Unlimited not with the individual Councils as previously reported.

Although a formal SWOT was not conducted by the working group the following table represents the areas of discussion as the project developed.

STRENGTHS	OPPORTUNITIES
<ul style="list-style-type: none"> ▪ Agricultural expertise and product in the region ▪ NSW Import and Export profile with China ▪ Friendly, positive, strategic and political relationship ▪ Premium and niche products in demand ▪ Delivering something new to the market 	<ul style="list-style-type: none"> ▪ The group needs a call to action, to do something or make contact after the mission ▪ Most tertiary students attending higher education in Australia are in NSW ▪ Alumni attending NSW education providers and operating in China ▪ Facilitate the business to business links
WEAKNESSES	THREATS
<ul style="list-style-type: none"> ▪ Need to understand how world markets work ▪ Business cases for investment opportunities ▪ Development of documents and relationships from concepts, to negotiations, to shareholder agreements to completing the deal ▪ A lesser known part of NSW and Australia 	<ul style="list-style-type: none"> ▪ Reports of the political and community attitudes to Australia and China ▪ Competitive nature of world economics

A2. Identify and articulate actions to increase the capacity and capability among member Councils to represent the Namoi region and to effectively address investment and trade leads.

The Working Group identified and conducted a number of training activities for the Board:

- Branding workshop to identify the brand elements
- Austrade and the CHAFTA
- NSW Trade and Investment Commissioner Visit to the region
- WeChat as a communications platform
- Basic language
- Development of presentations and investment projects for China

CCPIT Guangzhou representative in Sydney introduced Namoi Unlimited to two private partners of Deloitte.

The Guangzhou seminar included a presentation from Deloitte about tax and business structures for Chinese companies. The presentation was not permitted for the Shanghai seminar.

A3. Articulate the process of engagement, including the engagement phases, principles of engagement, policy, methods and protocols as a group.

Namoi Unlimited distributed to members detailed information about the process and expectations of engaging in China, state and national policy, suggested rules of engagement and protocols were included in the Delegates Information Booklet.

A4. Attract support from Stakeholders for the China Engagement Strategy.

The role to identify stakeholders for the project was undertaken by the Working Group.

Stakeholders committed to the project included: Gunnedah Shire Council, Gwydir Shire Council, Liverpool Plains Shire Council, Narrabri Shire Council, Tamworth Regional Council, Uralla Shire Council and Walcha Council.

NSW Government Departments including: NSW Department of Premier and Cabinet, NSW Department of Primary Industries, NSW Department of Trade and Investment, NSW Office of Regional Development

Political engagement occurred with The Hon Niall Blair, MLC Minister for Trade and Investment

Australian Government Stakeholders included: AusTrade

Industry Stakeholders included: CCPIT Guangzhou, Shanghai Federation of Industry and Commerce

Enterprise contacts from 169 businesses and representatives were collected during seminars

FUTURE CONSIDERATIONS:

The relationship with the Australian Government and political representation will be strengthened with the announcement prior to the mission that Member for Parkes Mark Coulton MP, as the new Assistant Minister for Trade, Tourism and Investment.

A5. Develop a new cultural and economic relationship in China in the form of a formal MOU.

The relationship between the Ningbo Agricultural Bureau was cemented in a Memorandum of Understanding signed with Namoi Unlimited.

Ningbo in the Zhejiang province was selected from three options.

Ningbo has a population of 9.8 million people and permanent residents of 7.8 million; the GDP in 2013 was AUD\$18,059 per capita. Ningbo is the largest seaport on the east side of the Yangtze Delta and has direct transport links into Hong Kong.

With the development of the new trans bridge, travel time from Ningbo to Shanghai will be one hour.

The Ningbo government has designated planning status from the central government. Ningbo is also a specified industrial zone in the Belt and Road project.

Ningbo is a modern industrial city with two new functional zones. The industry pillars are; automotive, pharmaceutical and industry.

Their aim is to become a strong city in agriculture with a modern and growing economy. There is structural reform for agricultural improvement; their agricultural industries are similar to the Namoi region.

Ningbo has entered a new age to modernise the agricultural economy

Identified within the province 6 districts/local government areas, 2 municipalities and 2 counties; Gunnedah Council has a Sister City with Yinzhou and Namoi Unlimited facilitated a new relationship with Haishu for Narrabri Shire Council.

The basis of the Memorandum of Understanding between Namoi Unlimited and Ningbo Agricultural Bureau is *to formally record their mutual intent to work together and hereby agree:*

1. *The participants shall accommodate exhibitors from each party, and offer free booth available for them while hosting local Agri-Expo and other promotion seminars for agricultural products in their respective jurisdictions.*
2. *The participants will organize exchange visits to Ningbo or Namoi Unlimited to explore opportunities for agricultural exchange and cooperation.*
3. *The participants will explore cooperation opportunities in agricultural investment, agricultural technology and training.*
4. *The participants will benefit from the cooperation.*

The above did not reflect the agreed draft Memorandum of Understanding endorsed by member Councils, however respecting that the document was an intent not a contract to work together, that the Ningbo Agricultural Bureau maintains engaged to work through each of the areas of the MOU, that the intent (except for item 1 above) remained, and members agreed on tour that the members of Namoi Unlimited would endorse the Chair to sign on their behalf.

Negotiations on the above items are to continue.

In addition to the MOU, members presented to the Ningbo Agricultural Bureau three areas of initiatives aligned to the MOU. These initiatives were:

1. Commencement of Government to Government Initiatives

What are the agricultural commodities or services that Ningbo would like to trade or exchange with the Namoi region?

Namoi Unlimited proposes that by the 31 May 2018, Namoi Unlimited will provide detailed information to the Ningbo Agricultural Bureau about:

- *Australian and NSW Government structures in agriculture*
- *Associations and industry groups in agriculture*
- *A summary of the policy and decision making for agricultural trade and investment at each level*

If the Ningbo Agricultural Bureau can provide the same information, this information can be used to jointly develop a guiding protocol about what the participants agree to strategically work together on and how the participants will work together in the future.

2. Promotions between Ningbo and the Namoi region

What are the agricultural exhibitions and events that are held in Ningbo?

Namoi Unlimited proposes to provide to the Ningbo Agricultural Bureau a list of agricultural exhibitions and events relating to the commodities and services identified in item 1 above.

Namoi Unlimited believes this should include an annual summit of agricultural industry, government and business representatives, reciprocated by each participant every two years.

Namoi Unlimited will also gauge interest from agricultural businesses and associations to exchange with Ningbo producers for education, research and technical exchange.

If the Ningbo Agricultural Bureau provides the same information, jointly the participants can pursue marketing and promotional activities.

This information is to be provided by the 31 May 2018.

3. Business to Business Relationships

Namoi Unlimited will identify export businesses and potential export businesses to commence discussions on the supply of commodities and services identified by Ningbo in item 1.

In order to facilitate communications between business in the Namoi region and Ningbo,

Namoi Unlimited will explore with the Australian and NSW Government to provide funding and support for a person dedicated to communicate directly with a representative in Ningbo to facilitate trade and investment opportunities between our regions.

A discussion paper about this opportunity is to be exchanged by both sides by the 30 June 2018.

FUTURE CONSIDERATIONS:

JOLT need to review the endorsed Memorandum of Understanding and the signed document and present to the board a discussion paper on risks, opportunities and actions going forward.

The Working Group to commence activities in relation to the shared initiatives.

Connections of Gunnedah Shire Council operated on our behalf for the Ningbo arrangements and negotiated with government representatives. This arrangement has now ended and the responsibility for Government to Government relations is to be transferred to NSW Trade and Investment, Shanghai office and Commissioner Tony Zhang.

Objective B:

Articulate the investment opportunities the Namoi Councils is offering.

TIMEFRAMES:	Development Phase	Activation Phase	Evaluation Phase
	Jul to Sep 2017	Oct to Dec 2017	July 2018

B1. Member Councils are to work with industry to investigate and articulate opportunities in: Production Capacity Expansions, Value-add Opportunities for Agriculture, Logistics and transport and Renewables.

There were seven investment opportunities presented to potential investors in Guangzhou, Ningbo and Shanghai in three seminar activities.

The projects presented were:

- Multi-species Abattoir (Gunnedah Shire Council)
- Hay Containerisation Facility (Gunnedah Shire Council)
- Citrus Processing Facility (Gunnedah Shire Council)
- Glen Artney Industrial Estate (Tamworth Regional Council)
- Tamworth International Airport Precinct (Tamworth Regional Council)
- Narrabri Industrial Hub (Narrabri Shire Council)
- Gwydir Circular Economy Project (Gwydir Shire Council)

Members were allocated time within the seminar agenda to present these projects and discuss specific opportunities with investors.

As part of the presentations about the Namoi region, the new Invest in Regional NSW website was promoted.

FUTURE CONSIDERATIONS:

In preparing the presentation to seminar guests time was allocated based on the Local Government Area, industry attributes and investment projects. In future activities more time should be allocated to enable one on one discussion with potential investors.

Members should consider how best to utilise these networks and the platform created by

NSW Office of Regional Development in future engagement strategies.

A bank of potential projects and opportunities should be developed by Council Economic Development Officers to ensure the timely delivery and distribution of investment ready projects.

B2. Secure funding to the business cases of opportunity and build capability and export readiness of the Namoi region.

The initial feedback on investment opportunities from both the Shanghai and Guangzhou NSW Trade and Investment offices was that the projects were broad and confusing to the Chinese market. Namoi Unlimited invested in a review of all investment business case summaries and had translations redrafted.

The announcement from the NSW Government around funding for business case activities doesn't appear to have been announced.

The working group submitted an application to the Agriculture Market Access Development Program but was unsuccessful as the grant did not seek to address a technical export barrier for export.

B3. Build capacity of member Councils by identifying and engaging with associations and organisations to provide training to member Councils.

Information on investment opportunities was and is to continue to be collated and maintained by the Economic Development Officers in each Local Government Area.

FUTURE CONSIDERATIONS:

Namoi Unlimited should also work with the NSW Trade and Investment offices in the international market to develop a template for investment opportunities to ensure the information is collated that reflects the business opportunity and assists with communicating the project.

The development of commercially ready projects for investor consideration needs to be developed into the future. The Board held an informal discussion with Deloitte's representatives who have offered assistance through their national and international networks to partner with the Joint Organisation and promote investment opportunities.

Deloitte's also discussed the opportunity for joint ventures and how they may potentially make these introductions to the Namoi members.

Members also met during the trip a senior National Australia Bank official in Shanghai who also offered his assistance in developing investment ready documents.

The role of any commercial partner should be to:

- Validate investment opportunities
- Provide ongoing support and advice on investor opportunities
- Provide direct links to domestic and international investors
- Provide creditability to investment opportunities
- Complete business cases for member Councils

There is the opportunity to establish a partnership with a commercial provider with a commitment to a long-term relationship.

Namoi Unlimited should also work with the NSW Trade and Investment offices in the international market to develop a template for investment opportunities to ensure the information is collated that reflects the business opportunity and assists with communicating

the project.

The capacity and capability of members to address enquiries from the China mission will be tested in the coming months and an assessment of what the group can potentially establish as a group should be assessed as part of the project evaluation.

The next phase of any International Engagement needs to also include a trade and export opportunities. Discussions have commenced with the NSW Trade and Investment/Austrade representative in the region to commence work in this area.

Objective C:

Forge partnerships with the agriculture sector and agricultural innovators to articulate export opportunities.

TIMEFRAMES:	Development Phase	Activation Phase	Evaluation Phase
	Jul to Sep 2017	Oct to Dec 2017	July 2018

C1. Develop industry profiles to support market and sector analysis for export into China.

The amount of research available on the China market is substantial. Namoi Unlimited will partner with stakeholders to obtain information that will inform market and sector profiles. Information about the China market was detailed and provided in training sessions to members on a number of occasions prior to departure.

One of the significant training events was the regional roadshow conducted by Tony Zhang NSW Trade and Investment Commissioner who provided a China market assessment and a government relationships presentation to members.

A decision was made to highlight the agricultural attributes of the region as part of the presentations and although this added time to the overall presentation the information and imagery associated with the presentation proved to garner interest in the region. The industry sectors showcased as part of member presentations were:

- Wool
- Timber
- Renewable Energy
- Manufacturing and processing
- Sheep, lamb and beef
- Transport and logistics
- Cotton
- Grains

The Executive Officer also presented information about education, research and tourism however time only permitted this to occur in Shanghai.

Members were identified as industry experts in ongoing discussions about these industry sectors.

The industry sectors selected also assisted in developing the audiences understanding of the region and interest was expressed in all of these areas.

C2. Identify market opportunities for agriculture and agribusiness including research, training and agri-tourism.

In preparation for the meeting with Deloitte the working group presented a brief on identifying market opportunities.

FUTURE CONSIDERATIONS:

Member Councils will use their individual and collective experience to develop a 3-5 year International Engagement Strategy for the new financial year.

The International Engagement Strategy is expected to outline:

- Future trade and investment engagement with Ningbo
- Future investment engagement in International Markets with a focus on Australian FTA partners
- Future investment engagement with the Australian domestic market
- Future trade and investment engagement with other significant NSW and Australian markets

Not all member Councils have investment projects to promote in China. Investment opportunities being presented by Councils are at various stages of development. Some of the projects are concepts, others are project proposals being driven by the Local Government Authority others have business cases in the pipeline.

The group needs to identify and maintain a database of investment opportunities relative to the international markets or domestic investor profiles.

Councils may wish to pursue the development of Business Cases for a particular investment environment.

Namoi Unlimited wants to forge partnerships with the agriculture sector and agricultural innovators to articulate export opportunities, to communicate the assistance and support available to exporters and potential exporters and to develop a pathway for the regions producers to seek one-on-one support.

The NSW Government and the Australian Government provide regional, State-based and International resources to assist companies to approach and develop export enterprises.

The primary industry of the Namoi region is agriculture, anecdotally the Mayors of the region know, from an industry perspective:

- Climate change is expected to impact the regions agricultural industries into the future.
- Agriculture is a lever for much of the enterprise in regional communities.
- The region has a rich and diverse agricultural industry sector.
- The agricultural sector is becoming mechanised and the opportunity for jobs to support the sector lies in agri-business, manufacturing, value-add enterprises, services, education, tourism, research and development and infrastructure.

The role and performance of Local Government in leading economic development is critical to growing the region.

- Local Government has a role to play to plan and support economic development and most of the Councils are seeking development of industrial precincts, greater connectivity to national and international markets.
 - Local Government plays the lead role in facilitating regional economic, social, environmental and cultural development.
 - Local Government's motivation is to create jobs and support existing employment enterprises.
 - Local Government sees the development of nationally significant infrastructure like
-

the Inland Rail project, Newcastle Port development and access to air freight capability as critical to economic development.

Namoi Unlimited thinks that there are a number of opportunities to supporting agribusiness develop and grow:

- Local Government has a role to play in support enterprise to transition to alternative high yield crops, not only with leadership but also in planning and infrastructure provision for future industrial development.
- Local Government believes there are essentially two groups (1) those that are already exporting and (2) those that are considering export.
- Part of the rationale of developing the relationship with Ningbo is to open a part of China to regional producers. The members would like to consider how we can do this in other international markets and how.

There is an element of the community that will have a negative perception of the mission and the potential outcomes. More than likely our upcoming mission to China will evoke enquiry for trade although investment is the focus of this mission.

The group need to determine:

- How can the group facilitate and disseminate export enquiry?
- How does the group continue to seek export enquiry?
- How can the group engage with business to further understand our export capability and capacity?
- How can we facilitate or expedite export from the Namoi?
- How do we deliver?
- Who do we need to work with to deliver?
- How can we maintain and build credibility in the markets we identify?

C3. Articulate assistance and support to promote development of pathways for producers to seek one-on-one support.

Pathways to assistance will be developed in collaboration with NSW Government and Australian Government departmental resources have been identified. Where gaps in knowledge are identified a consultancy partner will be identified and funding sought.

Post the mission the follow up of enquiry will be imperative and the following understanding is to be endorsed by the Board and communicated to Councils and agencies.

Another important step is for member Councils to work on their relationships and repeat these activities to develop their relationships.

The timeliness and monitoring of follow up for enquiry rests with the member Councils.

STEP 1 - Initial China Enquiry

NSW Trade and Investment offices in Guangzhou and Shanghai have identified territories of operation. China contact with prospective investors will be separated by this delineation. The NSW Trade and Investment officers' role will be to:

- Qualify the investor as legitimate
- Quantify the request, enquiry or demand
- Provide such information to Namoi Unlimited

STEP 2 – Namoi Unlimited Distributes the Enquiry

The enquiry will be distributed to all member Councils via General Managers and Economic Development Officers.

The role of Namoi Unlimited is to collate and distribute.

STEP 3 – Economic Development Officers

The Economic Development Officers will make enquiry through the NSW Trade and Investment Officers in Guangzhou and Shanghai to verify the detail of the enquiry and identify potential supply opportunities for trade and business to business links for Council or potential investors.

To ensure some continuity in information sharing the following is suggested as part of this process:

- Economic Development Officers will include NSW Trade Investment Commissioners in communications with the enquirer.
- Economic Development Officers will include the NSW Department of Primary Industries China representatives in communications over agriculture and agri-business enquiry.
- Economic Development Officers will include the NSW Trade and Investment/Austrade representative for the New England North West in ongoing communications also.

Economic Development Officers will be responsible for identifying sources of supply within the Namoi region for agricultural product. This should be coordinated through the NSW Trade and Investment/Austrade representative for the New England North West.

STEP 4 – Collaboration on enquiry

The roles of each organisation are critical to the success of the follow up, roles and tasks allocated in the follow up are as suggested below:

China Enquiry Support – NSW Trade and Investment Commissioners

Economic Development Officers – attend and address, enquire and collaborate, report

Namoi Unlimited – monitoring and reporting

Australian Trade Supply – NSW Trade and Investment/Austrade New England North West representative

Economic Development Officers should work closely with the NSW Trade and Investment/Austrade New England North West representative to coordinate and collaborate to deliver quality responses to enquiries.

FUTURE CONSIDERATIONS:

With the establishment of clear roles and responsibilities the Working Group should monitor activity and identify further collaborative opportunities or barriers to trade and investment between the Namoi and China.

The working group is expected to meet fortnightly with representatives to monitor progress and continue to evaluate and measure successes for the Board.

C4. Investigate and create a pathway within the Namoi region for innovative producers to access export opportunities and advice.

The release of information about the enquiry and interest to producers and ultimately the community received in China should be carefully managed by a communications plan.

The communications plan should include:

- Identification of current regional exporters and products
- Identify and collate key messages about growing agribusiness to export and the resources available
- Conduct of information forums with producers that are industry specific
- Assess the opportunity of the International Import Exhibition, Shanghai 5-10 November 2018 with producers, the NSW Government and members

FUTURE CONSIDERATIONS:

Economic Development Officers should work closely with NSW Trade and Investment/Austrade New England North West representative to ascertain the producers who are ready to capitalise on export opportunities.

Barriers to opportunities should be collated and monitored by the Working Group and discussions with the Minister for Trade and Investment in NSW should continue around a pilot project in the Namoi.

The NSW Trade and Investment Commissioner also sought to introduce the members to the Migration Industry Association in Guangzhou. The group is responsible for facilitating investment and opportunities for Australia's Significant Investor stream.

<https://www.homeaffairs.gov.au/trav/visa-1/188-?modal=/Visas/supporting/Pages/188/significant-investor-stream.aspx>

Australia's Significant Investor Stream means:

An investor has a genuine and realistic commitment to:

- *reside in the state or territory whose government agency nominated,*
- *continue business and investment activity in Australia after the conclusion of the provisional visa,*
- *live in Australia for at least 40 days per year (calculated cumulatively) for the duration of the provisional visa, or your spouse to live for at least 180 days per year (calculated cumulatively) for the duration of your provisional visa.*

An investor and their partner must have combined net assets of at least AUD5 million that are legally acquired, unencumbered, and available to be used to make the complying investment in Australia.

Income earned from the complying investment in Australia is subject to tax under Australian taxation law.

Objective D:

Conduct awareness and promotional campaigns.

TIMEFRAMES:	Development Phase	Activation Phase	Evaluation Phase
	Jul to Sep 2017	Oct to Dec 2017 Mar to Jun 2018	July 2018

D.1 Introduce a new international brand that reflects the attributes of the Namoi region.

Tamworth Regional Council facilitated a workshop to develop a new international brand. The brand and variations as well as a Style Guide were developed by Tamworth Regional Council for Namoi Unlimited.



GUNNDAH SHIRE COUNCIL | GWYDIR SHIRE COUNCIL | LIVERPOOL PLAINS SHIRE COUNCIL | NARRABRI SHIRE COUNCIL | TAMWORTH REGIONAL COUNCIL | URALLA SHIRE COUNCIL | WALCHA COUNCIL

Brand strengths and principles were confirmed:

- We need to build trust with audiences and investors.
- We need to deliver on our promises and make it easy to do business with us.
- We need avoid bad brand extensions that chase short term profits at the expense of long-term brand value.

Brand characteristics identified were:

- Australia
- Trade and investment
- Agriculture
- Agricultural innovation
- Food
- Clean and green

Brand positioning is that the Namoi region is the “Premier agricultural region in Australia.

Members embraced the new branding and resolved to create a trading name for the Namoi Joint Organisation of Councils.

D2. Develop an awareness and marketing strategy with the foundation of a new regional brand.

The tools in the awareness and marketing strategy will include:

- **Review and relaunch of the Namoi Region Investment Prospectus in Mandarin and available online in China.**
- **Online marketing campaign to build awareness of the opportunities and contacts in the region.**
- **Conduct a trade mission for member Councils and interested parties to Ningbo, China.**

The elements to the marketing and promotional strategy were:

- The investment prospectus printed and online
- WeChat groups for the seminar participants
- Distribution of USBs to seminar participants

The Namoi Region Investment Prospectus was reviewed and amended to reflect the withdrawal of Moree Plains Shire Council from the organisation, but the group remained committed to promoting the attributes of the region in a number of sections.

The document was translated and printed in China and distributed during the mission.

Namoi Unlimited developed a new website to build awareness of the region; the English and Mandarin versions of the Investment Prospectus are available online.

E-versions of Council and investment projects were also provided to each participant to the seminars on a branded USB.

The critical part of the marketing and promotion in China was the development of a series of seminars across Guangzhou, Ningbo and Shanghai, 65 of people attended the Guangzhou seminar, 100 people attended an agriculture/business exchange and a meeting was held with ten specific suppliers during the visit to Ningbo and in Shanghai 92 people attended the business investment seminar.

Members were provided with the opportunity to meet with representatives and contact details have been exchanged.

FUTURE CONSIDERATIONS:

Initial discussions were held with the proprietors of New England Living Magazine about creating a new collateral piece to replace the prospectus. Discussions around developing a magazine with a shelf life of 12-18 months with advertorial objectives as well were discussed. Several examples were collected whilst in China.

A number of connections were made to e-commerce associations across the three locations, marketing experts should investigate if there is the opportunity to test product across these platforms during future missions.

D3. Execute and monitor the success of the marketing strategy.

In addition to the above a media and communications strategy about the mission was endorsed and implemented by the Board.

Some examples of Media associated with the mission include:

[Walcha Council delegates return from an international mission](#) (March 29 2018 - 11:00AM)

[Liverpool Plains mayor Andrew Hope and Tamworth mayor Col Murray deem recent China visit a success](#) (March 27 2018 - 4:00PM)

[Namoi Unlimited in China](#)

[Council cluster on the look-out for Chinese investment](#) (15 Oct 2017, 11a.m)

[Chinese promotional push](#) (9th January, 2018)

[Gunnedah Shire Council's recent trip to China provides region with investment opportunities](#) (March 29 2018 - 12:00PM)

[Namoi Councils Seek Trade Opportunities In China](#) (March 8, 2018)

[Tour hopes to develop new trade relationships with China](#) (March 7, 2018)



NAMOI UNLIMITED

Premier agricultural region in Australia

16. REPORTS TO COUNCIL



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.2 An effective and efficient organisation.
Strategy:	4.2.2 Operate in a financially responsible and sustainable manner.
Activity:	4.2.2.1 Maintain and control financial system and improve long-term sustainability
Action:	Maintain cash flow and maximise return on investment within risk parameters provided by the Office of Local Government

SUMMARY:

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

OFFICER'S RECOMMENDATION:

That:

Council note the cash position as at 31 March, 2018 consisting of cash and overnight funds of \$1,965,037, term deposits of \$12,350,000 totalling \$14,315,037 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 \$12,350,000 spread over the next twelve months will receive a range of interest from 2.35% to 2.75% with an average rate of 2.56%. 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 March, 2018.

KEY ISSUES:

The RBA have left interest rates on hold for the twentieth month in a row. The outlook for any increase in interest rates continues to be low with inflation below the RBA target. The current low interest rates will continue to result in reduced investment returns over the coming year.

COUNCIL

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

3. Financial (LTFP)

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

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

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

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member:	Simon Paul
TRIM Reference Number:	U15/287
Approved/Reviewed by Manager:	Chief Financial Officer
Department:	Organisational Services - Finance
Attachments:	Council's Investments as 31 March, 2018 Diary of Investment Maturity Dates and Amounts

Uralla Shire Council
Council Business Paper – 24 April 2018

Uralla Shire Council		
Investments at 31 March, 2018		
Cash at Bank – Operating Accounts:		
Institution	Account	Bank Statement
National Australia Bank	Main Account	\$558,963.60
National Australia Bank	Trust Account	\$31,296.33
Community Mutual	Bundarra RTC	\$24,641.25
Total		\$614,901.18
Business Investment (Cash Management) Account		
Institution	Interest rate	Balance
National Australia Bank	0.01%	\$0.00
Professional Funds	0.15% above RBA cash rate	\$1,350,135.58
Total		\$1,350,135.58

Term Deposits:			
Institution	Interest rate	Maturity	Balance
Bank of Queensland	2.60%	9/04/2018	\$500,000.00
National Australia Bank	2.50%	17/04/2018	\$500,000.00
Commonwealth Bank	2.61%	4/05/2018	\$600,000.00
ANZ	2.35%	17/05/2018	\$300,000.00
Bank of Queensland	2.55%	12/06/2018	\$800,000.00
National Australia Bank	2.50%	9/04/2018	\$500,000.00
Commonwealth Bank	2.53%	6/07/2018	\$500,000.00
Westpac Banking Corporation	2.75%	24/07/2018	\$1,000,000.00
National Australia Bank	2.45%	26/08/2018	\$1,000,000.00
Commonwealth Bank	2.55%	29/08/2018	\$800,000.00
Bank of Queensland	2.60%	4/09/2018	\$500,000.00
Bank of Queensland	2.55%	8/10/2018	\$800,000.00
ANZ	2.45%	10/10/2018	\$400,000.00
Westpac Banking Corporation	2.74%	18/10/2018	\$1,300,000.00
Commonwealth Bank	2.54%	20/11/2018	\$250,000.00
ANZ	2.45%	26/11/2018	\$800,000.00
Commonwealth Bank	2.51%	15/01/2019	\$700,000.00
Westpac Banking Corporation	2.55%	24/01/2019	\$500,000.00
National Australia Bank	2.50%	28/02/2019	\$600,000.00
Total			\$12,350,000.00

Uralla Shire Council
Council Business Paper – 24 April 2018

Loans:		
Loan no.	Purpose	Balance
165	MGH Property	\$55,243.89
167	Rear Service Lane Land	\$1,354.44
168	Community Centre	\$43,221.79
176	Library Extensions	\$212,917.40
177	Grace Munro Centre	\$170,356.03
181	Creative Village Works	\$10,005.05
185	Public Toilets Alma Park	\$9,560.34
186	Public Toilets Pioneer Park	\$16,936.84
187	Undergrounding Power and Mainstreet Upgrade	\$163,216.97
188	Paving and Power Undergrounding	\$39,015.08
189	Bridge Construction	\$225,656.72
190	Bridge construction & industrial land development	\$1,751,440.05
Total		\$2,698,924.60



REPORT TO COUNCIL

Department:	Community and Governance
Submitted by:	<i>Acting Community Development and Tourism Coordinator</i>
Reference/Subject:	Report 2 - 2018 Bush Bursary/Country Women's Association Scholarship Program

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.2 A safe, active and healthy Shire
Strategy:	1.2.2 Work with key partners and the community to lobby for adequate health services in our region
Activity:	1.2.2.1 Improve access to regional health services
Action:	1.2.2.1.3 Liaise with medical practitioners to prepare for participation if the 2018 Bush Bursary/CWA Scholarship program

SUMMARY:

The NSW Rural Doctors Network has invited Council to participate in the Bush Bursary/CWA Scholarship program in 2018.

OFFICER'S RECOMMENDATION:

That:

- a) ***Council not participate / participate in the Bush Bursary, CWA Scholarship Program 2018.***
- b) ***Council allocate \$4,600 into the 2018/19 Operational Plan and Budget. {delete if not participating}.***

BACKGROUND:

At the May 2017 Ordinary Meeting, Council considered a report titled "Report 5 - 2017 Bush Bursary/Country Women's Association Scholarship Program" and resolved **[14.05/17]**:

- a) *Council will not participate in the Bush Bursary/CWA Scholarship Program 2017.*
- b) *Council liaise with local medical practices to prepare to participate in the program in 2018.*

REPORT:

The Bush Bursaries and CWA Scholarships are offered annually to selected medical students in NSW and the ACT and are financially supported by the rural councils of NSW, the Country Women's Association and the NSW Rural Doctors Network (RDN). This program has been operating since 1996, with over 300 medical students having received assistance. With an increasing number of students studying medicine, there is more opportunity to expose this new generation of future doctors to rural medical practice and lifestyle.

By participating in this program Uralla Shire Council would be able to take advantage of this opportunity with a student being placed in the local community with local medical practitioners for a two week period.

Should Council determine to participate, it will involve:

- Payment of \$3,000 (plus GST) for the sponsored medical student
- Up to \$1,600 (plus GST) for medical student accommodation
- Nomination of staff to be the Placement Coordinator
- Organisation of placement with the participating medical practice and accommodate for the sponsored medical student for a two-week placement
- Liaise with RDN and sponsored medical student about the placement arrangements.

A letter from the NSW Rural Doctors Network, with a response form to be completed by 4 May 2018 is contained at Attachment A.

In accordance with Council's resolution [14.05/17], consultation with both medical practices in Uralla has occurred. One practice is unable to participate in 2018, and the other medical practice has indicated they would be willing to accept a medical student for the two week placement, offering only in-kind support.

This report recommends that Council determine if it will or will not participate in the Scholarship Program in 2018.

KEY ISSUES:

- Should Council resolve to participate:
 - A response form is to be lodged by 4 May 2018;
 - An allocation of staff resources will be made to act as Placement Coordinator; and
 - \$4600 (plus GST) will be included in the 2018/19 financial year budget to fund the program.

COUNCIL IMPLICATIONS:

A. Community Engagement/ Communication (per engagement strategy)

Consultation has occurred with the Uralla medical practices

B. Policy and Regulation

Nil

C. Financial (LTFP)

Should Council determine to participate in the program, \$4,600 (plus GST) will be included in the 2018/19 financial year budget to fund participation in the program.

D. Asset Management (AMS)

Nil

E. Workforce (WMS)

Staff resources required to act as Placement Coordinator.

F. Legal and Risk Management

Nil

G. Performance Measures

Nil

H. Project Management

Acting Community Development and Tourism Coordinator, as Placement Coordinator.

Prepared by staff member:	Clare Campbell
TRIM Reference Number:	
Approved/Reviewed by Manager:	Trish Kirkland,
Department:	Community and Governance
Attachments:	Attachment A - Letter from NSW Rural Doctors Network UI/18/184



NSW RURAL DOCTORS NETWORK

25 January 2018

Uralla Shire Council
General Manager
Mr Tom O'Connor
PO Box 106
URALLA NSW 2358



Dear Mr O'Connor

Re: The 2018 Bush Bursary/Country Women's Association Scholarship Program

I am writing to invite Uralla Shire Council to participate in the Bush Bursary/CWA Scholarship program in 2018.

The Bush Bursaries and CWA Scholarships are offered annually to selected medical students in NSW and the ACT, and are financially supported by the rural councils of NSW, the Country Women's Association and the NSW Rural Doctors Network (RDN).

The number of students studying medicine is increasing, which means an increasing amount of students wishing to apply for the Bush Bursary/CWA scholarship. The more Councils that sponsor this scholarship the more opportunity there is to expose this new generation of future doctors to rural medical practice and lifestyle.

Below is an outline of the role that RDN and your Council would provide for the program:

NSW Rural Doctors Network's Role –

- Advertising and promotion of the Bush Bursary Scheme to eligible students studying at medical schools in NSW/ACT
- Recruitment and selection of Bush Bursary recipients
- Administration of funds from sponsoring shire councils to Bush Bursary recipients
- Matching recipients to sponsoring shire council
- Ongoing support and information for recipients and shire councils throughout the year
- Distribution of research and evaluation about the Bush Bursary to stakeholders and interested parties.

Sponsoring Shire Council's Role –

- Payment of \$3000 (+GST) for sponsored student
- Nomination of Placement Coordinator from within council or associated organisation
- Organisation of placement for sponsored Bush Bursary student, including liaising with local medical practitioners and community groups, accommodation and social aspects of the two-week placement.
- Liaise with NSW RDN and sponsored Bush Bursary student regarding placement arrangements

2018 BUSH BURSARY SPONSORSHIP RESPONSE FORM

Your council is invited to sponsor and host a Bush Bursary Scholarship holder during 2018. Please complete the following details if you wish to participate or alternatively, if you wish to obtain further information please contact the Sydney office of the NSW Rural Doctors Network (02) 8337 8100 or e-mail – students@nswrdn.com.au

Name of Council: _____

Name of Town for Rural Placement: _____

Name of General Manager: _____

Name of Placement Coordinator: _____

Job title of Placement Coordinator: _____

Mailing Address: _____

E-mail: _____

Telephone: _____

Would you prefer to be invoiced before or after 1st July 2018? _____

Thank you

Please return this form by **Friday 4 May 2018** to:

Melanie Ward
Project Officer – Education and Training
PO Box 1111
Mascot NSW 1460
Fax: (02) 8337 8110
Email: students@nswrdn.com.au



REPORT TO COUNCIL

Department:	Community and Governance
Submitted by:	<i>Acting Community Development and Tourism Coordinator</i>
Reference/Subject:	Report 3 - Monthly Report - Visitor Information Centre and Library

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.3 A diverse and creative culture 2.1 An attractive environment for business, tourism and industry.
Strategy:	1.3.1 Provide enhanced and innovative library services that support and encourage lifelong learning. 2.1.1 Promote Uralla Shire and the region as a place to live, visit and invest
Activity:	1.3.1.1 Deliver library services in collaboration with Central Northern Regional Library 2.1.1.1 Promote Uralla Shire through the Visitor Information Centre
Action:	1.3.1.1 Operate the Uralla library to optimise hours within the resource and budget allocation 2.1.1.1 Operate the Visitor Information Centre to optimise service

SUMMARY:

This report provides an outline of activities at the Visitor Information Centre and the Library for the month of March 2018.

OFFICER'S RECOMMENDATION:

That Council receive and note the report.

BACKGROUND:

Nil.

REPORT:

Visitor Information Centre

March 2018 has continued the trend of the past years, recovering from a slow February with visitor numbers growing from 579 to 773 – an increase of 33.5% on the previous month. However, the statistics show a decrease of 23% on the March 2017 figure of 1,007.

Year-to-date gross profit margin is 42% (prior to end of year stock take adjustments) compared to 2016-17 gross profit margin of 40%.

Sales for March 2018 totalled \$1,568 (ex GST), which is more than double the February figure - a 115% increase on last month's sales and a 33% increase on March 2017.

Uralla Shire Council
Council Business Paper – 24 April 2018

The majority of travellers who came through the Visitor Information Centre in March, continued the general trend of residing principally in New South Wales, followed by Queensland, Victoria and ACT. Visitors from overseas totalled 34 from the United Kingdom, Denmark, Japan and Germany.

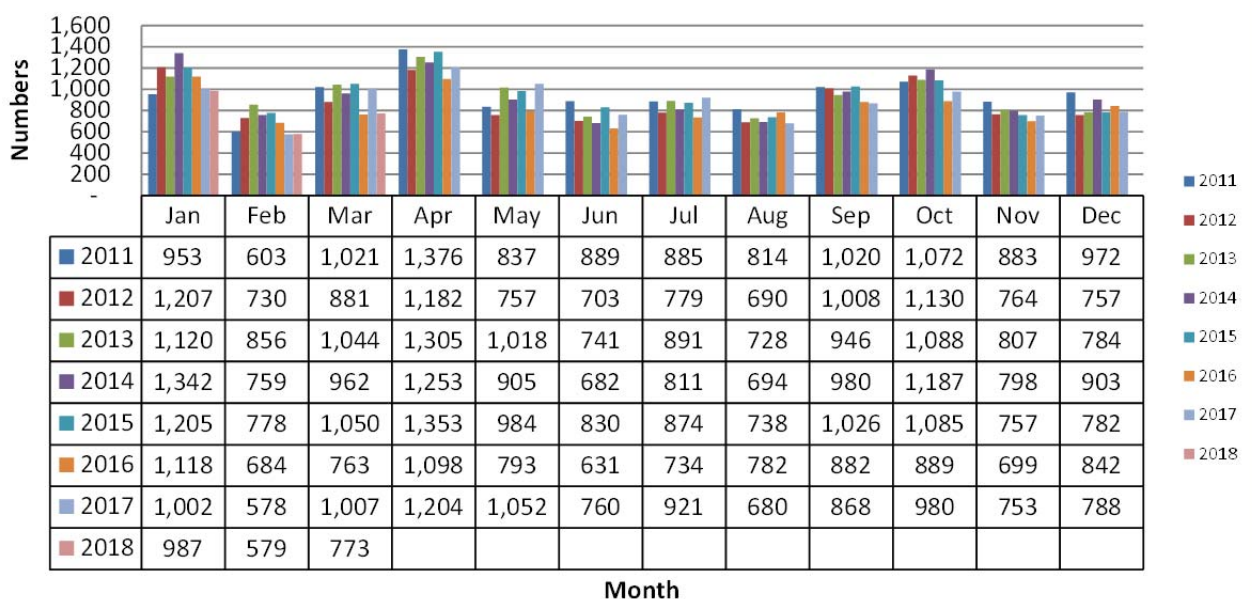
Sales for 2017-18 Financial Year

Month	Total (ex. GST)
July	\$1,403
August	\$1,326
September	\$1,455
October	\$1,844
November	\$1,888
December	\$830
January	\$2,725
February	\$730
March	\$1,568
Total (\$)	\$13,769

Annual March Sales

Year	Total (ex GST)
2014/15	\$1,715
2015/16	\$1,261
2016/17	\$1,174
2017/18	\$1,568

Uralla Visitor Information Centre Visitor Numbers



Uralla Shire Council
Council Business Paper – 24 April 2018

Library

Loan items for the month of March 2018 totalled 1,491. Loans include all resources (books, DVDs, audio books, magazines and CDs). The figure represents an increase of approximately 11.43% from the February 2018 total loans, placing Uralla Library again as the fourth highest for loans in the Central Northern Library network (CNRL). New members totalled 18 for March 2018, which places Uralla third out of 15 libraries in CNRL network for the month.

The new Artist of the Month Program is now established with forward bookings in place for the next several months. The Chicken Hatching display has been a great success attracting interested people of all ages to witness seven chicken hatchings over four weeks. It has triggered an increase in poultry-related loan items from the library.

Library Figures to-date for 2017-18 Financial Year

Month	Loans	New Members
July	1,578	19
August	1,561	17
September	1,510	12
October	1,922	22
November	1,532	11
December	1,272	5
January	1,935	14
February	1,338	8
March	1,491	18
Total	14,139	126

KEY ISSUES:

Nil

Prepared by staff member: Clare Campbell
TRIM Reference Number:
Approved/Reviewed by Manager: Director Community and Governance
Department: Community and Governance
Attachments: Nil



REPORT OF COMMITTEE

Department:	Community & Governance
Submitted by:	Risk Management and Safety Officer
Reference/Subject:	Report 4 - Report of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2 An effective and efficient organisation
Strategy:	4.2.6 Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment workforce
Activity:	4.2.6.1 Develop and incorporate a risk management framework which is effective and accessible
Action:	4.2.6.1.4 Facilitate regular meetings of the Audit and Risk Committee

SUMMARY:

This report provides the minutes and recommendations of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018 for determination by Council.

OFFICER'S RECOMMENDATION:

1. That Council note the minutes of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018, Attachment A.
2. Report No. 2 Chair's Review of Committee Performance.
Committee Recommendation 2.1:
That Council receive and note the Audit, Risk and Improvement Committee Chair's Review of Committee Performance Report [Attachment B].
3. Report No. 3 Policy Risk Management 2018.
Committee Recommendation 3.1:
That Council:
 - a. place the draft Policy: Risk Management 2018, as amended by the Committee, on public exhibition for a period of 28 days [Attachment C].
 - b. adopt the draft Policy: Risk Management 2018 to replace the Risk Management Policy adopted in 2014, subject to no public submissions being received.
4. Report No. 4 2018 Internal Audit Program
Committee Recommendation 4.1:
That Council receive and note the:
 - a. Charter: Internal Audit 2018, as modified by the Committee [Attachment D].
 - b. 2018 Internal Audit Program, as modified by the Committee [Attachment E].

5. Report No. 5 Committee Annual Program

Committee Recommendation 5.1:

That Council receive and note the 2018 Annual Committee Program, as modified by the Committee [Attachment F].

6. Report No. 6 Policy: Fraud and Corruption Control 2018 and Strategy: Fraud and Corruption Control 2018.

Committee Recommendation 6.1:

1. That Council:

- a. place the draft Policy: Fraud and Corruption Prevention 2018 on public exhibition for a period of 28 days [Attachment G].*
- b. adopt the Policy: Fraud and Corruption Prevention Policy 2018, subject to no public submissions being received.*

2. That Council adopt the Strategy: Fraud and Corruption Control 2018, as modified by the Committee, and note the financial implications for its implementation [Attachment H].

7. Report No. 7 Risk Management Action Plan 2017-18

Committee Recommendation 7.1:

That Council:

- a. receive and note the four improvement actions plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) resulting from Council's insurer's 'Continual Improvement Pathway Workbooks' used to self-assess the integrity of Council's existing systems [Attachment I].*
- b. refer the four improvement action plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) to the Director Infrastructure and Regulation for consideration as to funding and resourcing for implementation as part of the 2018/19 Operational Plan and Budget preparation process.*

Prepared by staff member:

Matthew Fletcher

TRIM Reference Number:

Approved/Reviewed by Manager:

Cian Middleton

Department:

Community and Governance

Attachments:

Attachment A - Minutes Audit, Risk and Improvement Committee Meeting held on 10 April 2018

Attachment B - Chair's Review of Committee Performance

Attachment C - Policy: Risk Management 2018

Attachment D - Charter: Internal Audit 2018

Attachment E - 2018 Internal Audit Program

Attachment F - Annual Committee Program

Attachment G - Policy: Fraud and Corruption Control 2018

Attachment H - Strategy: Fraud and Corruption Control 2018

Attachment I - Insurer's CIP Improvement Action Plans



MINUTES

Audit, Risk and Improvement Committee Meeting

10 April 2018, 2pm, Council Chambers

Members (voting):

Mr Michael O'Connor - Independent External Member (Chair)
Mr Paul Packham - Independent External Member
Cr Bob Crouch
Cr Kevin Ward (apology)

Attendees (non-voting):

Mr Andrew Hopkins - General Manager
Ms Trish Kirkland - Director Community and Governance
Mr Simon Paul - Chief Financial Officer
Mr Cian Middleton - Coordinator Governance and Risk
Mr Matthew Fletcher - Risk Management and Safety Officer

1. Meeting Open

- 1.1 The Chair declared the meeting opened at 1:54pm

2. Apologies, Requests for Leave of Absence and Observers

- 2.1 The Chair advised there was an apology from Cr Kevin Ward
2.2 The Chair advised there were nil requests for leave of absence
2.3 The Chair acknowledged and welcomed the presence of Cr Pearce, Cr Strutt and Cr Ledger as observers

3. Welcome

- 3.1 Welcome to new independent external committee member Mr Paul Packham
3.2 Mr Packham outlined his work experiences relative to his position on the Committee
3.3 Welcome to Cian Middleton – Council's new Coordinator Governance and Risk

4. Acknowledgement of Country

- 4.1 The Chair acknowledged Country and Elders past and present

5. Quorum Confirmation

- 5.1 The Chair declared a quorum

6. Confirmation of Minutes

- 6.1 Minutes from the Committee meeting held 21 November 2017

MOTION (M. O'Connor / B. Crouch) CARRIED

That the Committee confirm the minutes as a true and accurate record of the Committee Meeting held on 21 November 2017.

7. Disclosures & Declarations of Interest

Mr O'Connor disclosed that he was to be appointed as an independent external member to New England Weeds Authority's Audit, Risk and Improvement Committee.

8. Reports

- 8.1 Audit and Risk Committee – Change of Committee name, revised charter and new Committee member

MOTION (M. O'Connor / B. Crouch) CARRIED

That the Audit, Risk and Improvement Committee note the following Council resolutions of the Ordinary Council Meeting held on 27 March 2018:

Resolution #25.03/18

That Council:

1. Appoint Paul Packham to Council's Audit, Risk and Improvement Committee as an independent external representative, as recommended by the evaluation committee.
2. Seek Expressions of Interest for the remaining vacant independent external representative position on Council's Audit, Risk and Improvement Committee.

Resolution #24.03/18

That Council:

1. Rename the Audit and Risk Committee to the Audit, Risk and Improvement Committee.
2. Adopt the Charter: Audit, Risk and Improvement Committee 2018, contained at Attachment A.

8.2 Chair's Review of Committee Performance

MOTION (M. O'Connor / B. Crouch) CARRIED

1. That the Audit, Risk and Improvement Committee receive and note the Chair's Review of Committee Performance Report.
2. That the Audit, Risk and Improvement committee recommend to Council that the Chair's Review of Committee performance Report be received and noted.

8.3 Policy: Risk Management 2018

MOTION (M. O'Connor / B. Crouch) CARRIED

That the Internal Audit, Risk and Improvement Committee recommend to Council, that Council:

- a. place the draft Policy: Risk Management 2018, as modified by the Committee, contained at Attachment A, on public exhibition for a period of 28 days.
- b. adopt the Policy: Risk Management 2018 to replace the Risk Management Policy adopted in 2014, subject to no adverse public submissions being received.

8.4 2018 Internal Audit Program

MOTION (M. O'Connor / B. Crouch) CARRIED

1. That the Audit, Risk and Improvement Committee endorse the:
 - a. Internal Audit Program, as modified by the Committee, for the 2018 calendar year; and
 - b. Charter: Internal Audit 2018, as modified by the Committee, contained at Attachment A.
2. That the Audit, Risk and Improvement Committee recommend that Council receive and note the:
 - a. Charter: Internal Audit 2018 contained at Attachment A, as modified by the Committee, and
 - b. 2018 Internal Audit Priorities and Program as set out in Table 1, as modified by the Committee.

8.5 Annual Committee Program

MOTION (M. O'Connor / B. Crouch) CARRIED

1. That the Audit, Risk and Improvement Committee endorse the 2018 Annual Committee Program, as modified by the Committee.
2. That the Audit, Risk and Improvement Committee receive a 2019 Annual Program at the next Audit, Risk and Improvement Committee meeting.
3. That the Audit, Risk and Improvement Committee recommend that Council receive and note the 2018 Annual Committee Program, as modified by the Committee.

8.6 Policy: Fraud and Corruption Control 2018 and Strategy: Fraud and Corruption Control 2018

MOTION (M. O'Connor / B. Crouch) CARRIED

1. That the Audit, Risk and Improvement Committee recommend to Council, that Council:
 - a. place the draft Policy: Fraud and Corruption Prevention 2018, contained at Attachment A, on public exhibition for a period of 28 days.
 - b. adopt the Policy: Fraud and Corruption Prevention Policy 2018, subject to no public submissions being received.
2. That the Audit, Risk and Improvement Committee recommend to Council, that Council:
 - a. adopt the Strategy: Fraud and Corruption Control 2018, as modified by the Committee, and note the financial implications for its implementation.

8.7 Risk Management Action Plan 2017-18

MOTION (M. O'Connor / B. Crouch) CARRIED

1. That the Audit, Risk and Improvement Committee note the current status and progress of the Statewide Risk

Management Action Plan 2017-18.

2. That the Audit, Risk and Improvement Committee recommend that Council:
 - a. receive and note the four improvement actions plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) resulting from Council's insurer's 'Continual Improvement Pathway Workbooks' used to self-assess the integrity of Council's existing systems.
 - b. refer the four improvement action plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) to the Director Infrastructure and Regulation for consideration as to funding and resourcing for implementation as part of the 2018/19 Operational Plan and Budget preparation process.

8.8 External Audit Client Service Plan – 2018

MOTION (M. O'Connor / B. Crouch) CARRIED

1. That the report be received and noted.

9. Confidential Report

9.1 CONFIDENTIAL Report 1 /Fraud and Corruption Control

MOTION (M. O'Connor / B. Crouch) CARRIED

1. That the report be received and noted.

10. Next Meeting

10.1 10 July 2018, 2pm @ Council Chambers, Uralla Shire Council

11. Meeting Closed

11.1 The Chair declared the meeting closed at 3.30pm

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REPORT TO AUDIT, RISK & IMPROVEMENT COMMITTEE

Department:	Governance and Risk
Submitted by:	Chair, Michael O'Connor
Reference/Subject:	Report 2 / Chair's Review of Committee Performance

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2 An effective and efficient organisation
Strategy:	4.2.6 Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment workforce
Activity:	4.2.6.1 Develop and incorporate a risk management framework which is effective and accessible
Action:	4.2.6.1.2 Facilitate regular meetings of the Audit and Risk Committee

SUMMARY:

The Charter: Audit, Risk and Improvement Committee 2018 requires the Chair of the Audit, Risk and Improvement Committee (the Committee) to initiate a review of the Committee at least once every two years.

OFFICER'S RECOMMENDATION:

- 1. That the Audit, Risk and Improvement Committee receive and note Chair's Review of Committee Performance Report**
- 2. That the Audit, Risk and Improvement committee recommend to Council that the Chair's Review of Committee performance Report be received and noted.**

CHAIR REPORT

1. INTRODUCTION

The Charter of the Audit and Risk Committee adopted by the Uralla Shire Council requires that the Committee report to Council at least annually on its activities.

This report covers the period from 21 July 2015 to 31 December 2017.

Uralla Shire Councils Audit and Risk Committee has been established by Council as a key component of its governance framework. The Charter for the Committee has been developed with reference to guidelines issued by the Office of Local Government, NSW Department of Premier and Cabinet.

The Audit and Risk Committee Charter sets out the roles and responsibilities of the Committee, its authority and operational guidelines, membership and the tenure of its members, and their reporting responsibilities.

Uralla Shire Council
Audit, Risk and Improvement Committee
Business Paper – 10 April 2018

The Charter was initially adopted by Council on 27 October 2014 and reviewed and updated in November 2016.

Membership of the Committee comprises the Mayor plus one (1) Elected Member of Council and two (2) Independent members. Independent members of the Committee are selected following an expression of interest process. Non-voting attendees are the General Manager, Chief Finance Officer and originally the Executive Manager-Governance and Information, now the Director-Community and Governance. Other Councillors and Council staff are invited and may attend or as requested by the committee.

2. AUDIT AND RISK COMMITTEE REPORT

2.1 CHARTER

In February 2017 the Committee was advised of changes introduced by the Local Government Amendment (Governance and Planning) Act 2016 requiring Councils to appoint an Audit, Risk and Improvement Committee. The amendment specified (amongst other things) a range of aspects of Council's operations that the Committee must keep under review.

Whilst the new Act provisions have yet to be proclaimed, the Committee will incorporate the changes into its Charter to fully align it to the requirements of the Act. The Committee will continue to work with Council to progressively ensure the new requirements are adequately considered as part of the continuous improvement process, and in anticipation of them being proclaimed. Council has recently endorse an updated Audit, Risk and Improvement Committee Charter.

2.2 COMMITTEE MEMBERSHIP

The Committee members during the period covered by this report were:

Independent members:

- Michael O'Connor (Member and Chairman from 21 July 2017)
- Mr Sean Johnston (Member from 21 July 2017-resigned November 2017)

Councillor members:

- Cr Michael Pearce (Mayor)
- Cr Bob Crouch

Observer

- Cr Natasha Ledger and Cr Isabell Strutt (Deputy Mayor)-attended as a regular observer

Background of Independent Members

Michael O'Connor has over 26 years' experience in the Local Government environment in the Electricity Supply industry. He has a thorough knowledge of the functions of Local Government, both in the utility environment and the Council service area, plus the not for profit, the military, community transport and private business sectors. He is also a member of the Risk and Audit Committee of the Armidale Regional Council, Walcha Shire Council (has not met to date) and Tamworth Regional Council. Michael holds qualifications from the Australian Institute of Company Directors.

Uralla Shire Council
Audit, Risk and Improvement Committee
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Sean Johnston is a certified public accountant, with extensive auditing experience and working with a public accountancy practice in Armidale. (Note: Sean resigned from the Audit and Risk Committee in November 2017 due to his relocation to a new position in Sydney).

The Independent members are appointed for the term of the Council, after which they will be eligible for extension or re-appointment following a formal review of their performance.

2.3 COMMITTEE MEETING ATTENDANCE

All members of the Committee attended all meeting other than two apologies received from Sean Johnston due to medical issues.

2.4 ROLE OF THE COMMITTEE

The role of the Committee is to oversight risk, compliance, external accountability and internal control in Council. The Committee does this by:

- Examining and commenting on Council's enterprise risk management framework and practices, including review of internal control mechanisms;
- Reviewing financial reporting, including reviewing the work of the Council's external auditors;
- Monitoring legislative compliance, including compliance with policies and guidelines issued by the Office of Local Government;
- Reviewing the work of Council's internal audit function, including achievement of Council's Strategic Internal Plan and advising management on the annual program of internal audits, as well as overseeing progress with the implementation of the recommendations of completed audit reports.
- Monitoring progress of internal process improvement projects, including the implementation of internal and external audit recommendations.
- Reporting to Council on significant governance, risk, and internal control issues.

2.5 KEY ACTIVITIES UNDERTAKEN DURING THE REPORTING PERIOD

The following summarises key activities undertaken during the reporting period:

- Oversight of the delivery of an unqualified opinion on Council's financial statements by the external auditors.
- Reviewed Internal Audit Charter LA15/001 and Internal Audit Guidelines
- Reviewed Risk Management Policy ia15/002
- Reviewed Risk Action Plan ia15/003
- Reviewed Interim and Final External Audit Management Letter
- Reviewed Fraud and Corruption Control- Plan and Policy
- Reviewed Report by Forsyths on Asset Management Audit Preparedness
- Reviewed Audit and Risk Committee calendar for 2017/18
- Reviewed IT Security Policy
- Reviewed Council's Financial Statements for periods ending 30 June 2016 and 2017
- Monitored External Auditors recommendation
- Reviewed Related Party Disclosure Policy
- Reviewed Procurement Policy
- Reviewed Internal Audit Program-Regional Resource Sharing proposal.

2.6 INTERNAL AUDIT

INTERNAL AUDIT PLAN

The Committee was advised that initial consultations with the Walcha Shire Council in relation to sharing of Internal Audit Resources would not be proceeding. The matter would be further developed during 2016 when external resources will be considered, possibly through or via a Regional Resource sharing arrangement.

2.7 EXTERNAL AUDIT

The Local Government Amendment (Governance and Planning) Act 2016 gave the Auditor-General the mandate to also audit NSW local councils. During the reporting period the NSW Audit Office undertook the Council's financial statements external audit, 2016/17. The Audit Office appointed Forsyths Chartered Accountants of Armidale as their agent.

The audits produced an unqualified audit opinion, with no significant areas of concern noted. The Committee reported to Council that they are not aware of any issues that would preclude Council from adoption of the Annual Financial Statements 2016/2017.

3. COMMITTEE PRIORITIES FOR 2018

The key priorities for the Committee in 2018 will be:

- Closely monitoring progression of the internal audit plan to ensure audits are completed in a timely manner.
- Appointment process for a third party Internal Auditor or Auditors
- Seeking regular updates on the operations of the Enterprise Risk Management Framework.
- Oversighting the arrangements to draft, review and test Council's Business Continuity plan and IT disaster recovery plans. A key priority for the Committee in the first quarter of 2018 will be the review of arrangements for the scheduling of the drafting, testing and validation of the Business Continuity Plans
- Inviting functional leads from across Council's divisions to attend meetings to provide real time updates on programs, initiatives, risks and controls from their business operations.
- Reviewing the Committees responsibilities outlined in the Charter on a cyclical basis.
- Fraud and Corruption Control Policy and Procedures
- Implementation of compliance tools developed by the Audit Office
- Review of HR Policies and Procedures and Insurance requirements

4. SUMMARY

I would like to express my appreciation to the Mayor, Cr Michael Pearce, General Manager, Andrew Hopkins, Chief Financial Officer, Simon Paul and the Director-Community and Governance, Trish Kirkland, for their advice and assistance during the reporting period.

It is a major priority for the Committee in my view to ensure the Internal Audit function is planned and implemented during 2018 and the drafting and implementation of a Business Continuity Plan.

Michael O'Connor

Chairman – Uralla Shire Council, Audit, Risk and Improvement Committee

28 March 2018



DRAFT

Policy:

Risk Management

2018

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Director Community and Governance		
Document Development Officer	Risk Management and Safety Officer		
Review Timeframe	4 Years		
Last Review Date:	2018	Next Scheduled Review Date	2022

Document History

Doc No.	Date Amended	Details/Comments
Version 1	22 September 2014	Resolution No: 300/14
Version 2	4 April 2018	New draft Policy for consideration by the Audit, Risk and Improvement Committee at meeting 10 April 2018
Version 3	11 April 2018	Modifications from Audit, Risk and Improvement Committee for public exhibition - Council Meeting 24 April 2018.

Further Document Information and Relationships

Related Legislation	Local Government Act 1993 and General Regulation 2005 Work Health and Safety Act 2011 and Regulation 2017
Related Policies	Management Policy: Work Health and Safety 2017 Management Policy: Discipline and Formal Warning 2018.
Related Procedures/ Protocols, Statements, documents	AS/NZS ISO 31000:2009 Risk Management - Principles and Guidelines Risk Management Guidelines and Procedures

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DRAFT

1. OBJECTIVES

This policy articulates Council's commitment to enterprise wide risk management principles and practices as part of Council's broader corporate governance framework.

This Policy aims to:

- Support a strong risk management culture as a key component of Council's overall corporate governance framework;
- Communicate Council's approach for managing enterprise wide risks and to establish clear roles and responsibilities; and
- Provide the framework for sound risk management practices and procedures that are integrated into Council's strategic and operational planning and decision making processes.

2. SCOPE

This Policy applies to:

- Council Officials;
- Contractors; and
- Volunteers.

3. DEFINITIONS

Contractors	Means contractors, consultants and suppliers engaged by Council to provide goods, services or professional/technical advice to Council.
Council	Means Uralla Shire Council
Council Officials	Means Councillors, Council staff, administrators, Council committee members and delegates of Council.
Risk	Means the effect of uncertainty on organisational objectives
Risk Appetite	Means the threshold established to pursue, retain, take or turn away from risk
Risk Management	Means the systematic and coordinated activities undertaken to identify, analyse, treat, monitor and communicate risk
Risk Management Framework	Means the people, systems, policies, processes, procedures, guidelines and tools that are directed towards managing risk and continually improving risk management.
Risk Treatment	Means the process implemented to manage risk
Volunteers	Means individuals who voluntarily assist in the provision of Uralla Shire Council services or in the delivery of its projects, programmes and events without financial payment.

4. STATEMENT

Risks can have financial, environmental, social and reputational consequences; and can adversely impact Council's stakeholders and Council's ability to achieve strategic, operational, and regulatory objectives.

Council recognises that whilst risk is inherent in all its activities and that risk management does not eliminate all risk, the management of risk is good business practice and is integral to sound corporate governance.

The application of risk management thinking, principles, and practices aims to:

- Assist Council to deliver quality services;
- Improve decision making;
- Set priorities for competing demands and resources;
- Minimise the consequences, impacts and loss on human and environmental health, reputation and financial sustainability;
- Ensure regulatory compliance; and
- Support the achievement of Council's objectives for the benefit of the Uralla Shire community.

Council is committed to the formal, systematic and proactive management of risk.

4.1 Risk management framework

Council is committed to establishing and maintaining a formal structured risk management framework that is appropriate to Council's activities and operating environment.

The risk management framework will have:

- a. Consideration to the international risk management standard – AS/NZS ISO 3100-2009 Risk Management Principles and Guidelines;
- b. Processes for identifying, analysing, treating, monitoring and communicating risks;
- c. Risk management guidelines, procedures, tools and templates;
- d. Risk register for strategic and operational risks;
- e. Established risk appetites for the varying functions, services and activities of Council; and
- f. Formal consultation and communication with:
 - Councillors;
 - Executive;
 - Managers;
 - Staff;
 - Audit, Risk and Improvement Committee; and
 - Internal auditors.

The risk management framework will be maintained to ensure:

- a. Risk management practices are integrated into Council's planning and decision making processes;
- b. A risk management ethos and practices are promoted and supported throughout Council;
- c. Participation of and input from all employees in the management of risks;
- d. Reduce the potential consequences and impacts of risk;
- e. Promote and facilitate effective allocation and use of resources;
- f. Promote and provide for high levels of accountability; and
- g. All appropriate communication of requirements, necessary education and training are provided to Councillors and staff.

4.2. Audit, risk and improvement committee

Council is committed to the establishment and operation of an Audit, Risk and Improvement Committee to play a critical role in keeping under review the following aspects of Council's operations:

- a. Compliance;
- b. Risk management;
- c. Fraud control;
- d. Financial management;
- e. Governance;
- f. Implementation of the strategic plan, delivery program and strategies;
- g. Service reviews;
- h. Collection of performance measurement data by the council; and
- i. Any other matters prescribed by the regulations.

The Committee is also to provide information to the Council for the purpose of improving the Council's performance of its services and functions.

4.3. Risk management application

In the application of risk management activities, Council Officials and Volunteers will be mindful that effective risk management requires:

- a. A strategic focus;
- b. A system for the setting of priorities where there are competing demands on limited resources;
- c. Forward thinking, planning and proactive approaches to management;
- d. A balance between the cost of managing risk and the anticipated benefits; and
- e. Contingency and continuity of business planning in the event those critical threats are realised.

4.4 Roles and responsibilities

Council Officials are committed to the management of risk across all Council functions, activities and processes. The following roles and responsibilities apply to Council Officials:

- a. Councillors - are responsible for the adoption and commitment to this Risk Management Policy and the oversight of Council's risk management framework through the normal course of good governance;
- b. General Manager and Directors - are responsible for ensuring risks are managed across all activities and supporting the implementation of the risk management framework;
- c. Risk Coordinators – are responsible for establishing and monitoring the process for the management of risk throughout the Council. The Coordinator Governance and Risk and the Risk Management and Safety Officer are currently Council's designated Risk Coordinators;
- d. Managers and Coordinators - are the risk owners; are responsible to create an environment where the management of risk is accepted as the personal responsibility of all staff, Volunteers and Contractors; and are accountable for the implementation and maintenance of sound risk management processes within their area of responsibility in conformity with Council's Risk Management Framework;

- e. Staff – are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace; and are to support the risk owners and are responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable within their area of activity and responsibility.

5. LEGISLATIVE AND STRATEGIC CONTEXT

5.1. Legislative context

- Local Government Act 1993 and Local Government (General) Regulation 2005; and
- Work Health and Safety Act 2011

5.2. Strategic context

- Community Strategic Plan 2027
Theme: Leadership
Goal: An effective and efficient organisation
Strategy: Identify and manage risks associated with all Council activities and ensure a safe and healthy work environment
- Delivery Program 2017-2021
Principal Activity: Develop and incorporate a risk management framework which is effective and accessible.



Charter: Internal Audit 2018

INFORMATION ABOUT THIS DOCUMENT

Date Endorsed by Committee	10 April 2018	Resolution No.	Not Applicable
Document Owner	Director Community and Governance		
Document Development Officer	Risk Management and Safety Officer		
Review Timeframe	4 years		
Last Review Date:	2018	Next Scheduled Review Date	2022

Document History

Doc No.	Date Amended	Details
Version 1	3 April 2018	New draft Charter for consideration by the Audit, Risk and Improvement Committee at meeting 10 April 2018
Version 2	11 April 2018	Endorsed by Audit, Risk and Improvement Committee 10 April.

Related Legislation	Local Government Act 1993 Local Government Amendment (Governance and Planning) Act 2016
Related Policies	Policy: Risk Management 2018
Related Procedures/ Protocols, Statements, documents	Charter: Audit, Risk and Improvement Committee 2018 Office of Local Government - Internal Audit Guidelines 2010

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1. OBJECTIVES

Internal auditing is to provide an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

2. INTRODUCTION

This Internal Audit Charter is a formal statement of purpose, authority and responsibility for an internal auditing function within Uralla Shire Council (Council).

It establishes Internal Audit within Council and recognises the importance of such an independent and objective service to the organisation; and outlines the legal and operational framework under which Internal Audit will operate.

3. ROLE AND AUTHORITY

Council's Audit, Risk and Improvement Committee (the Committee) is authorised to direct a program of internal audit work in the form of reviews, previews, consultancy advice, evaluations, appraisals, assessments and investigations of functions, processes, controls and governance frameworks in the context of the achievement of business objectives.

For this purpose, all members of Internal Audit (being contracted Internal Auditors) are authorised to have full, free and unrestricted access to all functions, property, personnel, records, information, accounts, files, monies and other documentation, as necessary for the conduct of their work.

4. OBJECTIVITY, INDEPENDENCE AND ORGANISATIONAL STATUS

Objectivity requires an unbiased mental attitude. As such, all Internal Auditors shall perform internal audit engagements in such a manner that they have an honest belief in their work product and that no significant quality compromises are made. Further, it requires Internal Auditors not to subordinate their judgment on internal audit matters to that of others.

To facilitate this approach, Internal Auditors shall have independent status within Council, and for this purpose shall be responsible directly through to the Committee and administratively to the Governance and Risk Team of Council.

Internal Auditors shall report to the Governance and Risk Team any situations where they feel their objectivity may be impaired. Similarly, the Governance and Risk Team shall report any such situations to the Committee.

5. SCOPE OF WORK

The scope of services provided by Internal Audit shall encompass:

- The examination and evaluation of the adequacy and effectiveness of systems of internal control, risk management, governance, and the status of ethical behaviour;
- Ascertaining conformity with the goals and objectives of Council;
- Assessment of the economic and efficient use of resources;

- The examination of compliance with policies, procedures, plans and legislation;
- Assessment of the reliability and integrity of information;
- Assessment of the safeguarding of assets;
- Any special investigations as directed by the Committee; and
- All activities of Council, whether financial or non-financial, manual or computerised, including entities over which Council has direct ownership, management, sponsorship or financial control of.

6. THE SCOPE OF WORK MAY INCLUDE

Assurance services – objective examination of evidence for the purpose of providing an independent assessment on risk management, control, or governance processes for the organisation. Examples may include financial, performance, operational, compliance, system security, and due diligence engagements.

Consulting services – advisory and related client service activities, the nature and scope of which are agreed with the client and which are intended to add value and improve an organisation's governance, risk management, and control processes without the internal auditor assuming management responsibility. Examples include counsel, advice, facilitation and training.

7. INTERNAL AUDIT METHODOLOGY

Internal Auditors shall use the most appropriate methodology for each internal audit engagement, depending on the nature of the activity and the pre-determined parameters for the engagement. Generally, internal audits will include:

- Planning;
- Reviewing and assessing risks in the context of the audit objectives;
- Examination and evaluation of information;
- Communicating results; and
- Following up on implementation of audit recommendations.

8. OPERATING PRINCIPLES

Internal Auditors shall conform to:

- The Standards and Code of Ethics issued by the Institute of Internal Auditors;
- Where relevant, the Statement on Information Systems Auditing Standards issued by the Information Systems and Control Association; and
- Relevant auditing standards issued by the Auditing and Assurance Standards Board.

9. INTERNAL AUDITORS

Those Internal Auditors contracted to undertake Internal Audits at Council shall:

- Conduct themselves in a professional manner;
- Conduct their activities in a manner consistent with the concepts expressed in the Standards and the Code of Ethics.
- Possess the knowledge, skills, and technical proficiency essential to the performance of internal audits;

- Be skilled in dealing with people and in communicating audit issues effectively;
- Maintain their technical competence through a program of continuing education; and
- Exercise due professional care in performing internal audit engagements.

10. REPORTING ARRANGEMENTS

The Lead Auditor of an Internal Audit shall at all times report to the Committee, and will be invited to attend Committee meetings to submit a report of audit activities undertaken during the period, indicating:

- Outcomes of each internal audit undertaken; and
- Recommendations/remedial action to be considered for adoption.

The Committee shall seek from the responsible Senior Executive of Council an agreed and endorsed action plan outlining remedial action to be taken, along with an implementation timetable and person responsible.

Responsible officers shall have a maximum of ten working days to provide written management responses and action plans in response to issues and recommendations contained in internal audit reports.

Internal Auditors shall make available all internal audit reports to the Committee. However, the work of Internal Audit is solely for the benefit of Council and is not to be relied on or provided to any other person or organisation.

In addition to the normal process of reporting on work undertaken in Internal Auditors, the Lead Auditor of an Internal Audit shall draw to the attention of the Committee all matters that, in the Lead Auditor's opinion, warrant reporting in this manner.

11. PLANNING REQUIREMENTS

Internal Audit uses a risk-based rolling program of internal audits to establish an annual Internal Audit Program of audits over a 12 month period. This approach is designed to be flexible, dynamic and timely in order to meet the changing needs and priorities of Council.

The Governance and Risk Team shall prepare an annual Internal Audit Program for review and approval by the Committee, showing the proposed areas for audit, and their proposed audit times.

The annual Internal Audit Program shall be based on an assessment of the goals, objectives and business risks of Council, and shall also take into consideration any special requirements of the Committee and Council Executive.

Upon engagement of an Internal Auditor (contractor) an Internal Audit Plan will be requested from the Internal Auditor who had been successful in being selected for the applicable Internal Audit.

The Governance and Risk Team has discretionary authority to adjust the Internal Audit Plan as a result of receiving special requests from Council Executive to conduct reviews that are not on the plan, with these to be approved at the next meeting of the Committee.

12. QUALITY ASSURANCE & IMPROVEMENT PROGRAM

The Governance and Risk Team will oversee the development and implementation of a quality assurance and improvement program for Internal Audit, to provide assurance that internal audit work conforms to the Standards and is focused on continuous improvement.

13. CO-ORDINATION WITH EXTERNAL AUDIT

It is expected that Internal Auditors shall consult with the External Auditor when deemed necessary, to discuss matters of mutual interest, to co-ordinate audit activity, and to reduce duplication of audit effort.

14. REVIEW OF THE INTERNAL AUDIT CHARTER

The Governance and Risk Team shall periodically review the Internal Audit Charter to ensure it remains up-to-date and reflects the current scope of internal audit work.

Any changes to this Internal Audit Charter will be approved by the Committee.

15. EVALUATION OF INTERNAL AUDIT

The Governance and Risk Team shall develop performance measures (key performance indicators) for consideration and endorsement by Committee, as a means for the performance of Internal Audit to be periodically evaluated.

16. CONFLICT OF INTERESTS

Internal auditors are not to provide audit services for work for which they may previously have been responsible. Whilst the Standards provide guidance on this point and allow this to occur after 12 months, each instance should be carefully assessed.

When engaging internal audit contractors, steps to identify, evaluate the significance, and manage any perceived or actual conflicts of interest that may impinge upon internal audit work must be undertaken.

Instances of perceived or actual conflicts of interest by Internal Audit contractors are to be immediately reported to the Committee by the Governance and Risk Team.

Table 1: Internal Audit Priorities and Program

INTERNAL AUDITS			
Internal Audit Area to be Audited	Locations	Protection or Enhancement	Date
IT Controls	All areas of Council's operations that requires computer operations, need of password access and/or should have password protection.	Protection	August 2018
Cash Collection and Petty Cash	All areas of Council's business that collects monies and has a petty cash float.	Protection	October 2018

Internal Audit Implementation Actions	Date
Committee to review and endorse proposed Internal Audit Program for 2018	10 April 2018
Governance and Risk Team to advertise for 'Request for Quotation' for suitable Assurance/Internal Auditors.	May 2018
Governance and Risk Team to shortlist and prepare report for Committee to decide upon auditors to be engaged to conduct internal audits.	June 2018
Committee to select auditors to undertake internal audits.	10 July 2018
Governance and Risk Team to contract successful auditors to undertake audits.	July 2018
First internal audit to be undertaken.	August 2018
First internal audit results and findings presented to Committee for their review and action.	16 October 2018
Second internal audit to be undertaken.	October 2018
Second internal audit results and findings presented to Committee for their review and their action.	First meeting in 2019

Audit, Risk and Improvement Committee Calendar - 2018

Key Responsibilities		Considerations												Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Financial Reporting Activities	• Annual report and draft financial statements 2017-18																				✓				
	• Management compliance/representation letters 2017-18																					✓			
	• External auditor management letters and Council management responses 2017-18																						✓		
External Audit Activities	• External audit client service plan 2017-18								✓																
	• Review 2016-17 audit reports, and management responses, to ensure any deficiencies in controls are addressed														✓										
	• Independent members meet with external audit																					✓			
Internal Audit Activities	• Endorse Internal Audit program							✓						✓											
	• Endorse Internal Audit Charter							✓																	
	• Appoint Internal Audit Contractors														✓										
	• Internal audit findings, recommendations and management responses																			✓					
	• Internal Auditor/s meet with Committee																				✓				
Risk Management and Risk Indicators	• Risk management process and reporting							✓																	
	• Report on Risk Management Action Plan							✓																	
	• Report on any fraud or misconduct							✓							✓						✓				
	• Development of risk indicators																					✓			
Monitoring Regulatory Compliance	• Report on the Council's legal and regulatory compliance framework																					✓			
	• McMaugh Gardens Prudential compliance statement														✓							✓			
	• Report on compliance breaches							✓							✓						✓		✓		
Governance Gap Analysis	• Receive Governance Gap Analysis														✓										
	• Receive Governance Gap Analysis Improvement Plan																			✓					
Policy Register Review	• Policy status and policies reviewed each meeting														✓					✓		✓			
Audit Committee Performance and Review	• Review Committee performance							✓																	
	• Endorse Annual Committee Program							✓							✓										
	• Receive Audit, Risk & Improvement Committee Charter							✓																	

Keynotes:

 Audit & Risk Committee Meetings - 2018



DRAFT

Policy:

**Fraud and Corruption
Prevention**

2018

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Director Community and Governance		
Document Development Officer	Coordinator Governance and Risk		
Review Timeframe	4 years		
Last Review Date:	2018	Next Scheduled Review Date	2022

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
	3 April 2018	New draft Policy for consideration by the Audit, Risk and Improvement Committee at meeting 10 April 2018

Related Legislation*	Independent Commission Against Corruption Act 1988 Local Government Act 1993 and General Regulation 2005 Public Interest Disclosures Act 1994
Related Policies	Policy: Internal Reporting 2017 Policy: Code of Conduct 2018 Policy: Complaints Management 2018 Policy: Gifts and Benefits 2018
Related Procedures/ Protocols, Statements, documents	Statement: Business Ethics 2018 Guidelines: Fraud and Corruption Prevention 2018 Strategy: Fraud and Corruption Prevention Plan 2018

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1. OBJECTIVES

The Policy: Fraud and Corruption Prevention 2018 aims to:

- Educate and inform staff about their responsibilities and obligations in preventing and reporting instances of fraud and corruption within Uralla Shire Council;
- Create awareness about what constitutes unethical conduct; and
- Reduce and prevent the risk of internal and external fraud and corruption.

2. SCOPE

The Policy: Fraud and Corruption Prevention 2018 applies to:

- Council Officials;
- Contractors; and
- Volunteers.

3. DEFINITIONS

Contractors	Includes contractors, consultants and suppliers engaged by Council under contract to provide goods, services or specialist or professional advice to Council.
Corruption	<p>Corruption and corrupt conduct are defined in the ICAC Act as:</p> <ul style="list-style-type: none">• Conduct of a person (whether or not a public official) that adversely affects, or could affect the honest and impartial exercise of public official functions, or• Conduct of a public official that involves the dishonest or partial exercise of any of his or her public official functions, or• A breach of public trust, or• Misuse of information or material acquired in the course of a public official's functions. <p>Corrupt conduct is also any conduct of any person (whether or not a public official) that adversely affects or could affect the exercise of official functions by any public official, any group or body of public officials or any public authority with involves conduct such as:</p> <ul style="list-style-type: none">• Official misconduct (including breach of trust, fraud, oppression, extortion, or imposition)• Bribery,• Blackmail,• Obtaining secret commissions• Fraud,• Election bribery, election funding offices and election fraud• Forgery

	<p>For conduct to be corrupt it must be covered by one of the conditions above and also any one of the following:</p> <ul style="list-style-type: none"> • A criminal offence, or • A disciplinary offence, or • A situation where there are reasonable grounds for dismissal or dispensing or terminating the Councillor or a public official.
Council Officials	Includes Councillors, members of staff of Council, administrators, Council committee members and delegates of Council.
Fraud	<p>Fraud is defined in the Australian Standard 8001-2008 Fraud and Corruption Control, which defines it as:</p> <p>Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity.</p> <p>This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.</p>
Volunteers	Individuals who voluntarily assist in the provision of Uralla Shire Council services or in the delivery of its projects, programmes and events without financial payment.

4. STATEMENT

Uralla Shire Council (Council) is committed to a work environment that is resistant to fraud and corruption and is dedicated to implementing effective measures to minimise fraud and corruption risks. Fraud and corruption can cause significant financial and reputational damage to Council and undermine public confidence in Council's ability to provide strong, effective and accountable local government.

Council has a zero tolerance approach to fraud and corruption and does not tolerate fraudulent or corrupt behaviour. In accordance with its legal and statutory obligations, Council will take appropriate action against Council Officials, contractors and volunteers who have participated in fraudulent or corrupt conduct, and those who have allowed it to occur.

4.1. Principles

Council is committed to building a corruption resistant culture through:

- The prevention and deterrence of an opportunity for fraudulent or corrupt conduct by Council Officials, contractors and volunteers;
- The detection, investigation and disciplining and/or prosecution of fraudulent or corrupt conduct; and
- The reporting of any fraudulent or corrupt conduct to the Independent Commission Against Corruption (ICAC) or relevant external agency, where appropriate.

Council's commitment to preventing fraudulent or corrupt conduct, and avoiding or managing conflicts of interests, will be addressed through implementing appropriate auditing systems to deter and identify corrupt activities.

4.2. Reporting Requirements

All Council Officials, contractors and volunteers are obligated to report suspected fraudulent or corrupt conduct, either through Council's internal reporting procedure in accordance with Council's Internal Reporting Policy, or directly to the ICAC or relevant external agency. The Code of Conduct also establishes responsibility for Council Officials to report breaches of the Code of Conduct.

The General Manager has ultimate responsibility for managing fraud and corruption risks within Council. In accordance with the Independent Commission Against Corruption Act 1988 (ICAC Act) and Council's Code of Conduct, the General Manager is required to report any matter to the ICAC or relevant external agency, such as the Office of the Local Government and NSW Ombudsman, that they suspect on reasonable grounds concerns or may concern corrupt conduct, whether on the part of Council Officials or any party with whom Council conducts business. In cases of complaints against the General Manager, the Mayor assumes the aforementioned responsibilities.

Council will develop and maintain a robust internal and external reporting framework. In accordance with the Public Interest Disclosure Act 1994 (PID Act), Council has in place an Internal Reporting Policy, which details Council's internal reporting mechanisms and provides guidance to Council Officials in reporting wrongdoing as a Public Interest Disclosure. In addition to Council's internal reporting mechanisms, reports can be made to a number of external agencies, including:

- NSW ICAC – for corrupt conduct;
- The NSW Ombudsman – for maladministration;
- The NSW Office of Local Government – for serious and substantial waste in local government;
- The NSW Information and Privacy Commission – for disclosures about a government information contravention; and
- The NSW Police Force – for criminal matters.

5. LEGISLATIVE AND STRATEGIC CONTEXT

5.1. Integrated Planning and Reporting Framework

Uralla Shire Council's Community Strategic Plan 2017-27 commits Council to the following:

- Theme: Our Leadership
- Goal: 4.1 A strong, accountable and representative Council
- Strategy: 4.1.5 Undertake the civic duties of Council with the highest degree of professionalism and ethics

Council's Delivery Program 2017-21 commits Council to the following:

- Principal Activity: 4.1.5.1 Implement and manage Council's integrity system

5.2. ICAC Act

The ICAC Act defines corruption, sets out the functions of the ICAC, describes the referral responsibilities, constitutes and sets out the functions of the Committee of the ICAC and Inspector of the ICAC, and makes provisions for referrals from and reports to Parliament. The ICAC Act requires the General Manager, as the principal officer of a public authority, to report to the ICAC any matter that they reasonably suspect concerns or may concern corrupt conduct.

5.3. Local Government Act 1993

The Local Government Act 1993 (Local Government Act) provides the legal framework for the system of local government for New South Wales and sets out the responsibilities and powers of Council Officials. The Local Government Act:

- Requires all Council Officials to act honestly and exercise a reasonable degree of care and diligence in carrying out their functions under the Local Government;
- Outlines the penalties for Council Officials who engage in serious corrupt conduct or misconduct; and
- Details Council Officials' duties of disclosure, including disclosure of pecuniary interests, and outlines the disclosure complaints process.

5.4. PID Act

The objectives of the PID Act are to encourage and facilitate the disclosure, in the public interest, of corrupt conduct, maladministration, and serious and substantial waste in the public sector. The PID Act:

- Provides avenues by which public officials, including Council Officials, can make disclosures about corrupt conduct, maladministration or other serious wrongdoing;
- Clarifies that for a public official, including a Council Official, to be protected under the PID Act, the disclosure must be properly made through a defined appropriate channel; and
- Provides protection by imposing penalties on a person who takes detrimental action against another person in reprisal for a protected disclosure.



Strategy:

**Fraud and Corruption
Control**

2018

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Director Community and Governance		
Document Development Officer	Coordinator Governance and Risk		
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Last Review Date:	April 2018	Next Scheduled Review Date	April 2022

Document History

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Version 1	25 August 2017	Draft for Audit and Risk Committee meeting 29 August 2017
Version 2	3 April 2018	Draft for Audit, Risk and Improvement Committee meeting 10 April 2018
Version 3	11 April 2018	For adoption at Ordinary Meeting 24 April 2018

Further Document Information and Relationships

Related Legislation*	Independent Commission Against Corruption Act 1988 Local Government Act 1993 and General Regulation 2005 Public Interest Disclosures Act 1994
Related Policies	Policy: Internal Reporting 2017 Policy: Fraud and Corruption Control 2018 Policy: Code of Conduct 2018 Policy: Complaints Management 2018 Policy: Gifts and Benefits 2018
Related Procedures/ Protocols, Statements, documents	Statement: Business Ethics 2018 Guidelines: Fraud and Corruption Control 2018

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1. STATEMENT

Uralla Shire Council (Council) is committed to a work environment that is resistant to fraud and corruption and is dedicated to implementing effective measures to minimise fraud and corruption risks. Fraud and corruption can cause significant financial and reputational damage to Council and undermine public confidence in Council's ability to provide strong, effective and accountable local government.

Council has a zero tolerance approach to fraud and corruption and does not tolerate fraudulent or corrupt behaviour. In accordance with its legal and statutory obligations, Council will take appropriate action against Council Officials, contractors and volunteers who have participated in fraudulent or corrupt conduct, and those who allowed it to occur.

2. PURPOSE

The Strategy: Fraud and Corruption Control (Plan) demonstrates the commitment of the Mayor, Councillors, General Manager, Executive Team and Management to combat fraud and corruption.

The Plan links to Council's Policy: Fraud and Corruption Control 2018, and it details Council's approach to the deterrence and detection of fraudulent and corruption behaviour, providing strategies to assist managers and officers to meet their fraud and corruption prevention responsibilities.

The Plan and the control framework are modelled on Standards Australia AS8001-2008 Fraud and Corruption Control and it follows the ten attributes of fraud control contained in the NSW Auditor General Better Practice Guide Fraud Control Improvement Kit.

3. SCOPE

The Strategy: Fraud and Corruption Control applies to:

- Council Officials;
- Contractors; and
- Volunteers.

4. DEFINITIONS

Contractors	Includes contractors, consultants and suppliers engaged by Council under contract to provide goods, services or specialist or professional advice to Council.
Corruption	Corruption and corrupt conduct are defined in the ICAC Act as: <ul style="list-style-type: none"> • Conduct of a person (whether or not a public official) that adversely affects, or could affect the honest and impartial exercise of public official functions; or • Conduct of a public official that involves the dishonest or partial exercise of any of his or her public official functions; or • A breach of public trust; or • Misuse of information or material acquired in the course of a public official's functions.

	<p>Corrupt conduct is also any conduct of any person (whether or not a public official) that adversely affects or could affect the exercise of official functions by any public official, any group or body of public officials or any public authority with involves conduct such as:</p> <ul style="list-style-type: none"> • Official misconduct (including breach of trust, fraud, oppression, extortion, or imposition); • Bribery; • Blackmail; • Obtaining secret commissions; • Fraud; • Election bribery, election funding offices and election fraud; • Forgery. <p>For conduct to be corrupt it must be covered by one of the conditions above and also any one of the following:</p> <ul style="list-style-type: none"> • A criminal offence; or • A disciplinary offence; or • A situation where there are reasonable grounds for dismissal or dispensing or terminating the Councillor or a public official.
Council Officials	Includes Councillors, members of staff of Council, administrators, Council committee members and delegates of Council.
Fraud	<p>Fraud is defined in the Australian Standard 8001-2008 Fraud and Corruption Control, which defines it as:</p> <p>Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity.</p> <p>This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.</p>
Volunteers	Individuals who voluntarily assist in the provision of Uralla Shire Council services or in the delivery of its projects, programmes and events without financial payment.

5. STRATEGIC CONTROL FRAMEWORK

This Plan follows the NSW Audit Office's ten-point strategic management model for fraud and corruption control. The model has ten attributes, as set out below.

POLICY AND PLANNING

5.1. Integrated Macro Policy

This strategy aims at ensuring Council has in place the necessary policies, corporate practices, procedures and systems to minimise the risk of fraud and corruption in all areas.

These policies, corporate practices, procedures and systems must be proportionate and specific to the fraud and corruption risks faced by Council, and are considered together to form an integrated range of control measures.

5.2. Responsibility Structures

It is important that all Council Officials are aware of their role in implementing and monitoring an effective fraud and corruption control system, and this strategy ensures there are clear lines of accountability and responsibility.

PREVENTION

5.3. Fraud and Corruption Risk Assessment

This strategy ensures that Council undertakes regular fraud and corruption risk assessments. The assessments may include a combination of in-house solutions (self-assessment questionnaires) as well as targeted audits conducted as part of the internal auditor program or an external investigator. In accordance with the NSW Audit Office's Better Practice Guidance, these fraud and corruption risk assessments are to be undertaken at least once every two years.

5.4. Councillor Awareness

It is paramount that Mayor and Councillors understand the ethical behaviour required of their position, and that training programs are in place on ethics and fraud and corruption risks.

5.5. Employee Awareness

It is paramount that all employees understand the ethical behaviour required of them in the workplace, and that training programs are in place on ethics and fraud and corruption risks.

5.6. Customer, Community and Supplier Awareness

This strategy ensures that customers, the community and suppliers understand that the Council will not accept fraudulent or corrupt behaviour in its dealings, and to ensure they are aware of the consequences of such fraudulent or corrupt behaviour.

DETECTION

5.7. Reporting Systems (internal)

Under the Public Interest Disclosures Act 1994, Council must have a policy and procedures in place to encourage the reporting of wrongdoing, to endeavour to protect the identity of whistleblowers and to prevent any reprisal against them.

5.8. Reporting Systems (external)

In addition to Council's internal systems, reporting can also be made to a number of external investigative authorities, as follows:

- The NSW Independent Commission Against Corruption (ICAC) — for corrupt conduct
- The NSW Ombudsman — for maladministration
- The NSW Office of Local Government — for serious and substantial waste in local government
- The NSW Information and Privacy Commissioner — for disclosures about a government information contravention
- The NSW Police Force — for criminal matters

Individuals wishing to give notice of fraudulent or corrupt behaviour to an external investigating authority need to do so in accordance with any relevant policies, procedures and guidelines.

Section 11 of the ICAC Act 1988 mandates that the General Manager is required to report actual or suspected corrupt conduct to the Independent Commission Against Corruption.

5.9. Detection Systems

This strategy ensures that there are adequate detection systems to monitor data and identify irregularities and warning signals. In addition to management's own monitoring and review, Council has established a plan of risk based internal audits.

These internal audits provide assurance on the effectiveness of internal controls established by management including those to prevent and detect fraud and corruption.

RESPONSE

5.10. Investigation Systems

This strategy ensures that policies, corporate practices and procedures are in place to ensure that investigations, whether conducted internally or outsourced, should be consistent with commonly used investigation standards.

5.11 Conduct and Disciplinary Systems

It is important that all Council employees understand that fraud and corruption will not be tolerated by the Council, and those found to have engaged in such conduct will face disciplinary action. The Council expects that all Council employees will act in an ethical manner and in accordance with the standards of behaviour set out in the Code of Conduct.

6. STRATEGIC ACTION PLAN

POLICY AND PLANNING

6.1. Integrated Macro Policy

The objectives of this strategy are to ensure that Council has in place the necessary policies, corporate practices, systems and procedures to minimise fraud in all places, and at all levels, and

that those policies systems and procedures respond, and are proportionate, to the fraud risks faced by the Council.

a) Policies, corporate practices, systems and procedures are established and reviewed, based on assessed fraud and corruption risks, every 2-4 years.	
Action Timeframe	2-4 years
Human Resources Required	Managers, Executive Team, Coordinator Governance and Risk, Audit, Risk and Improvement Committee
Relevant Areas	<p><u>Ethics</u></p> <p>Code of Conduct</p> <p>Confidential Information</p> <p>Fraud and Corruption control</p> <p>Internal Reporting</p> <p>Statement of Business Ethics</p> <p>Responsible Council Officer: Coordinator Governance and Risk</p> <p><u>Governance</u></p> <p>Delegations of Authority</p> <p>Conflicts of Interest</p> <p>Gifts and Benefits</p> <p>Councillors' Expenses and Facilities</p> <p>Risk Management</p> <p>Responsible Council Officer: Coordinator Governance and Risk</p> <p><u>Finance</u></p> <p>Corporate Credit Card</p> <p>Out of Pocket Expenses</p> <p>Cash Handling</p> <p>Petty Cash</p> <p>Purchasing and Tendering</p> <p>Disposal of Assets</p> <p>Timesheets</p> <p>Responsible Council Officer: Chief Financial Officer</p> <p><u>Human Resources</u></p> <p>Recruitment and Selection</p> <p>Secondary Employment</p> <p>Discipline and Formal Warning</p> <p>Discrimination, Harassment and Bullying and Grievance</p> <p>Mobile Digital Devices</p> <p>Email and Internet Usage</p> <p>Leave and Overtime</p> <p>Performance Review</p> <p>Workers Compensation</p> <p>Motor Vehicles</p> <p>Responsible Council Officer: Manager Human Resources</p> <p><u>Others</u></p> <p>Complaints Management</p> <p>Sponsorship</p> <p>Records Management</p> <p>Responsible Officer: Coordinator Governance and Risk</p>

6.2. Responsibility Structures

The objectives of this strategy are to ensure that there is clear accountability and responsibility for the implementation and monitoring of the Strategy: Fraud and Corruption Control. Most importantly, this strategy aims at formalising the common understanding that everyone in the Council has a key role to play in effective fraud and corruption control management.

a) Incorporate fraud and corruption control elements in position descriptions	
Action Timeframe	30 June 2019
Human Resources Required	Manager Human Resources, Human Resource Support Officer, Coordinator Governance and Risk
Relevant Areas	New and Current Position Descriptions Responsible Council Officer: Manager Human Resources

b) Include accountability and responsibility structures in Council's Fraud and Corruption Prevention Guidelines	
Action Timeframe	30 June 2018
Human Resources Required	Coordinator Governance and Risk, Executive Team, Audit and Risk Committee
Relevant Areas	Fraud and Corruption Prevention Guidelines Responsible Council Officer: Coordinator Governance and Risk

PREVENTION

6.3. Fraud and Corruption Risk Assessment

The objectives of this strategy are to ensure:

- Regular fraud and corruption risk assessments are undertaken by the Council.
- The fraud risk assessments quantify the level, nature and form of the risks to be managed.
- Actions will be taken by the Council to mitigate the risks identified in the fraud risk assessments.

a) Establish and conduct fraud and corruption risk self-assessments separately from general risk management exercises.	
Action Timeframe	2 years
Human Resources Required	Managers, Executive Team, Coordinator Governance and Risk, Audit, Risk and Improvement Committee
Relevant Areas	Council Wide Self-Assessment Tool - Fraud and Corruption Risk Council Wide Risk Assessment Workshops – Fraud and Corruption Risk Risk mitigation actions assignment to individual Council Officers Responsible Council Officer: Coordinator Governance and Risk

b) Ensure that Council maintains a Fidelity Guarantee Policy that provides for loss or damage in the case of fraud being committed on the organisation.	
Action Timeframe	Ongoing
Human Resources Required	Managers, Executive Team, Risk Management and Safety Officer
Relevant Areas	Risk and incident reporting to insurers Annual insurance renewal process Responsible Council Officer: Risk Management and Safety Officer

6.4. Councillor Awareness

The objectives of this strategy are to ensure:

- All Councillors understand the ethical behaviours required of their position.
- Training programs on ethical behaviour are in place for Councillors.
- Training deals with the fraud and corruption risks faced by Councillors in the exercise of their elected member duties

a) Establish and deliver Code of Conduct, Conflict of Interest, Gifts and Benefits, Public Interest Disclosure (PID) and delegations training for newly elected Councillors as part of the Councillor induction program	
Action Timeframe	31 August 2020
Human Resources Required	Director Community and Governance, Coordinator Governance and Risk, Executive Team
Budget	\$10,000
Relevant Areas	New Councillor Induction Program Responsible Council Officer: Coordinator Governance and Risk

6.5. Employee Awareness

The objectives of this strategy are to ensure:

- All employees understand the ethical behaviours required of them in the workplace.
- Training programs on ethical behaviour are in place across the Council.
- Training deals with the fraud and corruption risks faced by individuals in their workplace

a) Include performance criteria for ethical behaviour into the General Manager's annual performance agreement	
Action Timeframe	30 June 2019
Human Resources Required	Manager Human Resources
Relevant Areas	Responsible Council Officer: General Manager

b) Establish and maintain Code of Conduct, Conflict of Interest, Gifts and Benefits, Public Interest Disclosure (PID), and delegations training or briefing for Council's newly appointed employees' induction programs	
Action Timeframe	30 June 2018
Human Resources Required	Manager Human Resources, Human Resource Support Officer, Coordinator Governance and Risk
Relevant Areas	Council Employee Induction Program Responsible Council Officer: Coordinator Governance and Risk

c) Deliver Code of Conduct, Conflict of Interest, Gifts and Benefits, Public Interest Disclosure (PID), fraud and corruption prevention and delegation training for all employees.	
Action Timeframe	31 December 2018
Human Resources Required	Coordinator Governance and Risk, Training Provider
Budget	\$5,000
Relevant Areas	Biennial training program Responsible Council Officer: Coordinator Governance and Risk

d) Introduce and maintain a new "Line in the Sand" section in the staff newsletter to highlight fraud and corruption risk issues for all employees	
Action Timeframe	30 June 2018
Human Resources Required	Human Resource Support Officer, Coordinator Governance and Risk
Relevant Areas	Raising staff awareness of fraud and corruption risk using the staff newsletter Responsible Council Officer: Coordinator Governance and Risk

e) Implement and maintain a system for regular circulars from the General Manager highlighting policy changes and updates, providing links to key fraud and corruption prevention documentation	
Action Timeframe	30 June 2018
Human Resources Required	Coordinator Governance and Risk, General Manager
Relevant Areas	Raising staff awareness of fraud and corruption risk using update circulars (e.g. email, memo) bulletins from the General Manager Responsible Council Officer: Coordinator Governance and Risk

f) Establish and periodically survey Council Employees to provide an organisational health check.	
Action Timeframe	Periodically
Human Resources Required	Human Resource Support Officer, Manager Human Resources, Coordinator Governance and Risk, Consultant
Budget	Estimated consultant costs included in Human Resource budget
Relevant Areas	Administer staff survey and develop appropriate responses to the findings. Responsible Council Officer: Manager Human Resources

6.6. Customer, Community and Supplier Awareness

The objectives of this strategy are to ensure:

- Customers, the community and suppliers understand that the Council will not accept fraudulent dealings/transactions.
- Customers, the community and suppliers are aware of the consequences of fraudulent dealings/transactions.

a) Establish and maintain inclusion of fraud and corruption prevention initiatives in Council's Annual Report.	
Action Timeframe	Annual
Human Resources Required	Coordinator Governance and Risk
Relevant Areas	Integrated Planning and Reporting – Annual Report Responsible Council Officer: Coordinator Governance and Risk

b) Establish and maintain Council's Tenders and Quotations page with appropriate fraud and corruption prevention information	
Action Timeframe	30 June 2018, Ongoing
Human Resources Required	Coordinator Governance and Risk
Relevant Areas	Doing Business with Council: <ul style="list-style-type: none"> • The canvassing of Councillors or Council staff in relation to requests for tender or quotations will result in automatic disqualification. • Statement of Business Ethics • Fraud and Corruption Prevention Policy • Code of Conduct Responsible Council Officer: Coordinator Governance and Risk

DETECTION

6.7. Reporting Systems (internal)

The objectives of this strategy are to ensure:

- Policies, systems and procedures are in place to encourage the reporting of wrongdoing and suspect behaviour.
- Fraud notification systems give the complainant the opportunity to report wrongdoing or suspect behaviours anonymously.
- Whistle-blowers are protected by the organisation.
- Policies, corporate practices, systems and procedures allow Council officers, managers as well as contractors, consultants, customers, to notify the organisation of wrongdoing and suspect behaviours.

a) Review and update Council's Internal Reporting Policy to ensure guidance to Council employees is current on how to make a protected disclosure and to whom it can be made.	
Action Timeframe	30 June 2018, Reviewed every four years
Human Resources Required	Coordinator Governance and Risk, Executive Team, Audit, Risk and Improvement Committee
Relevant Areas	Public Interest Disclosures Act – Internal Reporting Policy Responsible Council Officer: Coordinator Governance and Risk

b) Establish and maintain a Public Interest Disclosure register and report biannually on activity to the NSW Ombudsman	
Action Timeframe	30 June 2018, Six monthly
Human Resources Required	Coordinator Governance and Risk
Relevant Areas	Public Interest Disclosures Act – Internal Reporting Policy register and reporting Responsible Council Officer: Coordinator Governance and Risk

6.8. Reporting Systems (external)

The objectives of this strategy are to ensure:

- Council's policies clearly outline the possibility for reports to be made to an external investigative agency
- External notifications take place as required in light of legal and policy requirements.

a) Ensure Council's Internal Reporting systems and procedures include provisions explaining that reports can also be made to an external investigating agency.	
Action Timeframe	30 June 2018
Human Resources Required	Coordinator Governance and Risk, Executive Team, Audit, Risk and Improvement Committee
Relevant Areas	Public Interest Disclosures Act – Internal Reporting Policy Fraud and Corruption Control Policy Fraud and Corruption Control Guidelines Responsible Council Officer: Coordinator Governance and Risk

b) Ensure Council's Internal Reporting systems and procedures include provisions for the mandatory reporting by General Managers to ICAC of any actual or suspected corrupt conduct, as per Section 11 of the ICAC Act 1988.	
Action Timeframe	30 June 2018
Human Resources Required	Coordinator Governance and Risk, Executive Team, Audit, Risk and Improvement Committee
Relevant Areas	Public Interest Disclosures Act – Internal Reporting Policy Fraud and Corruption Control Policy Responsible Council Officer: Coordinator Governance and Risk

6.9 Detection Systems

The objectives of this strategy are to ensure:

- Internal audits regularly examine samples of high risk financial decision making and controls across the organisation.

- Outcomes of internal audits are reported to the Executive Team and to the Audit, Risk and Improvement Committee on a regular basis.

a) Implement an internal audit program.	
Action Timeframe	30 June 2018, Ongoing
Human Resources Required	Coordinator Governance and Risk, Risk Management and Safety Officer, Chief Financial Officer, Director Community and Governance, and Audit, Risk and Improvement Committee
Budget	\$30,000 per annum
Relevant Areas	Contracted internal audit program Responsible Officer: Coordinator Governance and Risk

b) Internal audit findings and status of implementing recommendations are reported to Council and the Executive Team regularly	
Action Timeframe	Quarterly
Human Resources Required	Risk Management and Safety Officer, Consultant
Relevant Areas	Reporting to Council and the Executive Team on internal audit findings and status of implementing recommendations Responsible Officer: Coordinator Governance and Risk

RESPONSE

6.10 Investigation Systems

The objectives of this strategy are to ensure:

- Procedures and other appropriate support (including training, where required) are provided to Council employees undertaking investigation activity on behalf of Council.
- Investigation actions undertaken are consistent with commonly used investigation standards
- Where appropriate expertise is not available internally, then external assistance should be sought in line with Council's Code of Conduct Administration Procedures.
- All investigations consider what improvements can be made to policies, corporate practices, systems and procedures within the organisation.
- All investigation reports are referred to the General Manager, unless they relate to the General Manager.
- All investigation reports affecting the General Manager are referred to the Mayor.
- Actions from recommendations identified in the investigation reports are referred to the relevant Executive member for implementation, when necessary and appropriate.
- A summary of improvement actions originated from investigations is presented to the Audit, Risk and Improvement Committee for information.

a) Responsibility for co-ordination of investigations within the Council to lie with the Director Community and Governance, who will report to the General Manager, unless the investigation related to the General Manager (consistent with the Procedure for the Administration of the Code of Conduct or the Public Interest Act 1994 – Procedure for Assessing Disclosures and Investigations).	
Action Timeframe	Ongoing
Human Resources Required	Director Community and Governance, Consultants
Relevant Areas	Authorising investigations and notifying external agencies when required Responsible Officer: General Manager Authorising investigations where the General Manager is the subject of the investigation Responsible: The Mayor
b) Ensure investigators use appropriate and legal data gathering and analyses mechanisms to come to valid conclusions (consistent with Public Interest Act 1994 – Procedure for Assessing Disclosures and Investigations)	
Action Timeframe	Ongoing
Human Resources Required	Director Community and Governance, Coordinator Governance and Risk, Consultant
Budget	\$20,000 per annum external investigations
Relevant Areas	Ensure any staff undertaking an internal investigation have appropriate training and education in investigation techniques and standards Responsible Officer: General Manager Establish a suitably qualified external investigation panel. Responsible Officer: Coordinator Governance and Risk
c) Actions from recommendations identified in the investigation reports are referred to the Executive Team, and assigned to relevant Executive member for implementation, when necessary and appropriate	
Action Timeframe	As required
Human Resources Required	Director Community and Governance
Relevant Areas	Investigation recommendations assigned to relevant Executive for implementations Responsible Officer: General Manager
d) A summary of improvement actions originated from investigations is presented to the Audit, Risk and Improvement Committee for information, where appropriate	
Action Timeframe	As required
Human Resources Required	Director Community and Governance
Relevant Areas	Investigation recommendations reporting to Audit, Risk & Improvement committee, where appropriate Responsible Officer: General Manager

6.11 Conduct and Disciplinary Systems

The objectives of this strategy are to ensure that:

- all Council employees understand that fraud and corruption will not be tolerated and that perpetrators will face disciplinary action.
- all Council employees have access to written information to assist them understand their ethical obligations.
- all Council employees understand that a complaint must not be made for an improper purpose.

a) Review Council's human resources policies to ensure appropriate provisions apply to staff who make a complaint for an improper purpose.	
Action Timeframe	31 December 2018
Human Resources Required	Manager Human Resources, The Mayor
Relevant Areas	Imposition of disciplinary action against staff Responsible Council Officer: General Manager Imposition of disciplinary action against the General Manager Responsible: The Mayor
b) When disciplinary action is required, a decision will be made as per Council's relevant human resources policies, relevant employment agreement and legislation	
Action Timeframe	As required
Human Resources Required	Manager Human Resources, The Mayor
Relevant Areas	Imposition of disciplinary action against staff Responsible Council Officer: General Manager Imposition of disciplinary action against the General Manager Responsible: The Mayor

7. FINANCIAL AND RESOURCE IMPACTS

The accumulated financial impact of implementing the strategy is \$65,000 per annum, of which \$50,000 is already included in the draft 2018/19 Long Term Financial Plan. An additional recurring expense of \$15,000 per annum (indexed) should be considered for 2018/19 budget cycle.

Summary

Uralla Shire Council					2017-2018
Element	Footpath	Signs	Stormwater Mgt	Trees	AVERAGE (Completed)
Strategy	0%	0%	0%	0%	0%
Policy	0%	0%	0%	0%	0%
Resourcing	0%	0%	0%	0%	0%
System	0%	7%	0%	0%	2%
Documentation	0%	11%	0%	0%	3%
Overall	0%	4%	0%	0%	
Date Reviewed					
Total Questions	48	50	47	49	
Unanswered	0	0	0	0	
No. of Recommendations	48	48	47	49	

Footpaths



Uralla Shire Council

Response Summary

Element Count	Count Yes Responses	Count No Responses	
4	0	4	Strategy
15	0	15	Policy
8	0	8	Resourcing
12	0	12	System
9	0	9	Documentation
48	0	48	Overall
			0%

0 Not yet Answered

Search Results - Recommendations

Select Response	# Criteria for Recommendation
No	48

Answer	Asset	Element	Criteria	Council agree Yes or No	Allocated Responsible Officer	Action required	Due Date
No	Footpaths	Strategy	Has been developed in consultation with the community.	No	DIR	Maintain for public safety	30/06/2019
No	Footpaths	Strategy	Achieves the relevant objectives stated in Council's Community Strategic Plan.	Yes	DIR	Develop Asset Management Policy in strategic alignment	30/06/2019

No	Footpaths	Strategy	Outlines risk management strategies for the successful achievement of Council's objectives for its path network.	Yes	DIR	Include in Asset Management Policy	30/06/2019
No	Footpaths	Strategy	Meets Council's service standard.	Yes	DIR	Public safety service standard	30/06/2019
No	Footpaths	Policy	Has been adopted by the Council.	Yes	DIR	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy for adoption	30/06/2019
No	Footpaths	Policy	Is linked to Council's Strategic Objectives.	Yes	DIR	To be strategically aligned	30/06/2019
No	Footpaths	Policy	Addresses the requirements of Sections 42, 43 and 45 of the Civil Liability Act 2002.	Yes	DIR	Requirements included in Draft Guideline, to be consolidated into overarching Asset Management Policy	30/06/2019
No	Footpaths	Policy	Identifies relevant legislative or other requirements.	Yes	DIR	Legislation identified in Draft Guideline, to be consolidated onto overarching Asset Management Policy	30/06/2019
No	Footpaths	Policy	Addresses the financial and other resources available to manage Council's footpath network.	Yes	DIR	Include in Asset Management Plan	30/06/2019
No	Footpaths	Policy	Identifies how Council will manage and maintain its footpath network.	Yes	DIR	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy for adoption	30/06/2019
No	Footpaths	Policy	Contains information on how resources will be allocated.	Yes	DIR	Include in Asset Management Plan	30/06/2019
No	Footpaths	Policy	Specifies Council's intervention standards.	Yes	DIR	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy for adoption	30/06/2019
No	Footpaths	Policy	Outlines Council's risk management approach in relation to its footpath network.	Yes	DIR	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy for adoption	30/06/2019
No	Footpaths	Policy	Identifies accountabilities and responsibilities for the implementation of the policy.	Yes	DIR	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy for adoption	30/06/2019
No	Footpaths	Policy	Has been communicated to relevant staff.	Yes	MI&W	Communicated on adoption of the Asset Management Policy	31/12/2019
No	Footpaths	Policy	Is being implemented by relevant staff.	Yes	MI&W	To be implemented on adoption of AM Plan and Policy	31/12/2019

No	Footpaths	Policy	Is supported by written procedures.	Yes	MI&W	Procedures to be developed	31/12/2019
No	Footpaths	Policy	Outlines the review process of the policy document (when and by whom).	Yes	RM&SO	Governance & Risk Team in accordance Corporate Document Policy	30/06/2019
No	Footpaths	Policy	Identifies audit procedures for the implementation of the policy.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Footpaths	Resourcing	Is consistent with Council's Asset Management Plan.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Footpaths	Resourcing	Has been developed in accordance with Council's Delivery Program.	Yes	DIR / CGR	Included as part of annual Delivery Program Review	30/06/2019
No	Footpaths	Resourcing	Includes appropriate resources to satisfy policy commitments for footpaths management and maintenance.	Yes	DIR	Included as part of annual Delivery Program Review	30/06/2019
No	Footpaths	Resourcing	Addresses all actions, projects, programmes or activities to be undertaken within a financial year.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Footpaths	Resourcing	Identifies how resources will be allocated against the budget.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Footpaths	Resourcing	Identifies staff responsibilities for the management of footpaths.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Footpaths	Resourcing	Identifies training requirements to ensure all staff are suitably qualified to carry out their specified tasks.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Footpaths	Resourcing	Ensures adequate resources are allocated to ensure all staff are trained to carry out their specified tasks.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Footpaths	System	Contains a register of footpath assets.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019
No	Footpaths	System	Identifies a classification system for footpaths.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019
No	Footpaths	System	Identifies a formal process for the frequency and type of inspections to be carried out.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019

No	Footpaths	System	Identifies a maintenance regime in accordance with the policy.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019
No	Footpaths	System	Outlines how risks associated with this asset are identified and assessed.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019
No	Footpaths	System	Uses a risk rating or equivalent to allocate priority for works.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019
No	Footpaths	System	Identifies the response times for maintenance to be carried out.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019
No	Footpaths	System	Identifies Council's standards and specifications for the repair or construction of footpaths.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019
No	Footpaths	System	Identifies Council's standards and specifications for installation, repair and maintenance of footpaths.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019
No	Footpaths	System	Includes a process to manage third party activity on the asset.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019
No	Footpaths	System	Has a system in place for the ongoing monitoring and review of outstanding and/ or low risk defects/action requests	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019
No	Footpaths	System	Uses tools such as checklists or electronic asset management systems to record each stage of the management and decision making process.	Yes	MI&W	Review Asset Management System for alignment with Policy and Plan - as part of implementation process	30/06/2019

No	Footpaths	Documentation	Documents Council's procedures for the management of this asset	Yes	MI&W	Procedures to be developed - some procedural material is conatined in the Draft Guideline for consideration	30/06/2019
No	Footpaths	Documentation	Records all checklists, notes, requests, complaints, decisions, actions, inspections, risk assessments and any other relevant information relating to the management and maintenance of this asset in accordance with the documented procedure	Yes	MI&W	Procedures to be developed - some procedural material is conatined in the Draft Guideline for consideration	30/06/2019
No	Footpaths	Documentation	Documents corrective actions are carried out in accordance with intervention standards and appropriate procedures	Yes	MI&W	Procedures to be developed - some procedural material is conatined in the Draft Guideline for consideration	30/06/2019
No	Footpaths	Documentation	Records how actions have been completed following notification and inspection	Yes	MI&W	Procedures to be developed - some procedural material is conatined in the Draft Guideline for consideration	30/06/2019
No	Footpaths	Documentation	Specifically addresses this asset as part of a Council-wide approach to information management	Yes	MI&W	Procedures to be developed - some procedural material is conatined in the Draft Guideline for consideration	30/06/2019
No	Footpaths	Documentation	Contains or is linked to a documented Council procedure for incident management response and recording				
No	Footpaths	Documentation	Provides a list of documents for this functional area, including strategic, proactive, reactive and instructional document types, that could be used in any legal action brought against or by Council				
No	Footpaths	Documentation	Ensures that all documents and records created for the management of Council's assets meet minimum data requirements for admissibility as evidence in court				
No	Footpaths	Documentation	Ensures records are filed or archived in a manner that facilitates timely retrieval if they are required as part of an investigation, or in defence of a claim				

Signs



Uralla Shire Council

Response Summary

Element Count	Count Yes Responses	Count No Responses	
4	0	4	Strategy
15	0	15	Policy
8	0	8	Resourcing
14	1	13	System
9	1	8	Documentation
50	2	48	Overall
			4%

0 Not yet Answered

Search Results - Recommendations

Select Response	# Criteria for Recommendation
No	48

Answer	Asset	Element	Criteria	Council agree Yes or No	Allocated Responsible Officer	Action required	Due Date
No	Signs	Strategy	Has been developed in consultation with the community.	No	DIR	Maintain for public safety	30/06/2019
No	Signs	Strategy	Achieves the relevant objectives stated in Council's Community Strategic Plan.	Yes	DIR	Develop Asset Management Policy in strategic alignment	30/06/2019

No	Signs	Strategy	Outlines the risk management strategies to enable the successful achievement of Council's objectives for signs at public facilities.	Yes	DIR	Include in Asset Management Policy	30/06/2019
No	Signs	Strategy	Meets Council's service standard.	Yes	DIR	Public safety service standard	30/06/2019
No	Signs	Policy	Has been adopted by the Council.	Yes	DIR	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy for adoption	30/06/2019
No	Signs	Policy	Is linked to Council's Strategic Objectives.	Yes	DIR	To be strategically aligned	30/06/2019
No	Signs	Policy	Addresses the requirements of Sections 42 & 43 of the Civil Liability Act 2002.	Yes	DIR	Requirements included in Draft Guideline, to be consolidated into overarching Asset Management Policy	30/06/2019
No	Signs	Policy	Identifies relevant legislative or other requirements.	Yes	DIR	Legislation identified in Draft Guideline, to be consolidated onto overarching Asset Management Policy	30/06/2019
No	Signs	Policy	Addresses the financial and other resources available to manage signs.	Yes	DIR	Include in Asset Management Plan	30/06/2019
No	Signs	Policy	Identifies how Council will manage and maintain signs.	Yes	DIR	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy for adoption	30/06/2019
No	Signs	Policy	Contains information on how resources will be allocated.	Yes	DIR	Include in Asset Management Plan	30/06/2019
No	Signs	Policy	Specifies Council's intervention standards.	Yes	DIR	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy for adoption	30/06/2019
No	Signs	Policy	Outlines Council's risk management approach in relation to signs.	Yes	DIR	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy for adoption	30/06/2019
No	Signs	Policy	Identifies accountabilities and responsibilities for the implementation of the policy.	Yes	DIR	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy for adoption	30/06/2019
No	Signs	Policy	Has been communicated to relevant staff.	Yes	MI&W	Communicated on adoption of the Asset Management Policy	31/12/2019
No	Signs	Policy	Is being implemented by relevant staff.	Yes	MI&W	To be implemented on adoption of AM Plan and Policy	31/12/2019
No	Signs	Policy	Is supported by written procedures.	Yes	MI&W	Procedures to be developed	31/12/2019

No	Signs	Policy	Outlines the review process of the policy document (when and by whom).	Yes	RM&SO	Governance & Risk Team in accordance Corporate Document Policy	30/06/2019
No	Signs	Policy	Identifies audit procedures for the implementation of the policy.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Signs	Resourcing	Is consistent with Council's Asset Management Plan.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Signs	Resourcing	Has been developed in accordance with Council's Delivery Program.	Yes	DIR / CGR	Included as part of annual Delivery Program Review	30/06/2019
No	Signs	Resourcing	Includes appropriate resources to satisfy policy commitments for sign management and maintenance.	Yes	DIR	Included as part of annual Delivery Program Review	30/06/2019
No	Signs	Resourcing	Addresses all actions, projects, programmes or activities to be undertaken within a financial year.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Signs	Resourcing	Identifies how resources will be allocated against the budget.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Signs	Resourcing	Identifies staff responsibilities for the management of signage.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Signs	Resourcing	Identifies training requirements to ensure all staff are suitably qualified to carry out their specified tasks.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Signs	Resourcing	Ensures adequate resources are allocated to ensure all staff are trained to carry out their specific tasks.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Signs	System	Contains a register of Council managed public recreational assets.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019
No	Signs	System	Contains a formal process for the identification and assessment of hazards at each facility to determine the number and type of warning symbols required to be displayed.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019
No	Signs	System	Contains a formal process for the determination of the sign content at each facility.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019
No	Signs	System	Contains a signs inventory outlining the content of each sign and their locations.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019

No	Signs	System	Contains a formal process for the frequency and type of inspections to be carried out.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019
No	Signs	System	Identifies a maintenance regime in accordance with the policy.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019
No	Signs	System	Outlines how risks associated with this asset are identified and assessed.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019
No	Signs	System	Uses a risk rating or equivalent to allocate priority for works.	Yes	MI&W	Draft Guideline prepared - consider inclusion into an overarching Asset Management Policy/Plan for adoption	30/06/2019
No	Signs	System	Identifies response times for maintenance to be carried out.	Yes	MI&W	Procedures to be developed - some procedural material is conatined in the Draft Guideline for consideration	30/06/2019
No	Signs	System	Identifies Council's standards and specifications for installation, repair and maintenance of signs.	Yes	MI&W	Procedures to be developed - some procedural material is conatined in the Draft Guideline for consideration	30/06/2019
No	Signs	System	Identifies Council's procedure for maintenance, repair and replacement of signs.	Yes	MI&W	Procedures to be developed - some procedural material is contained in the Draft Guideline for consideration	30/06/2019
No	Signs	System	Has a system in place for ongoing monitoring and review of outstanding and/or low risk defects/action requests.	Yes	MI&W	Procedures to be developed - some procedural material is contained in the Draft Guideline for consideration	30/06/2019
No	Signs	System	Uses tools such as checklists or electronic asset management systems to record each stage of the management and decision making process.	Yes	MI&W	Procedures to be developed - some procedural material is conatined in the Draft Guideline for consideration	30/06/2019

No	Signs	Documentation	Documents Council's procedures for sign management.	Yes	MI&W	Procedures to be developed - some procedural material is conatined in the Draft Guideline for consideration	30/06/2019
No	Signs	Documentation	Records all checklists, notes, requests, complaints, decisions, actions, inspections, risk assessments and any other relevant information relating to the management and maintenance of signs in accordance with its documented procedure.	Yes	MI&W	Procedures to be developed - some procedural material is conatined in the Draft Guideline for consideration	30/06/2019
No	Signs	Documentation	Documents corrective actions are carried out in accordance with intervention standards and appropriate procedures.	Yes	MI&W	Procedures to be developed - some procedural material is conatined in the Draft Guideline for consideration	30/06/2019
No	Signs	Documentation	Records how actions have been completed following notification and inspection.	Yes	MI&W	Procedures to be developed - some procedural material is conatined in the Draft Guideline for consideration	30/06/2019
No	Signs	Documentation	Specifically addresses signs as part of a Council-wide approach to information management.	Yes	MI&W	Procedures to be developed	30/06/2019
No	Signs	Documentation	Contains or is linked to a documented Council procedure for incident investigation and management.	Yes	MI&W	Procedures to be developed	30/06/2019
No	Signs	Documentation	Provides a list of documents including strategic, proactive, reactive and instructional documents.	Yes	MI&W	Procedures to be developed	30/06/2019
No	Signs	Documentation	Ensures documents and records created for signs meet minimum data requirements for admissibility as evidence in court.	Yes	MI&W	Procedures to be developed	30/06/2019

Stormwater



Uralla Shire Council

Response Summary

Element Count	Count Yes Responses	Count No Responses		
4	0	4	Strategy	0%
15	0	15	Policy	0%
7	0	7	Resourcing	0%
12	0	12	System	0%
9	0	9	Documentation	0%
47	0	47	Overall	0%

0 Not yet Answered

Search Results - Recommendations

Select Response	# Criteria for Recommendation
No	47

Answer	Asset	Element	Criteria	Council agree Yes or No	Allocated Responsible Officer	Action required	Due Date
No	Stormwater Management	Strategy	Has been developed in consultation with the community.	No	DIR	Maintain for public safety	30/06/2019
No	Stormwater Management	Strategy	Achieves the relevant objectives stated in Council's Community Strategic Plan.	Yes	DIR	Develop Asset Management Policy in strategic alignment	30/06/2019
No	Stormwater Management	Strategy	Outlines the risk management strategies to enable the successful achievement of Council's	Yes	DIR	Include in Asset Management Policy	30/06/2019

			objectives for the provision of stormwater drainage systems.					
No	Stormwater Management	Strategy	Meets Council's service standard.	Yes	DIR		Public safety service standard	30/06/2019
No	Stormwater Management	Policy	Has been adopted by the Council.	Yes	DIR		Require Asset Management Policy for adoption	30/06/2019
No	Stormwater Management	Policy	Is linked to Council's Strategic Objectives.	Yes	DIR		To be strategically aligned	30/06/2019
No	Stormwater Management	Policy	Addresses the requirements of Sections 42 and 45 of the Civil Liability Act 2002.	Yes	DIR		To be included into overarching Asset Management Policy	30/06/2019
No	Stormwater Management	Policy	Identifies relevant legislative or other requirements.	Yes	DIR		To be included into overarching Asset Management Policy	30/06/2019
No	Stormwater Management	Policy	Addresses the financial and other resources available to manage stormwater infrastructure.	Yes	DIR		To be included into overarching Asset Management Policy	30/06/2019
No	Stormwater Management	Policy	Identifies how Council will manage and maintain stormwater infrastructure.	Yes	DIR		To be included into overarching Asset Management Policy	30/06/2019
No	Stormwater Management	Policy	Contains information on how resources will be allocated.	Yes	DIR		To be included into overarching Asset Management Policy	30/06/2019
No	Stormwater Management	Policy	Specifies Council's intervention standards.	Yes	DIR		To be included into overarching Asset Management Policy	30/06/2019
No	Stormwater Management	Policy	Outlines Council's risk management approach to managing stormwater infrastructure.	Yes	DIR		To be included into overarching Asset Management Policy	30/06/2019
No	Stormwater Management	Policy	Identifies accountabilities and responsibilities for implementation of the policy.	Yes	DIR		To be included into overarching Asset Management Policy	30/06/2019
No	Stormwater Management	Policy	Has been communicated to relevant staff.	Yes	MI&W		Communicated on adoption of the Asset Management Policy	31/12/2019
No	Stormwater Management	Policy	Is being implemented by relevant staff.	Yes	MI&W		To be implemented on adoption of AM Plan and Policy	31/12/2019
No	Stormwater Management	Policy	Is supported by written procedures..	Yes	MI&W		Procedures to be developed	31/12/2019
No	Stormwater Management	Policy	Outlines the review process of the policy document (when and by whom)..	Yes	RM&SO		Governance & Risk Team in accordance Corporate Document Policy	30/06/2019
No	Stormwater Management	Policy	Identifies audit procedures for the implementation of the policy.	Yes	MI&W		Include in Procedure development process	30/12/2019
No	Stormwater Management	Resourcing	Is consistent with Council's Asset Management Plan.	Yes	MI&W		Included as part of annual Delivery Program Review	30/06/2019
No	Stormwater Management	Resourcing	Has been developed in accordance with Council's Delivery Program.	Yes	DIR / CGR		Included as part of annual Delivery Program Review	30/06/2019

No	Stormwater Management	Resourcing	Includes appropriate resources to satisfy policy commitments for stormwater management and maintenance.	Yes	DIR	Included as part of annual Delivery Program Review	30/06/2019
No	Stormwater Management	Resourcing	Addresses all actions, projects, programmes or activities to be undertaken within a financial year.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Stormwater Management	Resourcing	Identifies how resources will be allocated against the budget.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Stormwater Management	Resourcing	Identifies staff responsibilities for the management of stormwater infrastructure.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Stormwater Management	Resourcing	Ensures adequate resources are allocated to ensure all staff are trained to carry out their specific tasks.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Stormwater Management	System	Contains a register of Council-managed stormwater assets.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Stormwater Management	System	Includes a classification system for stormwater infrastructure.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	System	Contains a formal process for the frequency and type of inspections to be carried out.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	System	Identifies a maintenance regime in accordance with the policy.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	System	Outlines how risks associated with this asset are identified and assessed.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	System	Uses a risk rating of equivalent to allocate priority of works.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	System	Identifies the response times for maintenance to be carried out.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	System	Identifies Council's standards and specifications for installation, repair and maintenance of stormwater assets.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	System	Identifies Council's procedure for maintenance, repair and replacement of stormwater assets.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	System	Has a system in place for the ongoing monitoring and review of outstanding and or low risk defects/action requests.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	System	Uses tools such as checklists or electronic asset management systems to record each stage of the management and decision making process.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	System	Identifies signage requirements in accordance with Statewide Mutual's Best Practice Manual – Signs as Remote Supervision, or an alternative method adopted by Council.	Yes	MI&W	Include in Procedure development process	30/12/2019

No	Stormwater Management	Documentation	Documents Council's procedures for stormwater management.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	Documentation	Records all checklists, notes, requests, complaints, decisions, actions, inspections, risk assessments and any other relevant information relating to the management and maintenance of this asset in accordance with the documented procedure.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	Documentation	Documents corrective actions are carried out in accordance with intervention standards and appropriate procedures.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	Documentation	Records how actions have been completed following notification and inspection.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	Documentation	Specifically addresses stormwater as part of a Council-wide approach to information management.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	Documentation	Contains or is linked to a documented Council procedure for incident investigation and management.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	Documentation	Provides a list of documents including strategic, proactive, reactive and instructional documents.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	Documentation	Ensures documents and records created for stormwater meet minimum data requirements for admissibility as evidence in court.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Stormwater Management	Documentation	Ensures records are filed or archived in a manner facilitating timely retrieval if required as part of an investigation or in defence of a claim.	Yes	MI&W	Include in Procedure development process	30/12/2019

Trees and Tree Roots



Uralla Shire Council

Response Summary

Element Count	Count Yes Responses	Count No Responses		
4	0	4	Strategy	0%
15	0	15	Policy	0%
8	0	8	Resourcing	0%
13	0	13	System	0%
9	0	9	Documentation	0%
49	0	49	Overall	0%

0 Not yet Answered

Search Results - Recommendations

Select Response	# Criteria for Recommendation
No	49

Answer	Asset	Element	Criteria	Council agree Yes or No	Allocated Responsible Officer	Action required	Due Date
No	Trees & Tree Roots	Strategy	Has been developed in consultation with the community.	No	DIR	Maintain for public safety	30/06/2019
No	Trees & Tree Roots	Strategy	Achieves the relevant objectives stated in Council's Community Strategic Plan.	Yes	DIR	Develop Asset Management Policy in strategic alignment	30/06/2019

No	Trees & Tree Roots	Strategy	Outlines the risk management strategies to enable the achievement of Council's objectives for its tree assets.	Yes	DIR	Include in Asset Management Policy	30/06/2019
No	Trees & Tree Roots	Strategy	Meets Council's service standard.	Yes	DIR	Public safety service standard	30/06/2019
No	Trees & Tree Roots	Policy	Has been adopted by the Council.	Yes	DIR	Require Asset Management Policy for adoption	30/06/2019
No	Trees & Tree Roots	Policy	Is linked to Council's Strategic Objectives.	Yes	DIR	To be strategically aligned	30/06/2019
No	Trees & Tree Roots	Policy	Addresses the requirements of Section 42 & 43 of the Civil Liability Act 2002.	Yes	DIR	To be included into overarching Asset Management Policy	30/06/2019
No	Trees & Tree Roots	Policy	Identifies relevant legislative or other requirements.	Yes	DIR	To be included into overarching Asset Management Policy	30/06/2019
No	Trees & Tree Roots	Policy	Addresses the financial and other resources available to manage trees.	Yes	DIR	To be included into overarching Asset Management Policy	30/06/2019
No	Trees & Tree Roots	Policy	Identifies how Council will manage and maintain trees.	Yes	DIR	To be included into overarching Asset Management Policy	30/06/2019
No	Trees & Tree Roots	Policy	Contains information on how resources will be allocated.	Yes	DIR	To be included into overarching Asset Management Policy	30/06/2019
No	Trees & Tree Roots	Policy	Specifies Council's intervention standards.	Yes	DIR	To be included into overarching Asset Management Policy	30/06/2019
No	Trees & Tree Roots	Policy	Outlines Council's risk management approach in relation to its tree assets.	Yes	DIR	To be included into overarching Asset Management Policy	30/06/2019
No	Trees & Tree Roots	Policy	Identifies accountabilities and responsibilities for the implementation of the policy.	Yes	DIR	To be included into overarching Asset Management Policy	30/06/2019
No	Trees & Tree Roots	Policy	Has been communicated to relevant staff.	Yes	MI&W	Communicated on adoption of the Asset Management Policy	31/12/2019
No	Trees & Tree Roots	Policy	Is being implemented by relevant staff.	Yes	MI&W	To be implemented on adoption of AM Plan and Policy	31/12/2019
No	Trees & Tree Roots	Policy	Is supported by written procedures.	Yes	MI&W	Procedures to be developed	31/12/2019
No	Trees & Tree Roots	Policy	Outlines the review process of the policy document (when and by whom).	Yes	RM&SO	Governance & Risk Team in accordance Corporate Document Policy	30/06/2019
No	Trees & Tree Roots	Policy	Identifies audit procedures for the implementation of the policy.	Yes	MI&W	Include in Procedure development process	30/12/2019

No	Trees & Tree Roots	Resourcing	Is consistent with Council's Asset Management Plan.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Trees & Tree Roots	Resourcing	Has been developed in accordance with Council's Delivery Program.	Yes	DIR / CGR	Included as part of annual Delivery Program Review	30/06/2019
No	Trees & Tree Roots	Resourcing	Includes appropriate resources to satisfy policy commitments for tree management and maintenance.	Yes	DIR	Included as part of annual Delivery Program Review	30/06/2019
No	Trees & Tree Roots	Resourcing	Addresses all actions, projects, programmes or activities to be undertaken within a financial year.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Trees & Tree Roots	Resourcing	Identifies how resources will be allocated against the budget.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Trees & Tree Roots	Resourcing	Identifies staff responsibilities for the management of trees.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Trees & Tree Roots	Resourcing	Identifies training requirements to ensure all staff are suitably qualified to carry out their specified tasks.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Trees & Tree Roots	Resourcing	Ensures adequate resources are allocated to ensure all staff are trained to carry out their specific tasks.	Yes	MI&W	Included as part of annual Delivery Program Review	30/06/2019
No	Trees & Tree Roots	System	Contains a register of Council managed trees.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Trees & Tree Roots	System	Includes a classification system for trees.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Trees & Tree Roots	System	Contains a formal process for the frequency of inspections to be carried out.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Trees & Tree Roots	System	Identifies a maintenance regime in accordance with the policy.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Trees & Tree Roots	System	Identifies a formal process for planting, preservation and removal of trees in accordance with the policy.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Trees & Tree Roots	System	Outlines how risks associated with this asset are identified and assessed.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Trees & Tree Roots	System	Uses a risk rating or equivalent to allocate priority for works.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Trees & Tree Roots	System	Identifies the response times for works to be carried out.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Trees & Tree Roots	System	Includes reference to a customer request system used to identify required actions.	Yes	MI&W	Include in Procedure development process	30/12/2019

No	Trees & Tree Roots	System	Identifies Council's standards and specifications for the management and maintenance of trees.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Trees & Tree Roots	System	Has a system in place for the ongoing monitoring and review of outstanding and or low risk defects/action requests.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Trees & Tree Roots	System	Uses tools such as checklists or electronic asset management systems to record each stage of the management and decision making process.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Trees & Tree Roots	System	Identifies signage requirements in accordance with Statewide Mutual's Best Practice Manual – Signs as Remote Supervision, or an alternative method adopted by Council.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Trees & Tree Roots	Documentation	Documents Council's procedures for the management trees.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Trees & Tree Roots	Documentation	Records all checklists, notes, requests, complaints, decisions, actions, inspections, risk assessments and any other relevant information relating to the management and maintenance of this asset in accordance with the documented procedure.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Trees & Tree Roots	Documentation	Documents corrective actions are carried out in accordance with intervention standards and appropriate procedures.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Trees & Tree Roots	Documentation	Records how actions have been completed following notification and inspection.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Trees & Tree Roots	Documentation	Specifically addresses trees as part of a Council-wide approach to information management.	Yes	MI&W	Include in Procedure development process	30/12/2019
No	Trees & Tree Roots	Documentation	Contains or is linked to a documented Council procedure for incident investigation and management.	Yes	MI&W	Procedures to be developed	30/06/2019
No	Trees & Tree Roots	Documentation	Provides a list of documents including strategic, proactive, reactive and instructional documents.	Yes	MI&W	Procedures to be developed	30/06/2019
No	Trees & Tree Roots	Documentation	Ensures documents and records created for trees meet minimum data requirements for admissibility as evidence in court.	Yes	MI&W	Procedures to be developed	30/06/2019
No	Trees & Tree Roots	Documentation	Ensures records are filed or archived in a manner facilitating timely retrieval if required as part of an investigation or in defence of a claim.	Yes	MI&W	Procedures to be developed. TRIM being improved.	30/06/2019



REPORT TO COUNCIL

Department:	Community and Governance
Submitted by:	<i>Coordinator Governance and Risk</i>
Reference/Subject:	Report 5 - Constitution: Uralla Township and Environs Committee 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1 A strong, accountable and representative Council
Strategy:	4.1.2 Engage with the community effectively and use community input to inform decision making
Activity:	4.1.2.1 Incorporate inclusive community consultation and stakeholder engagement in Council decision making
Action:	4.1.2.1.5 Conduct community engagement and consultation activities

SUMMARY:

The purpose of this report is for Council to adopt the Constitution for the Uralla Township and Environs Committee, which has been constituted by Council under section 355 of the Local Government Act 1993.

OFFICER'S RECOMMENDATION:

That Council adopt the Constitution: Uralla Township and Environs Committee 2018, contained at Attachment A.

BACKGROUND:

At its Ordinary Meeting on 27 February 2018, considered reported titled *Report 19 - Submission regarding Uralla Community Consultative Group* and resolved **[31.02/18]** to establish the Uralla Township and Environs Committee (the Committee), pursuant to section 355 of the Local Government Act 1993 (the Act), which provides for a function of a council to be exercised by a committee of the council. The Committee has not been delegated any functions of the council under section 377 of the Act.

REPORT:

The Constitution: Uralla Township and Environs Committee 2018 (the Constitution) details the objective of the Committee –‘to provide advice about the future development or redevelopment of public spaces in and near the township of Uralla’ - as resolved **[31.02/18]** by Council, and includes provisions regarding the scope and authority of the Committee, as well its composition, membership, and administrative arrangements.

Uralla Shire Council
Council Business Paper – 24 April 2018

To ensure consistency across Council's committee framework, the Constitution has been modelled on the Uralla Shire Council Bundarra 355 Committee Constitution, under which the Bundarra School of Arts Hall Committee is constituted, adopted by Council at its Ordinary Meeting on 22 November 2016 [Res. 10.11/1]. There are minor differences to account for the different objectives and function of the new Committee, for example:

- There is no requirement for the election of a Treasurer as the Committee will have no financial delegations where it is managing income from the venue hire.
- There is no requirement to include the Financial Records section, as the Committee will have no financial delegations.
- Council will appoint the Chairperson, rather than the Committee.
- Council shall ensure the membership of the Committee reflects, as far as reasonably possible, the diversity of the Uralla township and immediate environs'.
- Council shall appoint Committee members after inviting nominations for membership of the Committee, giving no less than 21 days of public notice.

Council may consider amending the name of the Committee to better reflect its role and purpose, for example the *Uralla Township Public Spaces Advisory Committee*. Should Council determine to change the name from the February resolution, a recommendation is composed below:

That Council amend:

1. the name of the Uralla Township and Environs Committee to the Uralla Township Public Spaces Advisory Committee; and
2. the title of, and all references to the name of the Committee contained within, the Constitution: Uralla Township and Environs 2018 to the Constitution: Uralla Township Public Spaces Advisory Committee 2018

KEY ISSUES:

- The objective of the Committee is to advise Council on the future development and redevelopment of public spaces in and near Uralla.
- The Committee will meet at least two times each year and will be operational until April 2019, with Council to review its continued operation at that time.
- The membership of the Committee will comprise at least six, and not more than 12, external members, with one to be delegated Chairperson. All members will be appointed for a one-year term.
- Council may amend the Constitution, by resolution, at any time.

CONCLUSION:

This report recommends that Council adopt the Constitution: Uralla Township and Environs Committee 2018, contained at Attachment A.

COUNCIL IMPLICATIONS:

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

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:	Cian Middleton
TRIM Reference Number:	
Approved/Reviewed by Manager:	Trish Kirkland
Department:	Director Community and Governance
Attachments:	Attachment A – Constitution: Uralla Township and Environs Committee 2018



Constitution: Uralla Township and Environs Committee 2018

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Director Community and Governance		
Document Development Officer	Coordinator Governance and Risk		
Review Timeframe	One year		
Last Review Date:	April 2018	Next Scheduled Review Date	April 2019

Document History

Doc No.	Date Amended	Details
1	April 2018	Draft for Council Ordinary Meeting 24 April 2018

Related Legislation	Local Government Act 1993 and General Regulation 2005
Related Policies	Code of Conduct
Related Procedures/ Protocols, Statements, documents	

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Constitution

1. Interpretation

1.1 Unless otherwise indicated:

- (a) "Council" means Uralla Shire Council.
- (b) "Council Officials" means Councillors, Council staff, administrators, Council committee members and delegates of Council.
- (c) "The Act" means the *Local Government Act 1993*.
- (d) "Committee" means the Committee established by Council on 27 February 2018 as outlined in Resolution 31.02/18 and constituted under this Constitution.
- (e) "The General Manager" means the General Manager of Uralla Shire Council appointed under Section 334 of the *Local Government Act 1993*.

2. Purpose of this Constitution

- 2.1 Under the *Local Government Act 1993*, Council is able to delegate some of its functions to a Committee of Council. A Committee is appointed and reappointed in accordance with the provisions of Section 355 and Section 377 of the Act.
- 2.2 This Constitution provides a mandatory set of rules that defines the functions that Council has delegated to the Committee, the manner in which those delegated functions are to be undertaken by the Committee, and an administrative structure and procedures to ensure that Council is able to monitor the conduct and performance of the Committee, particularly with regard to managing potential liabilities that might arise as a result of the activities of the Committee, in a similar manner to that which Council monitors others performing Council's functions under delegation.

3. Objective

- 3.1 The objective of the Committee constituted under this Constitution is to advise Council on the future development and redevelopment of the public spaces in and near the township of Uralla.
- 3.2 Pursuant to clause 16 of this Constitution, Council may, by resolution, amend the objective of the Committee at any time.

4. Term

- 4.1 This Constitution operates for a twelve (12) month term, commencing from the date on which Council, by resolution, adopts this Constitution.
- 4.2 Pursuant to clause 16 of this Constitution, Council may, by resolution, terminate or extend the term of the Committee at any time.

5. Membership

- 5.1 The membership of the Committee shall be not less than six (6) and no more than twelve (12) persons appointed by Council in accordance with this Constitution.
- 5.2 A person remains a member until:
 - (a) Death; or
 - (b) Upon:
 - (i) Delivering, either verbally or in writing, a resignation to a meeting of the Committee;
 - (ii) Being absent from two (2) consecutive meetings of the Committee without leave of absence from the Committee; or
 - (iii) Receiving written notification from Council that the person's membership of the Committee has been terminated.
- 5.3 Casual vacancies may be filled in accordance with Clause 5.4 of this Constitution.

6. Appointment of Members

- 6.1 Council shall invite nominations for membership of the Committee, giving no less than 21 days of public notice.
- 6.2 All nominations shall be forwarded to Council for consideration by Council at a Council meeting. Council shall appoint nominees to the Committee, with the method of selection being at Council's sole discretion.
- 6.3 In appointing members to the Committee, Council shall ensure the membership of the Committee reflects, as far as reasonably possible, the diversity of the township of Uralla and its immediate environs.
- 6.4 Should a casual vacancy arise, the Committee Secretary should promptly advise Council. Council will invite nominations from members of the public interested in being a member of the Committee and shall fill the vacancy from the nominations received.

7. Committee Chairperson

- 7.1 The Chairperson of the Committee shall be appointed by Council.

8. Committee Secretary

- 8.1 At the first meeting of the Committee, the Committee shall elect one of its number as Secretary. The method of election shall be decided by the Committee.
- 8.2 The Secretary is responsible for:
 - (a) Dealing with all incoming and outgoing correspondence and tabling all correspondence at Committee Meetings for appropriate action;
 - (b) Providing notice and agenda of meetings to Committee Members;

- (c) Accurately recording minutes of each meeting and to promptly forward all minutes to the General Manager and to all members of the Committee; and
- (d) Retaining all documentation of the Committee as required by the Australian Standard on Records Management.

9. Conduct of Meetings

- 9.1 At all meetings of the Committee, the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson, the Committee shall elect one of its number to preside at the Meeting.
- 9.2 A Meeting shall not proceed unless a quorum of at least one (1) more than half the number of members are present.
- 9.3 Meetings of the Committee shall be held as often as the Committee decides, but not less than two (2) per year.
- 9.4 Every Committee meeting is a public meeting and members of the public may attend. As such, it should be held in a public space. Members of the public who attend cannot participate unless invited to do so by the Chair.
- 9.5 A record of minutes in the usual form shall be kept by the Secretary of all Meetings, unless a Council officer is present at the Meeting and it is agreed that the Council officer take the minutes.
- 9.6 If the Chairperson ceases to be a member of the Committee, Council shall appoint a new Chairperson pursuant to Clause 7.1 of this Constitution.
- 9.7 If the Secretary ceases to be a member of the Committee, the remaining members of the Committee shall vote one (1) of their number to fill the vacancy.
- 9.8 The Secretary shall notify Council if any member fails to attend two (2) consecutive meetings of the Committee without leave of absence from the Committee.

10. Duties of the Committee

- 10.1 To undertake functions of Council limited to those conferred by Council resolution, as detailed in clause 3 of this Constitution.
- 10.2 To forward to Council within seven (7) days after a Meeting, a copy of the Minutes taken at that Meeting.

11. Correspondence

- 11.1 Committees are not permitted to forward official correspondence to government officials, representatives, departments or agencies.
- 11.2 All official correspondence must be signed by the General Manager.

12. Media and Publicity

- 12.1 Committee members are not permitted to speak to the media on any Council matters in their capacity as a committee member. All media requests must be referred to the General Manager.
- 12.2 Committee members are not to publicise, promote or advertise the Committee's activities unless authorised by the General Manager to do so.

13. Limitations of Powers

- 13.1 The Committee must not do anything or allow any person acting under its direction to do anything contrary to the interest of Council. For the purposes of this sub-clause, this includes but is not limited to, prohibiting the following:
 - (a) Acting contrary to any direction from Council, which includes a direction from the General Manager;
 - (b) Acting contrary to Council's policies;
 - (c) Advising any person that they may have a legal right or action against Council or any Council Official;
 - (d) Making any admission of liability or accepting liability on behalf of Council or the Committee;
 - (e) Acting contrary to Council's Code of Conduct;
 - (f) Acting outside the limits of the Committee's delegation; and
 - (g) Acting or presenting the Committee as independent of Council.

14. Delegated Authority

- 14.1 The Committee does not have any delegated functions pursuant to section 377 of the Act and does not have the power to direct Council Officials.

15. Disclosure of Interest

- 15.1 The Committee is a Committee of Council and, as such, Schedule 1 of Council's Code of Conduct (Disclosures of Interests) applies to all committee members.

16. Amendment of this Constitution

- 16.1 This Constitution may only be altered by resolution of Council.
- 16.2 The Committee may request Council to consider an amendment to this Constitution once the proposed alteration is submitted to a General Meeting of the Committee and the notice conveying such a meeting contains:
 - (a) The proposed alteration of the effect thereof; and
 - (b) Such proposed alteration is approved by at least three-fourths of the members present at such a General Meeting.

17. Dispute Resolutions

- 17.1 Where the Committee is unable to reach a determination on any issue, the Committee must refer that issue to the Chairperson for determination. Where the Committee resolves that it is dissatisfied with the resolution of that dispute by the Chairperson, it may, by notice in writing, request the General Manager review the issue. Should the Committee be dissatisfied with the decision by the General Manager, it may, by notice in writing to the General Manager, request that the matter be referred to Council for determination of the dispute by resolution of Council, whose determination of the dispute shall be final and binding upon the Committee.

18. Notice

- 18.1 Any notice required to be given by Council under this Constitution may be:
- (a) Sent to the last known address of the member; and
 - (b) Deemed to be received on the second day after posting.



REPORT TO COUNCIL

Department:	Community and Governance
Submitted by:	Coordinator Governance and Risk
Reference/Subject:	Report 6 - Appointment of Community Members and Councillor Representatives to Uralla Township and Environs Committee

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1 A strong, accountable and representative Council
Strategy:	4.1.2 Engage with the community effectively and use community input to inform decision making
Activity:	4.1.2.1 Incorporate inclusive community consultation and stakeholder engagement in Council decision making
Action:	4.1.2.1.5 Conduct community engagement and consultation activities

SUMMARY:

The purpose of this report is for Council to appoint community members and Councillor representatives to the Uralla Township and Environs Committee, which has been constituted by Council under section 355 of the Local Government Act 1993.

OFFICER'S RECOMMENDATION:

That Council appoint:

1. The nominees listed below to the Uralla Township and Environs Committee:
 - a. _____
2. _____ as the Chairperson of the Uralla Township and Environs Committee in accordance with section 7.1 of the Constitution.
3. Councillors _____ and _____ as Councillor representatives to the Uralla Township and Environs Committee to 30 September 2018, in line with the annual review and appointment of Councillor representatives and delegates.

BACKGROUND:

At its Ordinary Meeting on 27 February 2018, Council resolved to establish the Uralla Township and Environs Committee (the Committee), pursuant to section 355 of the Local Government Act 1993 (the Act), which provides for a function of a council to be exercised by a committee of the council [Res. 31.02/18]. The resolution of Council specified that the committee should comprise between six (6) and twelve (12) members, and that the membership should reflect, as far as reasonably possible, the diversity of the Uralla Shire local government area.

REPORT:

Nominations for the Uralla Township and Environs Committee were sought from 28 March to 19 April 2018 and promoted in the March edition of the Uralla Shire Council Newsletter and on Council's website and Facebook page. At the time of writing this report, the call for nominations was still open, and the final nominations list will be provided under separate cover, as **Confidential** Attachment A.

Clauses 5 and 6 of the Uralla Township and Environs Committee Constitution (the Constitution) detail the following provisions:

5 Membership

5.1 The membership of the Committee shall be not less than six (6) and no more than twelve (12) persons appointed by Council in accordance with this Constitution.

5.2 A person remains a member until:

(a) Death; or

(b) Upon:

(i) Delivering, either verbally or in writing, a resignation to a meeting of the Committee;

(ii) Being absent from two (2) consecutive meetings of the Committee without leave of absence from the Committee; or

(iii) Receiving written notification from Council that the person's membership of the Committee has been terminated.

5.3 Casual vacancies may be filled in accordance with Clause 5.4 of this Constitution.

6 Appointment of Members

6.1 Council shall invite nominations for membership of the Committee, giving no less than 21 days of public notice.

6.2 All nominations shall be forwarded to Council for consideration by Council at a Council meeting. Council shall appoint its preferred nominees to the Committee, with the method of selection being at Council's sole discretion.

6.3 In appointing members to the Committee, Council shall ensure the membership of the Committee reflects, as far as reasonably possible, the diversity of the Uralla township and its immediate environs.

6.4 Should a casual vacancy arise, the Committee Secretary should promptly advise Council. Council will invite nominations from members of the public interested in being a member of the Committee and shall fill the vacancy from the nominations received.

Councillor representatives may be appointed to represent Council on the Committee, but the Constitution does not provide for Councillors to serve as members of the Committee or hold an executive position as Chairperson or Secretary. The Councillor representatives will be reviewed in September 2018, in line with the annual review and appointment of Councillor representatives and delegates.

If Council determines not to appoint at least six nominees as members of the Committee as required under Clause 5 of the Constitution, then it is recommended that Council resolve to invite

Uralla Shire Council
Council Business Paper – 24 April 2018

nominations for membership of the Committee for a further 21 days, pursuant to sub-clause 6.1 of the Constitution. Should Council invite further nominations, a recommendation is composed below:

That Council invite applications for the remaining vacant positions on the Uralla Township and Environs Committee, providing 21 days of public notification.

KEY ISSUES:

- Nominations received by close of business Thursday, 19 April 2018, will be provided to Council under separate cover as **Confidential** Attachment A to this report. Pursuant to sub-clause 6.2, it is recommended that Council appoint its preferred nominees to the Committee.
- Pursuant to sub-clause 4.1 of the Constitution, the Committee shall operate for a twelve (12) month term, commencing from the date on which Council, by resolution, adopts the Constitution.

CONCLUSION:

This report recommends that Council appoint the members and the Chairperson, as well as Councillor representatives, for the new Uralla Township and Environs Committee.

COUNCIL IMPLICATIONS:

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

Prepared by staff member: Cian Middleton

TRIM Reference Number:

Approved/Reviewed by Manager: Trish Kirkland

Department: Director Community and Governance

Attachments: **Confidential** Attachment A – Community Member Expressions of Interest (to be provided under separate cover)



REPORT TO COUNCIL

Department:	Community and Governance
Submitted by:	<i>Coordinator Governance and Risk</i>
Reference/Subject:	Report 7 - 2017/18 Operational Plan – Progress Report at 31 March 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1 A strong, accountable and representative Council
Strategy:	4.1.1 Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program, and Operational Plan
Activity:	4.1.1.2 Deliver integrated strategic planning and reporting requirements
Action:	4.1.1.2.4 Develop and monitor the annual operational plan

SUMMARY:

The purpose of this report is to present Council with a summary of the actions delivered from within the 2017/18 Operational Plan to reflect the progress made toward achieving the four-year Principal Activities contained in Council's 2017/21 Delivery Program.

OFFICER'S RECOMMENDATION:

That Council receive and note the 2017/18 Operational Plan Progress Report at 31 March 2018.

BACKGROUND:

Section 405(5) of the Local Government Act requires that progress reports on Council's Delivery Program are provided to the Council at least every six months.

REPORT:

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




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

Responsibility for the delivery of Operational Plan actions is allocated to responsible officers who provide progress information. The Progress Report as at 31 March 2018 is contained at Attachment A.

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A summary of the key Operational Plan actions delivered and progress achieved for the nine month period to 31 March 2018 is set out in Table 1 – Action Status Summary, below:

Table 1 – Action Status Summary

Action Status at 31 March 2018		Our Society	Our Economy	Our Environment	Our Leadership	Total	%
	Achieved or on target	47	38	24	83	191	74
	Not on target, being closely managed	8	6	6	41	60	23
	Action cancelled or not able to be achieved	5	2	1	2	10	4
Total		59	46	30	126	261	

74 per cent of Council's Operational Plan actions for the nine months ending 31 March 2018 are on target or achieved, with 23 per cent being closely managed and 4 per cent being cancelled or not able to be achieved.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Community engagement and consultation occurred in the preparation of the combined 2017/21 Delivery Program and 2017/18 Operational Plan.

2. Policy and Regulation

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

3. Financial (LTFP)

Nil.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil.

7. Performance Measures

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

8. Project Management

Nil

Uralla Shire Council
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Prepared by staff member:	Cian Middleton
TRIM Reference Number:	
Approved/Reviewed by Manager:	Trish Kirkland
Department:	Director Community and Governance
Attachments:	Attachment A - 2017/18 Operational Plan Progress Report at 31 March 2018



2017-2021 Delivery Program

2017-2018 Operational Plan

Progress Report at 31 March 2018

About this report

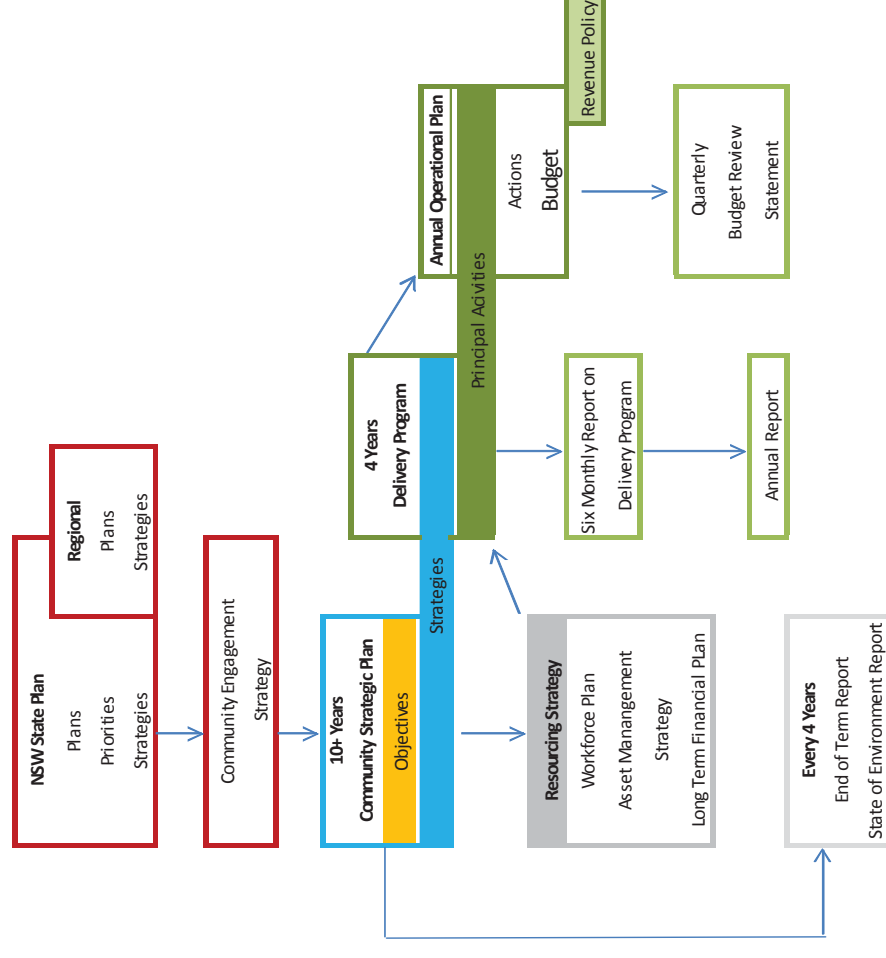
In 2009, the NSW Government introduced a new framework guiding local government in a new approach to planning for and reporting on their activities. This new framework is known as Integrated Planning and Reporting.

Uralla Shire Council adopted its first ever suite of documents within the Integrated Planning framework 2012. Overarching this suite of interrelated plans is the Community Strategic Plan which identifies the aspirations of the community. This Plan was reviewed and updated in 2015 and 2017.

The Delivery Program is informed by the Community Strategic Plan and prioritises the programs and activities Council will commit to providing during the four year term of the Council. At the beginning of each year, Council prepares an Operational Plan which outlines the actions Council will undertake to work towards achieving the outcomes in the four year Delivery Program.

Council is required to report progress on the Delivery Plan to the community at least every six months. Council intends to report on progress throughout the year on a quarterly basis.

The attached report is a summary of our achievements during the September quarter of the combined 2017/21 Delivery Program and 2017/18 Operational Plan and covers the nine month period ending March 2018.



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Measuring our progress

Uralla Council's 2017-2027 Community Strategic Plan centres around four major themes:

- Our Society
- Our Economy
- Our Environment
- Our Leadership

In 2017/18 Council committed to 261 actions focused on achieving the community's vision within these four themes. Those actions are detailed in the combined 2017/21 Delivery Program and 2017/18 Operational Plan. In this report, our progress in meeting the community's vision within Council's 2017/21 Delivery Program and 2017/18 Operational Plan is illustrated by the following coloured symbols:

 Achieved or on target

 Not on target, being closely managed

 Action cancelled or not able to be achieved

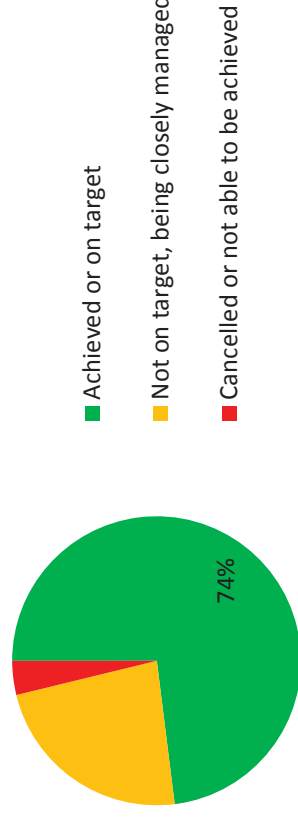
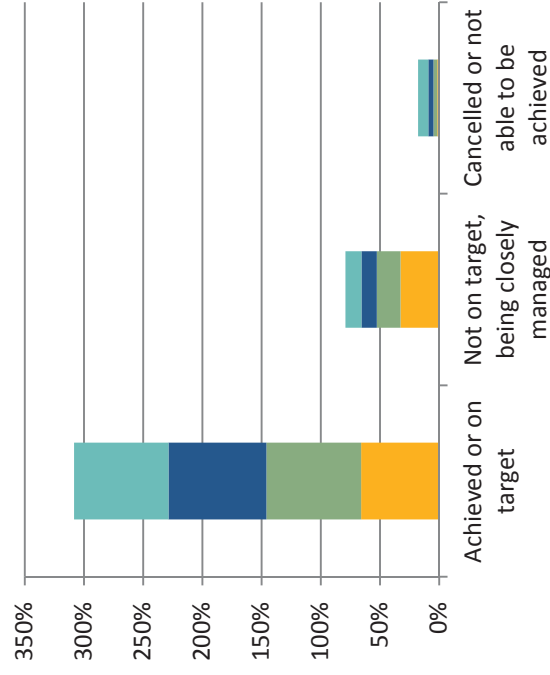
Each of the 261 actions is assigned to a responsible local government officer, who provides quarterly progress report on each action using the coloured symbols above. Set out below, is the responsibility legend.

• GM	General Manager	General Manager's Office
• CFO	Chief Financial Officer	General Manager's Office
• MHR	Manager Human Resources	General Manager's Office
• DI&R	Director Infrastructure & Regulation	Infrastructure and Regulation
• EMC	Environmental Management Coordinator	Infrastructure and Regulation
• MW&SS	Manager Water, Waste & Sewerage Services	Infrastructure and Regulation
• MTP&R	Manager Planning & Regulation	Infrastructure and Regulation
• MI&W	Manager Infrastructure & Works	Infrastructure and Regulation
• DC&G	Director Community & Governance	Community and Governance
• CD&TC	Community Development & Tourism Coordinator	Community and Governance
• CG&R	Coordinator Governance and Risk	Community and Governance
• FM/DoN	Facility Manager /Director of Nursing	Community and Governance
• TCSC	Tablelands Community Support Coordinator	Community and Governance
• TLT&I	Team Leader Technology & Information	Community and Governance

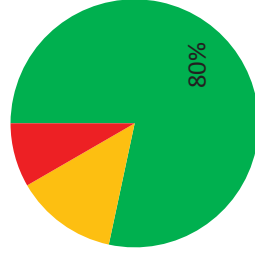
Organisational Performance

Delivery Program – 2017/18 Annual Action

Strategic Priority	Achieved or on target		Not on target, being closely managed		Action cancelled or not able to be achieved	
	No.	%	No.	%	No.	%
Our Society	47	80%	8	14%	5	8%
Our Economy	38	83%	6	13%	2	4%
Our Environment	24	80%	6	20%	1	3%
Our Leadership	83	66%	41	33%	2	2%
Total	192	74%	61	23%	10	4%



Our Society



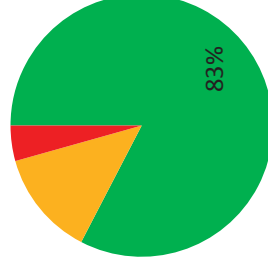
■ Achieved or on target

■ Not on target, being closely managed

■ Cancelled or not able to be achieved

There are 59 actions contained in the 2017/18 Operational Plan, geared towards reaching the Community Strategy Plan goals for Our Society. In the nine months to March 2018, 80 per cent of these actions are achieved or on target.

Our Economy



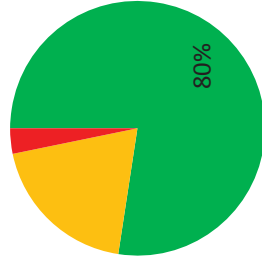
■ Achieved or on target

■ Not on target, being closely managed

■ Cancelled or not able to be achieved

There are 46 actions contained in the 2017/18 Operational Plan, geared towards reaching the Community Strategy Plan goals for Our Economy. In the nine months to March 2018, 83 per cent of these actions are achieved or on target.

Our Environment



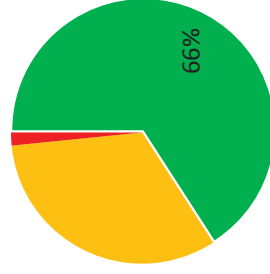
■ Achieved or on target

■ Not on target, being closely managed

■ Cancelled or not able to be achieved

There are 30 actions contained in the 2017/18 Operational Plan, geared towards reaching the Community Strategy Plan goals for Our Environment. In the nine months to March 2018, 80 per cent of these actions are achieved or on target.

Our Leadership



■ Achieved or on target

■ Not on target, being closely managed

■ Cancelled or not able to be achieved

There are 126 actions contained in the 2017/18 Operational Plan, geared towards reaching the Community Strategy Plan goals for Our Leadership. In the nine months to March 2018, 66 per cent of these actions are achieved or on target.

Detailed Performance Report

Our Society

OUR
10 year
PLAN

OUR SOCIETY

Goal 1.1.1

A proud, unique and inviting community

Strategy 1.1.1.1

Provide vibrant and welcoming town centre, streets and meeting places

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-				
Principal Activity	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
1.1.1.1.1	Maintain parks, gardens and open spaces	Provide	✓	✓	✓	Liaise with volunteers and other community groups to assist in the maintenance of parks, gardens, and open spaces	EMC	Volunteer maintenance activities/increased	●
						Maintain and renew all parks, gardens and public open spaces in accordance with established service levels	MI&W	Service levels/met	●

Strategy 1.1.2

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activity	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
1.1.2.1	Prepare open space strategy	Provide	✓			Engage with the community and key stakeholders in developing the Open Spaces Strategy	DI&R	Engagement program/implemented	●
						Develop an overarching Open Spaces Strategy with an Action Plan guided by community consultation, and including disability inclusion and access provisions (DIAP 2.5) (2.6) (2.7)	DI&R	Strategy and Action Plan/adopted	●

Strategy 1.1.3

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

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018						
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status
			1	2	3	4				
1.1.3.1	Provide cemetery services	Provide	✓	✓	✓	✓	Undertake maintenance of all cemeteries in accordance with established service levels	MI&W	Service Levels/ met	●
							Seek heritage funding to carry out restoration work at Uralla's Old Cemetery	MI&W	Heritage funding application/ lodged	●
							Provide family history information and interment services	MI&W	Services/ provided	●

Strategy 1.1.4

Support, encourage and celebrate community participation and volunteerism

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018						
	Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status
			1	2	3	4				
1.1.4.1	Encourage volunteer participation	Facilitate	✓	✓	✓	✓	Develop a volunteer strategy including an induction and support program to promote participation that encourages involvement by people with a disability (DIAP 3.2)	DC&G	Strategy/ adopted	
							Promote volunteer opportunities	CD&TC	Opportunities /increased	
							Develop a program to attract more volunteers	CD&TC	Volunteers/ increased	
1.1.4.2	Provide support for 'before and after school' care in Uralla	Facilitate	✓	✓	✓	✓	Provide support to local schools wanting to establish a 'before and after school' care program(s) in Uralla	CD&TC	Support requested/ provided	

Goal 1.1

A proud, unique and inviting community

Commentary on:  Action cancelled / Not able to be achieved - Explanation

Principal Activity		Annual Action	Explanatory text
1.1.3.1	Provide cemetery services	Seek heritage funding to carry out restoration work at Uralla's Old Cemetery	Project to be re-scoped and costed.

Additional achievements:  Other Achievements (important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity		Other achievements obtained
	Nothing for the first nine months	

DELIVERY PROGRAM 2017-2021			OPERATIONAL PLAN 2017-2018							
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
1.2.1.1	Maintain community swimming complex	Provide	✓	✓	✓	✓	Ensure Swimming Complex and surrounds are maintained to established service levels	MI&W	Service levels/ met	●
							Maintain and test pool water quality in compliance with Department of Health guidelines	MI&W	Water quality/ compliant	●
1.2.1.2	Provide shared footpaths and cycleways	Provide	✓	✓	✓	✓	Develop a shared footpath and cycleway plan including disability access provisions (DIAP 2.6)	DI&R	Plan/ completed	●
							Seek annual funding to extend and integrate a cycleway network	DI&R	Funding application/ completed	●
1.2.1.3	Maintain sports and recreation facilities	Provide	✓	✓	✓	✓	Maintain and enhance sporting fields and facilities in accordance with established service levels (DIAP 2.7)	MI&W	Service levels/ met	●

Strategy 1.2.2 Work with key partners and the community to lobby for adequate health services in our region

DELIVERY PROGRAM 2017-2021			OPERATIONAL PLAN 2017-2018							
	Principal Activity	Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status
			1	2	3	4				
1.2.2.1	Improve access to regional health services	Advocate	✓	✓	✓	✓	Lobby for health services to meet the needs of our community	DC&G	Number of lobbying activities/ maintained	
							Advocate to potential business owners the establishment of an indoor gym as opportunities arise (DIAP)	CD&TC	Opportunities explored/ =>1	

Strategy 1.2.5

Provide effective regulatory, compliance and enforcement services for the community

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activity	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
1.2.5.1 Provide effective regulatory, compliance and enforcement services	Provide	✓	✓	✓	✓	Carry out food premises inspections to ensure compliance with the Food Act	MTP&R	Food premises inspected/annually Food premises returns submitted/annually	●
						Issue and serve Orders where necessary under relevant legislation	MTP&R	Issued orders compliant with legislation/100%	●
						Register, licence and inspect onsite sewerage treatment systems	MTP&R	Number of inspections/increased	●
						Administer companion animal registrations, respond to companion animal noise complaints, and impound animals and stray stock as required	MTP&R	Response to companion animal complaints/100%	●
						Establish a regulation and compliance register (PBPR)	MTP&R	Register/established	●
						Develop and implement a trade waste policy	MTP&R	Policy/implemented	●

Goal 1.2

A safe, active and healthy shire

Commentary on:  Action cancelled / Not able to be achieved - Explanation

Principal Activity		Annual Action	Explanatory text
1.2.1.2	Provide shared footpaths and cycleways	Develop a shared footpath and cycleway plan including disability access provisions (DIAP 2.6)	Deferred to 18/19 pending approval of grant funding from RMS

Additional achievements:  Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity		Other achievements obtained
	Nothing for the first nine months	

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status
		1	2	3	4				
1.3.1.1	Provide library services	✓	✓	✓	✓	Manage the service level agreement with Central Northern Regional Library	CD&TC	Service level agreement/ reviewed	●
						Operate the Uralla library to optimise opening hours within resource and budget allocation	CD&TC	Uralla days open/ 7 days a week	●
						Provide library resources to Bundara volunteer managed library services	CD&TC	Rotate physical library items/ quarterly	●
						Attend Central Northern Regional Library committee meetings	DC&G	Meetings/ attended	●
						Provide electronic and physical library resources to patrons	CD&TC	Number of resource issues/ maintained	●
						Maintain accurate library membership records	CD&TC	Number of library members/ maintained	●
						Provide children story time program	CD&TC	Frequency of children story time/ weekly	●
						Develop and implement library operating policies and procedures	CD&TC	Policies and procedures/ implemented	●

Goal 1.3

A diverse and creative culture

Commentary on:  Action cancelled / Not able to be achieved - Explanation

Principal Activity		Annual Action	Explanatory text
1.3.2.1	Facilitate the development of a range of community and cultural activities	Develop a cultural plan	To form part of a broader Tourism and Economic Development Strategy specifically for the Uralla Shire in 2018/19.

Additional achievements:  Other Achievements (important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity		Other achievements obtained
	Nothing for the first nine months	

DELIVERY PROGRAM 2017-2021			OPERATIONAL PLAN 2017-2018						
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
1.4.1.1	Operate a residential aged care facility	Provide	✓	✓	✓	Manage McMaugh Gardens Aged Care facility in a financially sustainable manner	FM/DoN	Net profit/achieved	●
						Maintain operational procedures	FM/DoN	Operational procedures maintained	●
						Maintain aged care facility accreditation	FM/DoN	Accreditation maintained	●

Strategy 1.4.2

Provide quality community care, ageing and disability services

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018						
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status	
		1	2	3	4					
1.4.2.1	Provide aged, disability, and community transport services	Provide	✓	✓	✓	✓	Manage consumer directed aged, disability, and community services in a financially sustainable manner	TCS	Net profit/achieved	●
							Manage state and federal funding agreements and grant acquittals for compliance	TCS	Funding agreements reporting and acquittals/compliant	●
							Maintain National Disability and Insurance Scheme service accreditation	TCS	Accreditation/maintained	●

Strategy 1.4.3




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

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018						
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status
1.4.3.1	Promote Council's services and facilities		1	2	3	4				
		Facilitate	✓	✓	✓	✓	Develop website content to promote understanding of Council services	CD&TC	Website content/ Improved	
							Deliver a local government week program to engage the community and show case services provided by Council	CD&TC	Program/ Delivered	
							Distribute a regular newsletter to residents	CD&TC	Newsletter published/ Monthly	
							Review and plan improvements to Council's website content for compliance with Website Content Accessibility Guidelines (DIAP 4.2)	CD&TC	Review & Improvement Plans/ Completed	
							Review and plan improvements to accessibility of Council's regular newsletter (DIAP 4.2)	CD&TC	Review & Improvement Plans/ Completed	

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

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018						
1.4.4.1	Increase community participation in community and cultural events	Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status
			1	2	3	4				
		Facilitate	✓	✓	✓	✓	Promote community events through Council’s Visitor Information Centre and social media platforms	CD&TC	Number of events promoted/ maintained	
							Seek Youth Week funding and facilitate the delivery of the Youth Week program of activities.	CD&TC	Funding application/ developed Youth Week activities/ delivered	

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
1.4.5.1	Advocate	✓	✓	✓	✓	Lobby government to maintain community transport funding levels and services (DIAP)	DC&G	Number of lobbying activities/maintained	
						Lobby government for new or improved public transport infrastructure and services (DIAP)	DI&R	Number of lobbying activities/maintained	
						Advocate for continuing access to Mascot airport at peak times	GM	Number of lobbying activities/maintained	

Strategy 1.4.6

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Year				Status
		1	2	3	4	
1.4.6.1 Develop and implement a range of strategies to improve access and inclusion to council facilities and services	Provide	✓	✓	✓	✓	
						●
						●
						●
						●
						●
						●
						●

Goal 1.4

Access to and equity of services

Commentary on: ● Action cancelled / Not able to be achieved - Explanation

Principal Activity		Annual Action	Explanatory text
1.4.3.1	Promote Council's services and facilities	Deliver a local government week program to engage the community and show case services provided by Council	2017 Local Government Week was held in August and unfortunately at that time all staff where 100% deployed. Conducting Local Government Week activities for 2018 is being planned as part of the 2018/19 Operational Plan and budget development cycle.
1.4.6.1	Develop and implement a range of strategies to improve access and inclusion to council facilities and services	Assess and audit disability parking locations, including ramps and kerb access (DIAP)	Pending funding from RMS for the Pedestrian Access and Mobility Plan.

Additional achievements: ● Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity	Other achievements obtained
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	Nothing for the first nine months	
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Our Economy

OUR ECONOMY

Goal 2.1

Strategy 2.1.1

An attractive environment for business, tourism and industry

Promote Uralla Shire and the region as a place to live, work, visit and invest

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018						
Principal Activities		Council Role	Year				Responsibility	Measure/ Target	Status	
			1	2	3	4				
2.1.1.1.1	Promote Uralla Shire through the visitor information centre	Provide	✓	✓	✓	✓	Operate the Visitor Information Centre to optimise service	CD&TC	Open days = 7	●
							Provide visitor information and advice about Uralla Shire during open hours	CD&TC	Visitor numbers to the centre/ monthly	●
							Finalise usage options for the vacant space within the visitor information building	CD&TC	Usage option/ determined	●
							Maintain product sales information for items sold via the visitor information centre	CD&TC	Number and value of product sales/ monthly	●

Strategy 2.1.2

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.1.2.1 Improve recognition of Uralla Shire and the region's strategic economic advantages	Facilitate	✓	✓	✓	✓	Develop a regional business development prospectus in collaboration with neighbouring councils and Regional Development Australia	CD&TC	Prospectus/ commenced	●
						Partner with neighbouring councils to promote and market the region	CD&TC	Participate in regional marketing activities/ =>2	●
						Progress the light industrial land project by engaging a consultant to: i. undertake a market analysis and determine a preferred lot size and infrastructure requirements ii. provide a preferred option recommendation, including estimated return on investment iii. prepare a marketing and sales strategy to achieve best value for money	CD&TC	Preferred lot size and infrastructure/ determined Preferred option/ recommended Strategy/ completed	●

Strategy 2.1.3

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

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018			
Principal Activities		Council Role	Year				Status
			1	2	3	4	
2.1.3.1	Enhance infrastructure to support regional education, transport and health development	Advocate	✓	✓	✓	✓	●
							●

Strategy 2.1.4

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

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018			
Principal Activities		Council Role	Year				Status
			1	2	3	4	
2.1.4.1	Process building and development applications	Provide	✓	✓	✓	✓	●
							●
							●
							●

Develop the skills of businesses to maximise utilisation of new technologies and the emerging broadband and telecommunication networks

Goal 2.1

Additional achievements:

Principal Activity

Promote Uralla Shire through the visitor information centre

OUR ECONOMY

Goal 2.2 Growing diversified employment, education and tourism opportunities
Strategy 2.2.1 Provide land use planning that facilitates employment creation

OUR 10 year PLAN

DELIVERY PROGRAM 2017-2021			OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status	
		1	2	3	4					
2.2.1.1	Optimise land use planning instruments to support employment creating business and industries	Facilitate	✓	✓	✓	✓	Monitor and review Council's Local Environment Plan and other strategic and supporting planning documents	DI&R	LEP & DCP/ maintained	<div></div>

Strategy 2.2.2 Support and encourage existing business and industry to develop and grow

DELIVERY PROGRAM 2017-2021			OPERATIONAL PLAN 2017-2018							
	Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
2.2.2.1	Encourage business and industry development	Facilitate	✓	✓	✓	✓	Assess and maintain a sufficient supply of residential, lifestyle, agricultural commercial and industrial zoned land	DI&R	LEP & DCP/ maintained	<div></div>

Strategy 2.2.3 Support the attraction of new businesses, including sustainable employment generating projects

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018								
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status	
		1	2	3	4					
2.2.3.1	Provide information to support new and existing business operators	Provide	✓	✓	✓	✓	Provide consultation with potential new business operators and pre-development application assistance	MTP&R	Number of consultation and assistance activities/ maintained	<div></div>

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status
		1	2	3	4				
	Facilitate	✓	✓	✓	✓	Provide information to local businesses about incentives and supports available for employment of people with a disability (DIAP 3.1)	CD&TC	Number of consultation and assistance activities/ maintained	<div></div>

Strategy 2.2.4

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

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.2.4.1 Promote Uralla Shire and the region as a tourism destination	Facilitate	✓	✓	✓	✓	Collaborate with other councils and tourism bodies to promote the region with a Uralla Shire focus	CD&TC	Number of promotional activities/ maintained	<div></div>

Strategy 2.2.5

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

DELIVERY PROGRAM 2017-2021			OPERATIONAL PLAN 2017-2018						
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status
		1	2	3	4				
2.2.5.1 Promote Uralla Shire and the region for major events	Facilitate	✓	✓	✓	✓	Collaborate with other councils and tourism bodies to promote Uralla Shire and the region to event managers	CD&TC	Number of promotional activities/ maintained	<div><div></div></div>

Goal 2.2

Growing diversified employment, education and tourism opportunities

Commentary on:



Action cancelled / Not able to be achieved - Explanation

Principal Activity		Annual Action	Explanatory text
Not applicable for the first nine months			

Additional achievements:



Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity		Other achievements obtained
Nothing for the first nine months		

OUR ECONOMY

Goal 2.3

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

Strategy 2.3.1

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.3.1.1 Deliver road and drainage maintenance services and capital works programs	Provide	✓	✓	✓	✓	Deliver sealed roads bitumen maintenance program in line with established service levels and intervention points	MI&W	Service levels/ met	●
						Deliver sealed roads capital renewal program	MI&W	Works/ completed	●
						Deliver sealed road network supporting infrastructure replacement program	MI&W	Works/ completed	●
						Seek funding for transport infrastructure expansion projects	MI&W	Number of funding applications/ maintained	●
						Deliver unsealed roads grading program in line with established service levels and intervention points	MI&W	Service levels/ met	●
						Deliver unsealed roads re-sheeting program in line with established service levels	MI&W	Service levels/ met	●

Strategy 2.3.2 Maintain, review and replace Council bridges and culverts as required

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status	
		1	2	3	4					
2.3.2.1	Deliver bridge and culvert maintenance services and capital works programs	Provide	✓	✓	✓	✓	Inspect all bridges and carry out the required maintenance programs	DI&R	Inspections/ completed	●
							Deliver bridge and culvert capital works program	DI&R	Capital works/ completed	●

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2017-2018					
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status	
			1	2	3	4					
2.3.3.1	Deliver unsealed roads, lighting, signs, guard rail, and posts maintenance and renewal program	Provide	✓	✓	✓	✓	Deliver unsealed road network supporting infrastructure replacement program	MI&W	Replacements/ completed	<div></div>	
							Renew and maintain lighting, signs, posts, and guard rail assets in line with the Asset Management Plan	MI&W	Service levels/ met	<div></div>	

Strategy 2.3.4 Provide a network of town and village streets that balances asset conditions with available resources and asset utilisation

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status	
		1	2	3	4					
2.3.4.1 Deliver town and village streets maintenance services and capital works programs	Provide	✓	✓	✓	✓	Deliver town streets maintenance and resealing programs	MI&W	Service levels/ met	<div></div>	

Strategy 2.3.5

Maintain existing walking and cycling networks across the region

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018						
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status
			1	2	3	4				
2.3.5.1	Deliver walkways and cycle ways maintenance services and capital works programs	Provide	✓	✓	✓	✓	Inspect footpaths and deliver maintenance and repair program	MI&W	Inspections/ completed	●
									Service levels/ met	
							Upgrade the next stage Bundarra CBD footpath	MI&W	Works/ completed	●

Strategy 2.3.6

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

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018						
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status	
		1	2	3	4					
2.3.6.1	Expand the Shire's integrated and accessible cycle ways and walkways network	Provide	✓	✓	✓	✓	Seek funding from Roads & Maritime Services to extend cycleway network	MI&W	Number of funding applications/ maintained	<div></div>

Strategy 2.3.7

Implement and maintain developer contribution plans

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018						
	Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
2.3.7.1	Develop section 94 and section 64 contribution framework	Provide	✓				Develop section 94 and section 64 development control and contribution plans for consideration	MTP&R	Plan/ completed	<div></div>

Strategy 2.3.8

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

DELIVERY PROGRAM 2017-2021			OPERATIONAL PLAN 2017-2018							
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
2.3.8.1	Enhance Council's public transport infrastructure	Provide	✓	✓	✓	✓	Deliver the renewal and maintenance program for Council bus stops	MI&W	Service levels/ met	<div></div>

Goal 2.3

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

Commentary on: ● Action cancelled / Not able to be achieved - Explanation

Principal Activity		Annual Action		Explanatory text	
2.3.7.1	Develop section 94 and section 64 contribution framework	Develop section 94 and section 64 development control and contribution plans for consideration		External resources required to complete. Deferred to 2018/19.	

Additional achievements:

● Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity		Other achievements obtained	
Nothing for the first nine months			

OUR ECONOMY

Goal 2.4

Communities that are well serviced with essential infrastructure

Strategy 2.4.1

Develop a strategically located network of quality, accessible and safe public amenities that are adequately maintained and renewed

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018								
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
2.4.1.1	Provide public amenities for residents and visitors	Provide	✓	✓	✓	✓	Deliver maintenance and renewal programs for public amenities	DI&R	Service levels/ met	<div></div>

Strategy 2.4.2

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
2.4.2.1	Develop and implement asset management plans	Provide	✓	✓	✓	Review and update the plant asset management plan	DI&R	Plan update/ completed	<div><div></div></div>
						Finalise buildings asset management plan	DI&R	Plan/ finalised	<div><div></div></div>
						Implement the transport asset management plan	DI&R	Implementation/ commenced	<div><div></div></div>
						Develop the cemeteries asset management plan	DI&R	Plan/ completed	<div><div></div></div>
						Review and update the sewer asset management plan	DI&R	Plan update/ completed	<div><div></div></div>
						Review and update the water supply asset management plan	DI&R	Plan update/ completed	<div><div></div></div>

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018					
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Review and update the stormwater drainage asset management plan	DI&R	Plan update/ completed	<div></div>

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

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018						
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target		
		1	2	3	4					
2.4.3.1	Provide connectivity to public spaces	Provide	✓	✓	✓	✓	Connect footpaths and cycle ways	MI&W	Connectivity/ improved	<div></div>

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

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018					
Principal Activities		Council Role	Year				Responsibility	Measure/ Target	Status
			1	2	3	4			
2.4.4.1	Maintain kerb and guttering to established service levels	Provide	✓	✓	✓	✓	MI&W Inspect all kerb and gutter and undertake the required repair and replacement program	Inspections/ completed Service levels/ maintained	<div></div>

Goal 2.4

Communities that are well serviced with essential infrastructure

Commentary on:

 Action cancelled / Not able to be achieved - Explanation

Principal Activity		Annual Action	Explanatory text
	Not applicable for the first nine months		

Additional achievements:  Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity		Other achievements obtained
	Nothing for the first nine months	

Our Environment

OUR
10 year
PLAN

OUR
ENVIRONMENT

Goal 3.1

To preserve, protect and renew our beautiful natural environment
Record and promote the region's heritage in partnership with the community

Strategy 3.1.1

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018			
Principal Activities	Council Role	Year			
		1	2	3	4
3.1.1.1 Preserve Uralla Shire's heritage	Provide	✓	✓	✓	✓
		Continue to implement the recommended actions from the Heritage Strategy within budget allocations			
		Responsibility	Measure/ Target		Status
		DI&R	Funded strategy actions/ implemented		●

Strategy 3.1.2 Protect the Shire's historic buildings and sites, recognising their value to the community


DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018			
Principal Activities	Council Role	Year			
		1	2	3	4
3.1.2.1 Provide heritage services and support	Provide	✓	✓	✓	✓
		Facilitate a Heritage Advisory Service and Local Heritage Assistance Fund			
		Responsibility	Measure/ Target		Status
		DI&R	Number of service activities/ maintained		●
			Value of funded assistance/ maintained		●

Strategy 3.1.3 Protect and maintain a healthy catchment and waterways

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018			
Principal Activities	Council Role	Year			
		1	2	3	4
3.1.3.1 Maintain compliant catchment and waterways management	Provide	✓	✓	✓	✓
		Maintain and renew gross pollution traps			
		Responsibility	Measure/ Target		Status
		MI&W	Service levels/ met		●
		EMC	Plan/ completed		●

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Review dam safety plan	MWW&SS	Plan/ reviewed	
						Review service yield study and demand management plan for Bundarra water	MWW&SS	Study/ reviewed Plan/ revised	
						Review secure yield study and demand management plan for Uralla water	MWW&SS	Study/ reviewed Plan/ revised	
						Test treated effluent	MWW&SS	Testing regime/ compliant	

Strategy 3.1.4 Raise community awareness of environmental and biodiversity issues

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
3.1.4.1 Provide bush regeneration activities and information	Provide	✓	✓	✓	✓	Review the bush regeneration strategy and action plan	EMC	Plan/ completed	
						Complete the management plan for roadside vegetation	EMC	Plan/ completed	
						Redevelop website information on environmental management in line with planned website development	EMC	Website content/ Updated	
						Implement the environmental sustainability action plan priorities	EMC	Implementation of priorities/ commenced	

Goal 3.1

To preserve, protect and renew our beautiful natural environment

Commentary on:



Action cancelled / Not able to be achieved - Explanation

Principal Activity		Annual Action	Explanatory text
3.1.2.1	Provide heritage services and support	Facilitate a Heritage Advisory Service and Local Heritage Assistance Fund	Unable to meet the target - Value of funded assistance reduced as grant application not lodged in December 2016.

Additional achievements:



Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity		Other achievements obtained
	Nothing for the first nine months	

Goal 3.2

Maintain a healthy balance between development and the environment

Commentary on:



Action cancelled / Not able to be achieved - Explanation

Principal Activity	Annual Action	Explanatory text
Not applicable for the first nine months		

Additional achievements:



Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity	Other achievements obtained
Nothing for the first nine months	

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
3.3.1.1 Provide waste removal and recycling services within the Shire	Provide	✓	✓	✓	✓	Providing waste collection services in an efficient and effective manner	MWW&SS	Service levels/ met	●
						Manage Waste Management facility, landfill sites and transfer station	MWW&SS	Income/ increasing Expenditure/ reducing Licence requirements/ met	●

Strategy 3.3.2 Providing education to the community on ways to minimize the waste produced by households

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
3.3.2.1 Enhance community awareness of household waste minimisation	Provide	✓	✓	✓	✓	Deliver the waste avoidance, waste reduction, and recycling program	MWW&SS	Program/ delivered	●
						Operate the community recycling centre	MWW&SS	Service levels/ met	●

Strategy 3.3.3

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

DELIVERY PROGRAM 2017-2021			OPERATIONAL PLAN 2017-2018						
Principal Activities		Council Role	Years				Responsibility	Measure/ Target	Status
			1	2	3	4			
3.3.3.1	Promote litter reduction	Provide	✓	✓	✓	✓	MWW&SS	Program/ developed Program/ delivered	<div></div>

Strategy 3.3.4

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

DELIVERY PROGRAM 2017-2021			OPERATIONAL PLAN 2017-2018						
	Principal Activities	Council Role	Years				Responsibility	Measure/ Target	Status
			1	2	3	4			
3.3.4.1	Minimise water wastage	Provide	✓	✓	✓	✓	MWW&SS	Inspections/ completed	<div></div>

Strategy 3.3.5

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/ Target	Status
		1	2	3	4				
3.3.5.1	Reduce Council's environmental footprint	Provide	✓	✓	✓	Collaborate with ZNET to develop projects and explore grant opportunities	EMC	Collaboration meetings held/ =4	<div></div>
						Implement criteria to assess environmental management in infrastructure projects	EMC	Criteria/ implemented	<div></div>

Goal 3.3

Reuse, recycle and reduce wastage

Commentary on: ● Action cancelled / Not able to be achieved - Explanation

Principal Activity	Annual Action	Explanatory text
Not applicable for the first nine months		

Additional achievements: ● Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity	Other achievements obtained
Nothing for the first nine months	

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2017-2018				
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/ Target	Status
			1	2	3	4				
3.4.1.1	Provide water supply	Provide	✓	✓	✓	✓	Deliver Uralla and Bundarra water supply in compliance with the Drinking Water Quality Management Plan	MWW&SS	Compliance/achieved	●
							Review the secure Yield Study and Demand Management Plan	MWW&SS	Review/completed	●
							Deliver annual water main replacement program	MWW&SS	Program/complete	●

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018					
3.4.2.1	Principal /Activities	Council Role	Years				Annual Action	Responsibility	Measure/ Target	Status
			1	2	3	4				
	Provide sewerage services	Provide	✓	✓	✓	✓	Operate the Uralla sewer treatment plant in an efficient and effective manner	MWW&SS	Licence compliance/ met	●
							Maintain and renew the sewer infrastructure network in-line with established programs	MWW&SS	Service levels/ met	●
							Progress Bundarra Sewerage Scheme	MWW&SS	Scheme implementation progressing to project plan/	●

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018			
Principal Activities	Council Role	Years				Annual Action	Responsibility
		1	2	3	4		
							milestones met
							Status

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

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018			
Principal Activities	Council Role	Years				Annual Action	Responsibility
		1	2	3	4		
3.4.3.1 Provide stormwater and drainage infrastructure	Provide	✓	✓	✓	✓	Maintain and review stormwater and drainage infrastructure	MI&W
							Service levels/ met

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

Commentary on: ● Action cancelled / Not able to be achieved - Explanation

Principal Activity	Annual Action	Explanatory text
Not applicable for the first nine months		

Additional achievements: ● Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity	Other achievements obtained
Nothing for the first nine months	

Our Leadership

OUR LEADERSHIP



Goal 4.1

Strategy 4.1.1.1

A strong, accountable and representative Council



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




OUR
10 year
PLAN

OPERATIONAL PLAN 2017-2018									
DELIVERY PROGRAM 2017-2021									
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
4.1.1.1 Improve organisational capacity to deliver integrated strategic planning and reporting requirements	Provide	✓	✓			Resource Council to ensure integrated planning and reporting compliance	GM	Resources/established	
						Increase staff awareness of the Integrated Planning and Reporting Framework	CG&R	IPRF included in staff induction program/implemented Coordinator group information session/completed	
4.1.1.2 Deliver integrated strategic planning and reporting requirements	Provide	✓	✓	✓		Review the 10-year community strategic plan	CG&R	Plan/adopted	
						Develop and monitor the 4-year delivery program	CG&R	Program/adopted Progress reported/biannually	
						Develop the resourcing strategy in support of the 4-year delivery program, integrating the: <ul style="list-style-type: none"> Asset Management Strategy Workforce Management Plan Long Term Financial Plan 	DI&R MHR CFO	Resourcing strategy/commenced	


DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018					
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Develop and monitor the annual operational plan	DC&G CFO	Plan/ adopted	<div></div>
						Coordinate and produce the annual report	CG&R	Return/ adopted and provided to the Office of Local Government	<div></div>

Strategy 4.1.2 Engage with the community effectively and use community input to inform decision making

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018					
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/ Target	Status
		1	2	3	4				
4.1.2.1 Incorporate inclusive community consultation and stakeholder engagement in Council decision making	Provide	✓	✓	✓	✓	Implement the community engagement strategy	CD&TC	Implementation /commenced	
						Develop and implement International Association for Public Participation (IAP2) community engagement training for key staff and councillors	CD&TC	Training program/ commenced	
						Facilitate a workshop for local businesses to promote inclusive responses to customers with a disability (DIAP 1.3)	DC&G	Workshop/ held	
						Facilitate the delivery of community presentations to Council	GM	Number of community presentations to Council/ maintained	
						Conduct community engagement and consultation activities	CD&TC	Number of community engagement activities/ =3	

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/ Target	Status
		1	2	3	4				
						Priority statutory and corporate policies and codes reviewed and updated as required	CG&R	Priority policy and codes updated/ =>50%	
						Business papers and minutes are distributed to Councillors and published to the community within agreed service levels	GM	Service levels/ met	
						Council ordinary and extraordinary meetings are conducted and open to the public	GM	Adopted schedule of meetings/ meetings/ conducted	

Strategy 4.1.4 Provide strong representation for the community at the regional, state and federal levels

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

Strategy 4.1.5 Undertake the civic duties of Council with the highest degree of professionalism and ethics

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018						
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/ Target	Status
			1	2	3	4				
4.1.5.1	Implement and manage Council's integrity system	Provide	✓	✓	✓	✓	Establish a public interests disclosure and code of conduct complaints register	CG&R	Public interest disclosures and code of conduct complaints register/ established	<div></div>

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/ Target	Status	
		1	2	3	4					
						Manage public interest disclosures in accordance with legislation, policy and procedures	CG&R	Public interest disclosures reporting to the NSW Ombudsman/ compliant	<div></div>	
						Coordinate code of conduct complaints in accordance with legislation, policy, and procedures	DC&G	Code of conduct complaints reporting to the OLG/ compliant	<div></div>	
						Provide code of conduct training program for Councillors and staff	CG&R	Training provided/ biennially	<div></div>	
						Integrate code of conduct provisions into staff engagement and staff induction program	CG&R	Integration/ complete	<div></div>	
						Develop and maintain a register of pecuniary and non-pecuniary interests disclosures to council's website	CG&R	Interests disclosure register/ established	<div></div>	
						Publish a register of pecuniary and non-pecuniary interests disclosures to council's website	CG&R	Interests disclosure log updated and published/ every 45 days	<div></div>	
						Develop and maintain related party disclosures register	CG&R	Related party disclosures resister/ established	<div></div>	
						Complete the fraud prevention plan	CG&R	Plan/ completed	<div></div>	

Goal 4.1

A strong, accountable and representative Council

Commentary on:



Action cancelled / Not able to be achieved - Explanation

Principal Activity		Annual Action	Explanatory text
4.1.2.1	Incorporate inclusive community consultation and stakeholder engagement in Council decision making	Establish an Access & Inclusion Committee to focus on Disability Inclusion and Access planning and promotion (DIAP)	Action is not resourced for implementation, planning and promotion activities for the Shire are occurring through reviews of the DCP, development of the Open Space Strategy and Parking Studies, and with ongoing TCT and TCS aged and disability services. This action to be reviewed as part of the ongoing implementation of the Disability Inclusion Plan in 2018/19

Additional achievements:



Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)












Principal Activity		Other achievements obtained
	Nothing for the first nine months	

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2017-2018				
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/ Target	Status
			1	2	3	4				
4.2.1.1	Improve the cost effectiveness and efficiency of community service provision	Provide	✓	✓	✓	✓	Identify priority infrastructure and regulation areas for service level review.	DI&R	Priority areas/ identified	<div></div>
							Undertake service level reviews of identified infrastructure and regulation priorities	DI&R	Number of service level reviews completed/ =3	<div></div>
							Develop service level plans for reviewed infrastructure and regulation service level areas	DI&R	Number of service level plans completed/ =3	<div></div>
							Identify priority community and governance areas for service level review.	DC&G	Priority areas/ identified	<div></div>
							Undertake service level reviews of identified community and governance priorities	DC&G	Number of service level reviews completed/ =3	<div></div>
							Develop service level plans for reviewed community and governance service level areas	DC&G	Number of service level plans completed/ =3	<div></div>
							Identify priority finance and workforce management areas for service level review.	MHR CFO	Priority areas/ identified	<div></div>

DELIVERY PROGRAM 2017-2021			OPERATIONAL PLAN 2017-2018						
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Undertake service level reviews of identified finance and workforce management priorities	MHR CFO	Number of service level reviews completed/ =3	<div></div>
						Develop service level plans for reviewed finance and workforce management service level areas	MHR CFO	Number of service level plans completed/ =3	<div></div>

Strategy 4.2.2 Operate in a financially responsible and sustainable manner

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/ Target	Status
		1	2	3	4				
4.2.2.1 Maintain and control financial system and improve long term financial sustainability	Provide	✓	✓	✓	✓	Review and revise the 10-year Long Term Financial Plan	CFO	Reviewed and adopted/ annually	<div></div>
						Complete and report quarterly budget review statements	CFO	Budget review reported/ quarterly	<div></div>
						Ensure adequate and effective internal controls are in place for all financial management and purchasing functions	CFO	Internal audit actions for financial controls/ implemented	<div></div>
						Maintain cash flow and maximise return on investment within the risk parameters provided by the Office Local Government	CFO	Investment returns / Bank Bill Swap Rate/ met	<div></div>
						Model and adopt rate structures to maximize equity across the Council area and between categories	CFO	Rate structure review/ completed	<div></div>

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Collect all rates and charges in-line with payment requirements and undertake debt recovery action for outstanding accounts	CFO	Outstanding debts/ =<6.5%	
						Develop and implement a procurement Policy	CFO	Policy/ adopted	
						Develop and implement a procurement guide and toolkit	CFO	Guidelines and toolkit/ implemented	
						Provide staff workshop session on the procurement guide and toolkit	CFO	Staff workshops/ =>2	
						Implement strategies to achieve annual expenditure reduction dividend (FFTF)	CFO	Expenditure reduction =>\$62,500 per annum/ achieved	
						Review all fees and charges for full cost recovery where appropriate (FFTF)	CFO	Review/ completed	
						Review asset valuations and depreciation methodology for all asset classes (FFTF)	CFO	Reviews/ completed 50%	
						Review Council's borrowing policy and capital expenditure guidelines (FFTF)	CFO	Review/ completed	
						Determine asset maintenance backlog based on asset management plans (FFTF)	DI&R	Asset maintenance backlog/ determined	
						Develop asset management strategy, including determined asset maintenance backlog (FFTF)	DI&R	Strategy/ commenced	
						Review building and land assets to identify surplus assets for disposal (FFTF)	CFO	Disposal program/ established	

DELIVERY PROGRAM 2017-2021			OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/ Target	Status	
		1	2	3	4					
4.2.2.2	Develop and implement business plans for all business areas	Provide	✓	✓	✓	✓	Develop and implement a business plan for McMaugh Gardens (PBPR)	DC&G	Plan/ completed Implementation /commenced	<div></div>
							Develop and implement a business plan for Tablelands Community Support	DC&G	Plan/ completed Implementation /commenced	<div></div>
							Develop and implement a business plan for Tablelands Community Transport	DC&G	Plan/ completed Implementation /commenced	<div></div>
							Develop and implement a waste business plan (FFTF)	DI&R	Plan/ completed Implementation /commenced	<div></div>
							Develop and implement a water supply business plan (PBPR)	DI&R	Plan/ completed Implementation /commenced	<div></div>
							Develop and implement a sewer business plan	DI&R	Plan/ completed Implementation /commenced	<div></div>

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Develop and implement a business plan for caravan parks	DI&R	Plan/ completed Implementation /commenced	<div><div></div></div>
4.2.2.3	Maximise grant and funding partnership opportunities	Provide	✓	✓	✓	Identify and seek grant funding opportunities for infrastructure and regulation projects or services	DI&R	Number of grant funding opportunities pursued/ maintained	<div><div></div></div>
						Identify partnership funding opportunities for infrastructure and regulation projects or services	DI&R	Number of partnership funding opportunities pursued/ maintained	<div><div></div></div>
						Identify and seek grant funding opportunities for community and governance projects or services	DC&G	Number of grant funding opportunities pursued/ maintained	<div><div></div></div>
						Identify partnership funding opportunities for community and governance projects or services	DC&G	Number of partnership funding opportunities pursued/ maintained	<div><div></div></div>
4.2.2.4	Achieve efficiency gains for internal services with a program of continuous improvement	Provide	✓	✓	✓	Identify priority community and governance processes for review	DC&G	Priority areas/ identified	<div><div></div></div>
						Undertake process reviews of identified community and governance priorities	DC&G	Number of process reviews completed/ =3	<div><div></div></div>
						Implement process improvements for community and governance reviewed priorities	DC&G	Number of process improvements	<div><div></div></div>

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/ Target	Status
		1	2	3	4				
								completed/ =3	
						Identify priority infrastructure and regulation processes for review.	DI&R	Priority areas/ identified	●
						Undertake process reviews of identified infrastructure and regulation priorities	DI&R	Number of process reviews completed/ =3	●
						Implement process improvements for infrastructure and regulation reviewed priorities	DI&R	Number of process improvements completed/ =3	●
						Identify priority finance and workforce management processes for review.	MHR CFO	Priority areas/ identified	●
						Undertake process reviews of identified finance and workforce management priorities	MHR CFO	Number of process reviews completed/ =3	●
						Implement process improvements for finance and workforce management reviewed priorities	MHR CFO	Number of process improvements completed/ =3	●

Strategy 4.2.3

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


DELIVERY PROGRAM 2017-2021			OPERATIONAL PLAN 2017-2018							
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/ Target	Status
			1	2	3	4				
4.2.3.1	Provide asset revaluation and long term funding scenarios for asset maintenance and renewal	Provide	✓	✓	✓	✓	Develop long term funding scenarios that explore options to fund asset maintenance and renewal	CFO	Long term financial plan scenarios/ developed	<div></div>
							Deliver the asset revaluation program	DI&R/CFO	Scheduled revaluations/ completed	<div></div>

Strategy 4.2.4

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










DELIVERY PROGRAM 2017-2021			OPERATIONAL PLAN 2017-2018							
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status
			1	2	3	4				
4.2.4.1	Enhance Council's reputation as an innovative and inclusive workplace	Provide	✓	✓	✓	✓	Develop and implement a corporate staff induction program, including orientation information about what inclusion means (DIAP 1.1)	MHR	Program/ implemented	●
							Develop a succession planning program for key positions (WMP 2.1 & 5.2)	MHR	Program development/ commenced	●
							Review annual staff performance processes to improve effectiveness and efficiencies	MHR	Review/ completed	●
							Establish training program for appropriate training to equip staff to carry out their roles (WMP 2.1)	MHR	Program development/ commenced	●
							Review and implement staff reward and recognition systems (WMP 3.1)	MHR	Number of systems/ =>2	●

DELIVERY PROGRAM 2017-2021										OPERATIONAL PLAN 2017-2018									
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status									
			1	2	3	4													
							Provide a health and wellbeing program (WMP 1.3)	MHR	Number of programs/ =>2	<div></div>									
								MHR	Days technical & professional positions vacant =<45 days	<div></div>									
								GM	Leadership training program/ commenced	<div></div>									
MHR	Number of absentee days/ maintained or reducing	<div></div>																	
							Develop and implement clear communication strategies for organisation leaders (WMP 5.3)	GM	Staff communication strategy/ developed	<div></div>									
								Number of strategies implemented/ => 2											
							Develop inclusive recruitment processes and job design which enhance opportunities for employment of people with a disability (DIAP)	MHR	Inclusive principles embedded in recruitment processes / commenced	<div></div>									

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018					
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status
		1	2	3	4				
						Audit operational facilities and plan improvements to enhance disability access to support employment of people with a disability (DIAP)	DI&R	Audit/ completed	
								Plan/ commenced	

Strategy 4.2.5 Provide customer service excellence

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018						
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/ Target	Status
			1	2	3	4				
4.2.5.1	Enhance customer service effectiveness		✓	✓			Develop Council's Customer Service Charter	DC&G	Charter/ implemented	
							Improve the effectiveness of Council's Customer Request Management System (CRM)	CD&TC	CRM health check and workflows reviewed and improved/ completed	
							Develop and implement biennial Customer Satisfaction survey	CD&TC	Survey/ developed	
							Improve customer service skills and knowledge, including responding to people with disability, with particular focus on those with language or literacy difficulties (DIAP)	CD&TC	Staff training/ conducted	

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
4.2.6.1 Develop and incorporate a risk management framework which is effective and accessible.	Provide	✓	✓	✓	✓	Resource Council to achieve legislative compliance and an integrated approach to workplace safety, enterprise risk management, and the internal audit program	GM	Resource/ established	
						Develop a workplace safety system	CG&R	Workplace Health and Safety System/ commenced	
						Develop an enterprise wide risk management framework	CG&R	Risk management framework/ commenced	
						Facilitate regular meetings of the Audit and Risk Committee	DC&G	Committee meetings held/ =>6	
						Establish and coordinate internal audit program and provide support to the Audit and Risk Committee	CG&R	Audit program/ commenced	
						Coordinate and report on the status of internal audit action recommendations to the executive	CG&R	Report action status/ monthly	
						Improve staff risk awareness, and risk management and reporting practices	CG&R	Risk training workshops/ =>2	
						Facilitate regular meetings of the Work Health and Safety Committee	CG&R	Workplace Health and Safety Committee Meetings held/ =>6	
						Coordinate and report the status of the Work Health and Safety system to the executive	CG&R	Status report provided/ Monthly	

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018					
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/ Target	Status
		1	2	3	4				
						Complete the organisation's Business Continuity Plan	CG&R	Plan/ completed	<div></div>

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

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2017-2018						
Principal Activities		Council Role	Years				Responsibility	Measure/Target	Status	
			1	2	3	4				
4.2.7.1	Improve the corporate governance framework	Provide	✓	✓	✓	✓	Undertake a corporate governance gap analysis and develop an improvement action plan	CG&R	Gap analysis/ completed	
									Improvement action plan/ completed	
								CG&R	Compliance register/ established	
									Compliance status reports/ monthly	
								CG&R	Register/ established	
									Register/ established	
								CD&TC	Protocols and procedures/ completed	
				CD&TC	Status reports/ monthly					
Report customer complaints status to the executive										

DELIVERY PROGRAM 2017-2021		OPERATIONAL PLAN 2017-2018							
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
						Develop a records management system and access to information improvement plan	TLT&I	Plan/ completed	
						Implement records management and access to information improvement action plan	TLT&I	implementation /commenced	
						Complete and lodge annual Financial Statements in accordance with statutory requirements	CFO	Statutory requirements/ met	
						Complete all taxation returns and grant acquittals as required by external bodies	CFO	Returns and acquittals/ provided	
						Organise and manage the external audit of Council and address any management letter recommendations	CFO	External audit/ completed Management letter actions/ addressed	
						Develop an e-based Delegations Register	CG&R	Register/ implemented	
						Implement the Office of Local Government’s Local Government Act reform program.	CG&R	Reforms/ implemented	

Goal 4.2

An effective and efficient organisation

Commentary on:



Action cancelled / Not able to be achieved - Explanation







Principal Activity		Annual Action	Explanatory text
4.2.6.1	Develop and incorporate a risk management framework which is effective and accessible.	Complete the organisation's Business Continuity Plan.	Action to be deferred to 2018/19 financial year. Included in the 2018/19 August, Risk and Improvement Committee's Annual Program.

Additional achievements:



Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity		Other achievements obtained	
4.2.2.4	Achieve efficiency gains for internal services with a program of continuous improvement	Successful Office of Local Government Innovation Fund grant application to deliver a raft of internal programs, referred to as the Virtuous Circle Project, designed to improve efficiency, transparency, compliance and reporting. Progressing project implementation in accordance with project milestones.	

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2017-2018				
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
		1	2	3	4				
4.3.1.1 Enhance the effectiveness of Council resourcing strategies and practices	Provide	✓	✓	✓	✓	Review organisation structure to enable delivery of agreed services levels and projects	GM	Structure/ reviewed	
						Develop a staff succession planning program and plan	MHR	Program/ developed	
						Establish IT Hardware and Software Asset Register	TLT&I	Asset Register/ established	
						Develop IT Hardware rolling replacement program	TLT&I	Program/ developed	
						Develop and implement Information and Business Systems Strategic Improvement Plan	DC&G	Strategy/ completed Implementation / commenced	
						Develop an information and communication technology disaster recovery plan in support of the business continuity plan	TLT&I	Recovery plan/ developed	
						Offer profit making services for private works to help off-set council cost when plant and staffing capacity exists	DI&R	Private works/ increasing	

Goal 4.3

Deliver the goals and strategies of the Community Strategic Plan

Commentary on: ● Action cancelled / Not able to be achieved - Explanation

Principal Activity	Annual Action	Explanatory text
Not applicable for the first nine months		

Additional achievements: ● Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity	Other achievements obtained
Nothing for the first nine months	

END OF REPORT



REPORT TO COUNCIL

Department:	Community and Governance
Submitted by:	<i>Director Community and Governance</i>
Reference/Subject:	Report 8 - Visitor Information Centre - Improvement Project Funding Request

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.1 An attractive environment for business, tourism and industry.
Strategy:	2.1.1 Promote Uralla Shire and the region as a place to live, visit and invest
Activity:	2.1.1.1 Promote Uralla Shire through the Visitor Information Centre
Action:	2.1.1.1.1 Operate the Visitor Information Centre to optimise service 2.1.1.1.3 Finalise usage options for the vacant space within the visitor information building

SUMMARY:

This report seeks a vote of money to the value of \$10,000 to enable the engagement of a suitability qualified consultant to establish the requirements, options, and implementations costs to inform a further report to Council on improving alignment of the Visitor information Centre offerings with the Shire's Tourism assets in accordance with Council resolution 38.11/17, part 2, for the Visitor Information Centre Improvement Project.

OFFICER'S RECOMMENDATION:

That Council vote \$10,000 to the Tourism Budget Program account 03920.0350.603 Sundry Expenses and reduce the Visitor Information Centre Internal Restricted Funds by \$10,000 to enable the engagement of a suitably qualified consultant to provide options, estimated costs and timeframes to better align the Visitor Information Centre offerings with the Shire's tourism assets in accordance with Council resolution 38.11/17, part 2.

BACKGROUND:

At the Ordinary Council meeting held 28 November 2017, Council considered a range of recommendations from the Project Reference Group – Visitor Information Centre Improvement, and resolved in part [38.11/17]:

Council note and commit to progressing the recommendations provided in this report from the Visitor Information Centre Improvement Project Reference Group and receive a timeline and estimated budget for items 1, 2 & 3 below for:

2. Establishing the requirements, options, implementation costs, and receiving a further report
 - a. Better alignment of the Visitor Information Centre offerings with the Shire's tourism assets by engaging an appropriate consultant(s) for:

- i. Developing digital materials (displays, mobile technology, website, etc) to complement and enhance paper based materials;
- ii. Creating digital and physical interactive experiences that showcase the Shire's tourism assets;
- iii. Establishing and providing flexible, static, mobile and retail displays units, wall hanging systems, and shelving options;
- iv. Developing a Uralla Shire specific tourist guide and self-drive guides;
- v. Establishing free Wi-Fi service to the interior and exterior of the Centre;
- vi. Improving stock control and point of sale systems and technology.

REPORT:

In order to provide Council with a timeline and estimated budget for part 2 of Council resolution 38.11/17, a vote of money to the value of \$10,000 will enable the engagement of a suitably qualified consultant to provide options, estimated costs and timeframes.

A request for quotation process has already been progressed, and once the funding has been voted by Council, in accordance with Clause 211 of the Local Government (General) Regulations, the successful consultant can be contracted to provide the services.

KEY ISSUES:

- To progress part 2 of the adopted resolution, 38.11/17, a vote of money from Council is required of \$10,000

CONCLUSION:

This report recommends that Council vote \$10,000 in money to progress part 2 of Council resolution 38.11/17.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Council conducted significant industry engagement with the formation of a Project Reference Group, who provided a set of recommendations to Council for consideration in November 2017, which led to the Council resolution 38.11/17 referenced in this report.

2. Policy and Regulation

Clause 211, Authorization of expenditure, Local Government (General) Regulations 2005, states:

- (1) A council, or a person purporting to act on behalf of a council, must not incur a liability for the expenditure of money unless the council at the annual meeting held in accordance with subclause (2) or at a later ordinary meeting:
 - (a) has approved the expenditure, and
 - (b) has voted the money necessary to meet the expenditure.

3. Financial (LTFP)

Should Council resolve to vote the money, as recommended by this report, it will reduce Visitor Information Centre Redevelopment Internal Restriction by \$10,000, leaving a total balance of \$284,775.48.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Acting Community Development and Tourism Coordinator

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



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	<i>Director Infrastructure & Regulation</i>
Reference/Subject:	Report 9 - Works Progress Report as at 31 March 2018

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
Activity:	2.3.1.1	Deliver road and drainage maintenance services and capital works programs

SUMMARY:

The purpose of this report is to inform Council of the works that have been completed or progressed for the previous month, and works being undertaken in the current month.

OFFICER'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed during March 2018, and works programmed for April 2018.

BACKGROUND:

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

REPORT:

A. Works Undertaken in March 2018

1. **Main Road Maintenance**

MR73 Thunderbolts Way	Slashing, general maintenance Resealed 4.02km to 4.78km North of Uralla near Everton Vale Road
MR124 Bundarra Road	General maintenance, slashing Resealed 14.4km to 15.9km from Armidale near Rocklea Road
MR132 Barraba Road	Maintenance, graded
2. **Sealed Roads Maintenance**

Uralla Streets	Patching, mowing
Bundarra Town Area	Patching, mowing
Kentucky/Wollun Area	Patching
Sealed Rural Roads	Patching, Slashing Resealed Jacksons Road 0.04km to 0.68km

3. Unsealed Roads Maintenance

Grading

Barraba Road	Graded
Bingara Road	Graded
Reids Road	Graded
Yarrowyck Crossing Road	Graded
The Gap Road	Graded
Saumarez War Service Road	Graded
Talisker Road	Graded
Salisbury Plains Road	Graded
Baker Road	Graded
Kalinda Road	Graded
Budumba Road	Graded
Tabulum Road	Graded
Hillview Road	Continued grading
Adina Road	Graded
Lentara Road	Graded
Kareela Road	Graded
Primrose Hill Road	Graded
Panseyfield Road	Graded
Ferris Lane	Graded
Lawson Road	Graded
Yellowbox Drive	Graded
Amaroo Road	Graded
Mount Mitchell Road	Graded
Wallinga Road	Graded
Rifle Range Road	Graded by Contractor
McDonald lane Castle Drive	Graded by Contractor
Flat Rock Road	Graded by Contractor
Kalinowski Lane	Graded by Contractor
Carlton Menzies Road	Commence grading

4. Construction

Saumarez War Service Road	Completed construction of 350m
Munsie Bridge, Gostwyck Road	Contractor has placed precast concrete deck units
MR124 Bundarra Road near Barloo Road	Commence reconstruction

5. Bridge / Sign

Uralla	Completed Maitland Street shared footpath from Salisbury Street to Park Street Completion of Sporting Complex upgrade Kerb and gutter maintenance
Main and Rural Roads	Sign maintenance, bridge maintenance

6. Town Area

Uralla	Park maintenance, Recreational area maintenance, Cemetery maintenance, Sporting Field maintenance
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B. Works to be continued/undertaken in April 2018

1. Main Road Maintenance

Bitumen patching
 Guide posting
 Sign maintenance
 Slashing

2. Sealed Roads Maintenance

Bitumen patching
Resealing

Bingara Road, Georges Creek Road, Gwydir River Road
and Torryburn Road

Shoulder grading
Guide posting
Slashing

Bingara Road and Gwydir River Road

3. Unsealed Roads Maintenance

Bundarra, Gostwyck, Salisbury Plains
and Uralla areas subject to available
water supplies.

4. Bridge/Sign

Uralla

Kerb and gutter maintenance
MR124 Bundarra Road construction drainage works
Bridge maintenance works

5. Construction

Munsie Bridge Gostwyck Road

Contractor to complete installing precast concrete
superstructure and guard rails

MR124 Bundarra Road

Continue reconstruction near Barloo Road

6. Town Area

Routine maintenance

KEY ISSUES:

Nil

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Nil

3. Financial (LTFP)

In accordance with budget

4. Asset Management (AMS)

In accordance with Asset Management Plan

5. Workforce (WMS)

Council staff and contractors

6. Legal and Risk Management

Maintaining Council assets to minimise legal and risk exposure

7. Performance Measures

Works completed to appropriate standards

8. Project Management





















Works Manager and Overseer

Uralla Shire Council
Council Business Paper – 24 April 2018

Prepared by staff member:	Works Manager
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Works Program

Capital Works Program 31 March 2018

[illegible]

Task	External Tasks	Manual Task	Finish-only	Progress
Task				
Split				
Milestone				
Summary				
Project Summary				



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	<i>Manager Waste, Water and Sewer Services</i>
Reference/Subject:	Report 10 - Bundarra Sewer Scheme Second Quarterly Report October – April 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

The purpose of this report is to update Council on progress with the Bundarra Sewer Scheme during January – March 2018, and outline activities underway for the next quarter. The report notes total progress with the scheme to date, any milestone achievements, issues and media coverage.

OFFICER'S RECOMMENDATION:

That the October – December 2017 Bundarra Sewer Scheme progress report be received and noted by Council.

BACKGROUND:

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

Approximately 77% of the capital expenditure of the scheme is funded via a grant with Restart NSW, Water Security for Regions. Council is funding approximately 23% of the scheme.

REPORT:

The quarter continued to be dominated by the development of the finalisation of the Options Study.

1. Further review of Options Study draft.
2. Council consideration of the STP site selection process.
3. Revision of cost estimates.
4. Resolution of Council to commence formal negotiations with the landowners of the preferred site for the acquisition of a 20 ha portion suitable for the purpose of constructing the Bundarra Sewer Scheme sewerage treatment plant.

Key activities for the current quarter:

1. Council review and acceptance of the Final Options Study.
2. Continue land acquisition process.
3. Continued consultation with relevant agencies.
4. Onsite inspections and audits for each property to be sewered.

By 31 March 2018 the project is 32% complete in respect to the total time allocated for delivery of the entire project.

It is proposed to present the Final Options Study at the upcoming Councillor workshop in May.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

As above

2. Policy and Regulation

Nil

3. Financial (LTFF)

Project remains within budget

4. Asset Management (AMS)

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

5. Workforce (WMS)

Involves Council staff and contractors

6. Legal and Risk Management

Nil



7. Performance Measures

Nil

8. Project Management

Director Infrastructure and Regulation, Manager Waste, Water and Sewer Services

Prepared by staff member:	Manager Waste, Water and Sewer Services.
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Bundarra Sewer Scheme Third Quarter Progress Report 2018 monthly progress reports from Public Works Advisory (PWA).

	<p align="center">BUNDARRA SEWERAGE</p> <p align="center">CONCEPT, DESIGN AND CONSTRUCTION</p>	<p align="center">Proudly funded by the NSW Government in association with Uralla Shire Council</p> 
Project Report		January 2018
Scope of Work	The project consists of the provision of a reticulated sewerage system to a previously un-sewered village	
Project Program	Project Start Date : 14/2/2017 Target Completion Date : 30/6/2019 Forecast Completion Date : 25/11/2019	

PROGRAM MILESTONES

Project Initiation: 100%
Design and Approvals: 35%

Overall Project % Complete: 27%

PROGRESS

The following key activities were undertaken during January 2018:

- Finalisation of Options Study Report continuing



Showground near potential pump station site

The following key activities are anticipated during February 2018:

- Complete Final Options Study Report
- Determine preferred option
- Commence initial land acquisition processes
- Continue consultation with agencies

BUDGET (excl. GST)

Project Value: \$5,447,000
RestartNSW Grant Value: \$3,675,000
Co-contribution Value: \$1,772,000
Total Project Expenditure to Date: \$95,666
RestartNSW Total Exp: \$64,100
Co-contribution Total Exp: \$31,566
Contingency Spent: \$0
Contingency Remaining: \$710,000





Gwydir River bridge

WHS / ENVIRONMENTAL

- Nil issues this period

KEY ISSUES

- Determine appropriate and affordable allowances for population growth and servicing of vacant blocks
- Obtain community support for project
- Discussions with Essential Energy, EPA, RMS
- Early confirmation of project estimate
- Determine preferred option from Options phase. Acquisition of STP site can then commence.

	<p align="center">BUNDARRA SEWERAGE</p> <p align="center">CONCEPT, DESIGN AND CONSTRUCTION</p>	<p align="center">Proudly funded by the NSW Government in association with Uralla Shire Council</p> 
Project Report		February 2018
Scope of Work	The project consists of the provision of a reticulated sewerage system to a previously un-sewered village	
Project Program	Project Start Date : 14/2/2017 Target Completion Date : 30/6/2019 Forecast Completion Date : 23/12/2019	

PROGRAM MILESTONES

Project Initiation: 100%

Design and Approvals: 38%

Overall Project % Complete: 30% by time

PROGRESS

The following key activities were undertaken during February 2018:

- o Further review of Options Study Report final draft

The following key activities are anticipated during March 2018:

- o Complete Final Options Study Report
- o Determine preferred option
- o Commence initial land acquisition processes
- o Continue consultation with agencies

BUDGET (excl. GST)

Project Value: \$5,447,000

RestartNSW Grant Value: \$3,675,000

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

Total Project Expenditure to Date: \$113,143

RestartNSW Total Exp: \$75,806

Co-contribution Total Exp: \$37,337

Contingency Spent: \$0

Contingency Remaining: \$710,000

WHS / ENVIRONMENTAL

- o Nil issues this period





Typical Oxidation Pond Construction (Boggabilla)



Typical On-Property Pump Installation (Boggabilla)

KEY ISSUES

- o Determine appropriate and affordable allowances for population growth and servicing of vacant blocks
- o Obtain community support for project
- o Discussions with Essential Energy, EPA, RMS
- o Early confirmation of project estimate
- o Determine preferred option from Options phase. Acquisition of STP site can then commence.

	<p align="center">BUNDARRA SEWERAGE</p> <p align="center">CONCEPT, DESIGN AND CONSTRUCTION</p>	<p>Proudly funded by the NSW Government in association with Uralla Shire Council</p> 
Project Report		March 2018
Scope of Work	The project consists of the provision of a reticulated sewerage system to a previously un-sewered village	
Project Program	Project Start Date : 14/2/2017 Target Completion Date : 30/6/2019 Forecast Completion Date : 23/12/2019	

PROGRAM MILESTONES

Project Initiation: 100%
Design and Approvals: 40%

Overall Project % Complete: 32% by time

PROGRESS

The following key activities were undertaken during March 2018:

- o Further review of Options Study Report final draft
- o Council consideration of STP site selection process
- o Finalisation of Options Report and revision of cost estimates

The following key activities are anticipated during April 2018:

- o Council acceptance of Final Options Study Report
- o Council confirmation of preferred option
- o Commence initial land acquisition processes
- o Continue consultation with agencies

BUDGET (excl. GST)

Project Value: \$5,447,000
RestartNSW Grant Value: \$3,675,000
Co-contribution Value: \$1,772,000
Total Project Expenditure to Date: \$117,143
RestartNSW Total Exp: \$78,486
Co-contribution Total Exp: \$38,657
Contingency Spent: \$0
Contingency Remaining: \$710,000

WHS / ENVIRONMENTAL

- o Nil issues this period



Typical Low Pressure Pump Unit – (photo courtesy Aquatec)

KEY ISSUES

- o Determine appropriate and affordable allowances for population growth and servicing of vacant blocks
- o Obtain community support for project
- o Discussions with Essential Energy, EPA, RMS
- o Early confirmation of project estimate
- o Determine preferred option from Options phase. Acquisition of STP site can then commence.



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director of Infrastructure & Regulation
Reference/Subject::	Report 11 - Development Application 14/2018 – C Hull – 2 Lot Residential Subdivision – 51 John Street, Uralla

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.1	An attractive environment for business, tourism and industry
Strategy:	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial and residential development
Activity:	2.1.4.1	Process building and development applications
Action:	2.1.4.1.1	Assess and determine development, construction, and other regulatory applications

SUMMARY:

This report is for the determination of a development application with two submissions requiring consideration.

The proposed development is a 2 lot residential subdivision.

OFFICER'S RECOMMENDATION:

That Council approve Development Application 14/2018 submitted by C Hull for a 2 lot residential subdivision on land known as 51 John Street, Uralla, being Lot 12 DP 1198902 subject to the following conditions:

GENERAL CONDITIONS

1. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.
Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.
2. All engineering works to be designed by an appropriately qualified person and carried out in accordance with Armidale Engineering Design Codes in force at the commencement of works unless otherwise indicated in this consent.
Reason: To ensure that these works are of a sustainable and safe standard.

3. All sewer and drainage works associated with the approval are to comply with the requirements of AS3500 and completed only by a licensed plumber and drainer.

Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

4. Prior to the issue of a Subdivision Certificate, an Application for a Subdivision Certificate is to be submitted to Council with three (3) copies of the Title Plan and appropriate fees. The applicant/developer is to ensure that a summary of compliance with all conditions of consent is completed and lodged with the application.

Reason: To ensure the provision of appropriate documentation for Subdivision Certificate approval.

5. That two lots are created by the subdivision of Lot 12, DP 1198902, one of around 454 m² and the other around 580 m².

Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.

6. The creation by the developer, under Section 88B of the Conveyancing Act, a restriction that currently reflect the current No. 2 Section 88B existing restriction pursuant to Lot 12 DP 1198902.

Reason: To ensure continuity of Section 88B restrictions on affected lots.

7. The existing dwelling on proposed Lot 1 is connected to the water main. Connection to the water main is required for proposed Lot 2 at the expense of the developer. The water meter should be located on John Street on the southern side of the driveway within the property boundary.

Reason: To ensure that costs associated with establishing the subdivision are borne by the developer.

8. A sewer main extension is required from the existing sewer line north-west of the property of proposed Lot 2 to the proposed Lot 1. This extension is to be constructed in accordance with Armidale Engineering Design Codes in force at the commencement of works, to a standard approved by the Director of Infrastructure and Regulation, and will be at the expense of the developer. Current property sewer infrastructure must be realigned to connect to this sewer main extension.

Reason: To ensure appropriate that costs associated with establishing the subdivision are borne by the developer.

9. The subdivision must be provided with reticulated electricity and suitable telephone provisioning. The applicant shall provide a letter from the relevant electricity energy provider stating that satisfactory arrangements have been made for the supply of electricity. The applicant shall provide evidence that satisfactory arrangements have been made for telecommunications infrastructure in the subdivision / development.

Reason: To ensure appropriate that costs associated with establishing the subdivision are borne by the developer.

10. The access handle to the proposed second lot is to be:
- A minimum of 4 metres wide.
 - Concreted or bitumen sealed for the entire length and to a minimum width of 3.65 metres.
- Reason: To ensure appropriate access and that costs associated with establishing the subdivision are borne by the developer.*
11. The developer must create an easement under Section 88B of the Conveyancing Act in the following context:
- (a) The purpose is an “easement for sewerage drainage” in favour of Council.
 - (b) It must be located centrally over the new sewer main extension located within proposed Lot 2.
 - (c) It must have a minimum width of 3 metres.
- Reason: To protect Council’s infrastructure from inappropriate future development that may have an adverse impact on its repair, maintenance or replacement.*
12. The applicant shall provide evidence to the effect that all utility services, i.e water, sewer, electricity, telecommunications, connected to or used in each of the lots within the development site are wholly contained within each of the proposed allotments.
- Reason: To ensure that costs associated with establishing the subdivision is borne by the developer.*
13. A surveyor’s plan must be submitted to Uralla Shire Council prior to the expiry date of this development consent so that the subdivision certificate on the plan can be signed by an authorised officer.
- Reason: The subdivision cannot be registered with the Land Titles Office, and be finalised, until the subdivision certificate on the surveyors plan is signed by an authorised officer of Uralla Shire Council.*
14. The developer is to meet the cost of and be responsible for the construction of vehicular entrances and exits in accordance with Council’s requirements.
- Reason: To provide appropriate access to the site.*

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

15. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement.
- Reason: To ensure compliance with the Environmental Planning and Assessment Regulation 2000*

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

16. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:-
- | | |
|--------------------------|---|
| Monday to Saturday | 7.00 AM to 5.00 PM |
| Sunday & public Holidays | No construction activities are to take place. |
- Reason: To ensure that public amenity is not unduly affected by noise.*

17. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.

Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.

18. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification shall be kept on the Subject Site at all times and shall be readily available for perusal by any officer of Council or the PCA.

Reason: To ensure compliance with approved plans.

19. Run-off and erosion controls must be implemented before construction, and maintained to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:

- (a) divert uncontaminated run-off around cleared or disturbed areas,
- (b) erect a silt fence to prevent debris escaping into drainage systems or waterways,
- (c) prevent tracking of sediment by vehicles onto roads,
- (d) stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.

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

ADVISORY NOTES - GENERAL

20. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
21. It is possible that a covenant may affect the land which is the subject of this consent. The grant of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
22. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
23. Any alteration to the drawings and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s96 of the Act or a fresh development application. No works other than those approved under this consent shall be carried out without the prior approval of Council.
24. Telecommunications Act 1997 (Commonwealth): Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.

END

BACKGROUND:

There is no relevant background that can be provided in this instance.

REPORT:

A Development Application was submitted by C Hull for a 2 lot residential subdivision on land known as 51 John Street, Uralla, being Lot 12DP 1198902. There is an existing dwelling on towards the front of the lot.

The applicant is seeking a Clause 4.6 variation under the provisions of the Uralla Local Environmental Plan 2012 to subdivide under the minimum lot size. Under Clause 4.6, development consent must not be granted for development that contravenes a development standard unless the consent authority has considered a written request from the applicant that seeks to justify the contravention of the development standard by demonstrating:

- (a) that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and
- (b) that there are sufficient environmental planning grounds to justify contravening the development standard.

Development consent must not be granted for development that contravenes a development standard unless the consent authority is satisfied that:

- (i) the applicant's written request has adequately addressed the matters required to be demonstrated by above, and
- (ii) the proposed development will be in the public interest because it is consistent with the objectives of the particular standard and the objectives for development within the zone in which the development is proposed to be carried out.

The applicant has provided the required letter and it is reasonable to suggest that the requirements of the clause have been satisfied.

KEY ISSUES:

Lot sizes: The R1 General Residential zone specifies a minimum lot size of 560 m², and the applicant proposes to create two lots, one of around 454 m², and another of around 581 m² (or around 467 m², with the battle axe handle excluded, as the lot is required to be considered under the provisions of the Uralla DCP 2011). Approval of this exception to a development standard, permissible under Clause 4.6 of the Uralla LEP 2012, must be by Council.

It is considered reasonable in this instance to approve the applications as:

- This style of subdivision is consistent with many others approved in the vicinity.
- The proposed Lot 1 reflects the existing yard/fence configuration.
- The proposed Lot 2 has sufficient area to accommodate a dwelling.
- The application is relevant to the titles, rather than any works ie. a secondary dwelling can be located on the lot, and can be strata titled. In this context, refusal of the application would provide no tangible benefit to any parties who believe they would be adversely affected by granting of the approval.

Issues identified in submissions:

- Privacy – Inspection of the site identified no unreasonable impacts on neighbours' amenity, with significant separation and structures between dwellings.
- Noise – There is nothing to suggest that amenity impacts from noise would be heightened by approval of the application with the Clause 4.6 variation.

- Stormwater – There are existing stormwater drainage issues in the area, however these can be addressed with engineering solutions at the time of any dwelling application / approval.
- Servicing strategy – Adequate access to water and sewer is available to the proposed Lot 2. Telecommunications and electricity provision has been conditioned.

CONCLUSION:

This development application is being recommended for approval subject to conditions of consent.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Uralla Local Environmental Plan 2012

Uralla Development Control Plan 2011

Environmental Planning & Assessment Act 1979

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Matt Clarkson, Manager of Planning and Regulation

TRIM Reference Number:

DA-14-2018

Approved/Reviewed by Manager:

Terry Seymour, Director of Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

A - Aerial photo of site

B – Site plan

C - Development Assessment Report

D – Letter from applicant

E - Submissions

Attachment A – Aerial photo of site.



OPTION 1
NO EASTMENT

16m

JOHN STREET

28.4m

LOT 1 454m²

4m

23.3m

LOT 2 580.6 m²
including driveway

PROPOSED SUBDIVISION OF 51 JOHN ST UEAUA BEACH LOT 12 ON DP1198902

Development Assessment Report

DA Number: DA-14-2018

Council: Uralla Shire Council

Location: 51 John Street URALLA

Development Description: Subdivision of one urban lot to create two urban lots

Title Details: Lot: 12 DP: 1198902

Property Details/History

	Checked	Comments
File History	No	Not relevant to the application.
Title Plan	Yes	A Section 88B instrument is in place with regard to fencing.
Check Ownership	Yes	

Application Type

Is this application an Integrated Development Application?	No
Is this application a Designated Development Application?	No
Is this application for State Significant Development?	No
Is this application submitted by/on behalf of a Public Authority?	No
Is this application a staged Development?	No
Is it a BASIX affected development?	No

Concurrence/Referral

Section 4.13 – EP & A Act

Does this application require concurrence or referral?	No
Is there any other issue that requires notation?	No
Does this application require referral for decision by Council?	Yes

Local Environmental Plan

Section 4.15(1)(a)(i) – EP & A Act

This land is zoned: R1 General Residential

List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes	The proposed land use requires development consent.
4.6 Exceptions to development standards	No	See “key issues” section.

Is there a draft LEP or draft LEP amendment which may affect this proposal?	No
Do ‘existing use’ provisions apply to this development?	No

Development Control Plan

Section 4.15(1)(a)(iii) – EP & A Act

Does Uralla DCP 2011 apply to this land/proposal?

Yes

Chapter	Compliance	Comment
2	Yes	The proposed battle axe handle is in excess of 3.65 metres.

Is there a draft DCP which may affect this proposal?

No

Regional Environmental Plan

The proposal is not inconsistent with the New England North West Regional Plan.

State Environmental Planning Policy

Is this proposal affected by a SEPP?

No

Planning Agreement

Section 7.4 (10) – EP & A Act

Is there a Planning Agreement in force under section 93F of the EP&A Act?

No

Has a Planning Agreement been offered under this development?

No

Planning Strategies/Local Policy

Section 4.15(1)(b) – EP & A Act

Is there a Planning Strategy or Local Policy that requires notation?

No

Subdivision

Is this application for subdivision?

Yes

How many new lots are being created?

1

Environmental Impacts

Section 79c(1)(b) – EP & A Act

Does this proposal have any potential environmental impacts?

	Impact	Comment
Social	No	
Economic	No	
Siting & Configuration	No	
Setbacks	No	
Privacy	No	
Overshadowing	No	

	Impact	Comment
Solar Access	No	
Amenity	No	
Water	No	
Air	No	
Noise	No	
Land Degradation	No	
Tree Loss	No	
Flora	No	
Fauna	No	

Environmental Impacts – Heritage

Section 4.15(1)(b) – EP & A Act

Does this proposal have any potential impact on?

Heritage	Impact	Comment
European	No	
Aboriginal	No	

Flooding

Section 4.15(1)(b) – EP & A Act

Is this property flood affected?

No

Bush Fire Prone Land

Section 4.15(1)(b) – EP & A Act

Is this property bush fire prone as per the Bush Fire Prone Map?

No

Contaminated Land

Section 4.15(1)(b) – EP & A Act

Has this land been identified as being contaminated land by Council?

No

Infrastructure

Has an engineering assessment been completed?

No

Does this proposal have any potential infrastructure impacts?

No

	Impact	Comment
Sewer	No	
Water	No	

Drainage	Possibly	Any future dwelling on the proposed Lot 2 may have difficulty piping stormwater to John St.
Access	No	
Kerb & Gutter	No	
Upgrade Existing Road	No	
Road Network	No	
Existing Easements	No	
Electricity	No	
Telecommunications	No	
Pedestrian Access	No	
Loading & Unloading	No	
Parking	No	

Does the development require any new easements?

No

Construction Assessment

Is a construction assessment required?

No

Section 68 Assessment

Section 68 – LGA Act

Is a section 68 approval required?

No

Developer Contributions

Section 7.11 – EP & A Act

Does this proposal require any Developer Contribution?

No

Notification

Section 4.15(1)(d) – EP & A Act

Was this application notified?

Yes

Is this application an advertised development application?

No

Were there any written submissions received?

Yes

If Yes, what was the number of submissions received?

2

Submission Maker	Issue	Comment
Sally Prado	Lot size, privacy, noise, stormwater, servicing, information provided.	See “key issues” section.
Vince Scollen	Lot size.	See “key issues” section.

Section 88b Instrument

Does Council require a Section 88b instrument to be prepared? Yes No

Comment: Existing Section 88b restrictions on Lot 12 need to be transferred to any new lots.

Public Interest

Section 79c(1)(e) – EP & A Act

Does this proposal have any construction or safety issues? No

Site Suitability

Section 4.15(1)(c) – EP & A Act

Is this a suitable site for this proposal Yes

Assessing Officer General Comment

ASSESSMENT – KEY ISSUES

Lot sizes: The R1 General Residential zone specifies a minimum lot size of 560 m², and the applicant proposes to create two lots, one of around 454 m², and another of around 581 m² (or around 467 m², with the battle axe handle excluded, as the lot is required to be considered under the provisions of the Uralla DCP 2011). Approval of this exception to a development standard, permissible under Clause 4.6 of the Uralla LEP 2012, must be by Council.

It is considered reasonable in this instance to approve the applications as:

- This style of subdivision is consistent with many others approved in the vicinity.
- The proposed Lot 1 reflects the existing yard/fence configuration.
- The proposed Lot 2 has sufficient area to accommodate a dwelling.
- The application is relevant to the titles, rather than any works ie. a secondary dwelling can be located on the lot, and can be strata titled. In this context, refusal of the application would provide no tangible benefit to any parties who believe they would be adversely affected by granting of the approval.

Issues identified in submissions:

- Privacy – Inspection of the site identified no unreasonable impacts on neighbours' amenity, with significant separation and structures between dwellings.
- Noise – There is nothing to suggest that amenity impacts from noise would be heightened by approval of the application with the Clause 4.6 variation.
- Stormwater – There are existing stormwater drainage issues in the area, however these can be addressed with engineering solutions at the time of any dwelling application / approval.
- Servicing strategy – Adequate access to water and sewer is available to the proposed Lot 2. Telecommunications and electricity provision has been conditioned.

Recommendation

No significant adverse impacts are known or expected on the natural, social or economic environment as a result of the approving the application. In that context it would be appropriate to approve the Development Application subject to the attached recommended conditions of development consent.

Conclusion

I confirm that I am familiar with the relevant heads of consideration under the Environmental Planning & Assessment Act and Local Government Act (if applicable) and have considered them in the assessment of this application.

I certify that I have no pecuniary or non-pecuniary interest in this application.

Additional Notes Attached:

No

Signed: 

Matt Clarkson, Manager of Planning and Regulation

Date: 11.4.2018

GENERAL CONDITIONS

1. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.
Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.
2. All engineering works to be designed by an appropriately qualified person and carried out in accordance with Armidale Engineering Design Codes in force at the commencement of works unless otherwise indicated in this consent.
Reason: To ensure that these works are of a sustainable and safe standard.
3. All sewer and drainage works associated with the approval are to comply with the requirements of AS3500 and completed only by a licensed plumber and drainer.
Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

4. Prior to the issue of a Subdivision Certificate, an Application for a Subdivision Certificate is to be submitted to Council with three (3) copies of the Title Plan and appropriate fees. The applicant/developer is to ensure that a summary of compliance with all conditions of consent is completed and lodged with the application.
Reason: To ensure the provision of appropriate documentation for Subdivision Certificate approval.
5. That two lots are created by the subdivision of Lot 12, DP 1198902, one of around 454 m² and the other around 580 m².
Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.
6. The creation by the developer, under Section 88B of the Conveyancing Act, a restriction that currently reflect the current No. 2 Section 88B existing restriction pursuant to Lot 12 DP 1198902.
Reason: To ensure continuity of Section 88B restrictions on affected lots.
7. The existing dwelling on proposed Lot 1 is connected to the water main. Connection to the water main is required for proposed Lot 2. The water meter should be located on John Street on the southern side of the driveway within the property boundary.
Reason: To ensure appropriate that costs associated with establishing the subdivision are borne by the developer.
8. A sewer main extension is required from the existing sewer line north-west of the property of proposed Lot 2 to the proposed Lot 1. This extension is to be constructed in accordance with Armidale Engineering Design Codes in force at the commencement of works, to a standard approved by the Director of Infrastructure and Regulation, and will be at the expense of the developer. Current property sewer infrastructure must be realigned to connect to this sewer main extension.
Reason: To ensure appropriate that costs associated with establishing the subdivision are borne by the developer.
9. The subdivision must be provided with reticulated electricity and suitable telephone provisioning. The applicant shall provide a letter from the relevant electricity energy provider stating that satisfactory arrangements have been made for the supply of electricity. The applicant shall provide evidence that satisfactory arrangements have been made for telecommunications infrastructure in the subdivision / development.
Reason: To ensure appropriate that costs associated with establishing the subdivision are borne by the developer.

10. The access handle to the proposed second lot is to be:
 - A minimum of 4 metres wide.
 - Concreted or bitumen sealed for the entire length and to a minimum width of 3.65 metres.

Reason: To ensure appropriate access and that costs associated with establishing the subdivision are borne by the developer.
11. The developer must create an easement under Section 88B of the Conveyancing Act in the following context:
 - (a) The purpose is an "easement for sewerage drainage" in favour of Council.
 - (b) It must be located centrally over the new sewer main extension located within proposed Lot 2.
 - (c) It must have a minimum width of 3 metres.

Reason: To protect Council's infrastructure from inappropriate future development that may have an adverse impact on its repair, maintenance or replacement.
12. The applicant shall provide evidence to the effect that all utility services, i.e water, sewer, electricity, telecommunications, connected to or used in each of the lots within the development site are wholly contained within each of the proposed allotments.

Reason: To ensure that costs associated with establishing the subdivision is borne by the developer.
13. A surveyor's plan must be submitted to Uralla Shire Council prior to the expiry date of this development consent so that the subdivision certificate on the plan can be signed by an authorised officer.

Reason: The subdivision cannot be registered with the Land Titles Office, and be finalised, until the subdivision certificate on the surveyors plan is signed by an authorised officer of Uralla Shire Council.
14. The developer is to meet the cost of and be responsible for the construction of vehicular entrances and exits in accordance with Council's requirements.

Reason: To provide appropriate access to the site.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

15. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement.

Reason: To ensure compliance with the Environmental Planning and Assessment Regulation 2000

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

16. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:-

Monday to Saturday	7.00 AM to 5.00 PM
Sunday & public Holidays	No construction activities are to take place.

Reason: To ensure that public amenity is not unduly affected by noise.
17. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.

Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.

18. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification shall be kept on the Subject Site at all times and shall be readily available for perusal by any officer of Council or the PCA.

Reason: To ensure compliance with approved plans.

19. Run-off and erosion controls must be implemented before construction, and maintained to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
- (a) divert uncontaminated run-off around cleared or disturbed areas,
 - (b) erect a silt fence to prevent debris escaping into drainage systems or waterways,
 - (c) prevent tracking of sediment by vehicles onto roads,
 - (d) stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.

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

ADVISORY NOTES - GENERAL

20. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
21. It is possible that a covenant may affect the land which is the subject of this consent. The grant of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
22. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
23. Any alteration to the drawings and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s96 of the Act or a fresh development application. No works other than those approved under this consent shall be carried out without the prior approval of Council.
24. Telecommunications Act 1997 (Commonwealth): Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.

END

Colin Hull
P.O. Box 379
Uralla NSW 2358
Ph: 0429 472 303

6th March 2018

Mr Matt Clarkson
Manager of planning and regulation
Uralla Shire Council

Re: Proposed subdivision of 51 John St Uralla
Being lot 12 on DP1198902

With this letter I am lodging a Development Application to subdivide this property into two freehold allotments. One containing the existing cottage the other a vacant lot on which I intend to build a new cottage.

Both lots will have street frontage with access to all required services, room for a cottage, car accommodation, off street parking and private easy-care gardens.

Subdivisions of this type have been quite common in the neighbouring area in recent years as they meet the demand for affordable housing in established, well positioned neighbourhoods and are currently one of the only financially viable options to create new properties in the Uralla township.

One neighbouring property already has two dwellings on a similar sized total area while others remain larger allotments so the total density of homes in this location will remain quite low even with the approval of this proposal.

The property is however just 86m² short of the total area required to achieve the minimum lot size of 560m² for each lot. Therefore, I am requesting an exemption under clause 4.6 of the Uralla local environment plan 2012 so this application can proceed.

I believe it is unreasonable for council to force me into the considerable extra costs, complications and time delays of producing the same result of two dwellings, two titles using a strata title development when I am less than 8% short of the total area required for a normal subdivision.

Two freehold titles are a cleaner, simpler, more user-friendly option both now and into the future. A Strata title development is an unnecessary impost to achieve an inferior result for council, myself and any future owners or residents.

My proposal has Lot 1 (front lot) with existing cottage at 454m² and the rear vacant lot (Lot 2) at 580m². While both lots have similar usable space the size difference is taken up by the driveway access to the rear allotment.

The proposed boundaries take into account existing fences, services and are positioned to create a balanced feel to the development. Attached site plans and photos clearly show that both allotments have ample room for cottages, vehicular access, garaging, private gardens and space to enjoy the ambience at this location without over crowding neighbours or disrupting their outlooks.

A totally reasonable proposal for council to consider and approve.

Regards


Colin Hull

URALLA SHIRE COUNCIL	
F/N	DA-14-2018
E/N	11/18/567
A/P	
254	

From: Vince Scollen <vincescollen@gmail.com>
Sent: Sunday, 11 March 2018 9:45 AM
To: Council
Subject: TRIM: DA Application No. DA-14-2018

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/18/422

I would like to submit an objection to this subdivision on the grounds that it would create two very small blocks.

Lot 1, as described on the attached plan would be 454 sq metres .

Lot 2, would be 580.6 sq metres including the 4 metre wide driveway of 112 sq metres. This would mean the effective area of the block would be only 468.6 sq metres.

This would mean that there would be two blocks, both below the mandated lot size .

Yours sincerely
Vince Scollen
70 John St
Uralla

From: Sally-Anne Prado <s.prado@hotmail.com>
Sent: Monday, 12 March 2018 1:51 PM
To: Council
Subject: TRIM: Submission re. Development Application No. DA-14-2018, 51 John St Uralla

HP TRIM Record Number: UI/18/423

Dear Sir/Madam,

I wish to OBJECT to the proposed 2 Lot Subdivision of 51 John Street, Uralla.

*Both Lots 1 and 2 will be very small, well below the minimum lot size requirements. The Lot size stated for Lot 2 on the hand-drawn map provided with the application is wrong.

*Any future house built on Lot 2 would overlook both my front and rear yards, and the front of my house, impeding my privacy and enjoyment.

*Any future house built on Lot 2 would create more noise with additional cars.

*No provision has been made for any storm water issuing from either Lots.

*No servicing strategy has been provided.

* The submission does not meet requirements in terms of information, including *no north arrow, scale bar or date;*no direction or degree of slope;*no location of existing built or natural items, e.g. the existing house on Lot 1;*no proposed method for disposing of stormwater from current and/or future dwellings, etc Etc Etc.

Regards
Sally Prado
4 Leece Road, Uralla
0434 395 192



REPORT TO COUNCIL

Department:	Infrastructure and Regulation
Submitted by:	<i>Manager Waste, Water and Sewer Services</i>
Reference/Subject:	Report 12 - CDS reverse vending machine.

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3.3	Reuse, recycle and reduce wastage
Strategy:	3.3.1	Promote recycling, reusing and providing regular and efficient waste and recycling services
Activity:	3.3.1.1	Provide waste removal and recycling services within the Shire
Action:	3.4.1.1.1	Provide waste collection services in an efficient and effective manner

SUMMARY:

This report is provided as an update in regard to the possibility of TOMRA Cleanaway installing a Reverse Vending Machine in Uralla on Council controlled land. Potential Council controlled sites can be identified and the matters outlined below can be discussed further at a future Councillor workshop.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

BACKGROUND:

The Container Deposit Scheme (CDS) was launched in New South Wales on 1 December 2017. Through the CDS it is possible for residents to obtain a 10c refund on eligible drink containers sold in New South Wales.

The aim of the scheme is to reduce litter by 40% by 2020 (NSW State Plan 2021). The scheme has been established by negotiation between the NSW State Government and a consortium of commercial beverage enterprises.

The roll out of CDS collection points across the state is the responsibility of the Network Operator, TOMRA Cleanaway and does not directly involve Uralla Shire Council. Collection points can be either manual (over the counter) or via a reverse vending machine (RVM).

REPORT:

On 14 March 2018 Uralla Shire Council made inquiries to the Hon. Adam Marshall's office regarding whether a Reverse Vending Machine (RVM) would be installed in Uralla.

In response to these inquiries, a representative of Mr Marshall's Office communicated that Mr Marshall had made enquiry to TOMRA Cleanaway but had been advised an RVM was not planned for Uralla given the proximity of the town to RMV collection points in Armidale.

KEY ISSUES:

Should TOMRA Cleanaway offer to install a RVM in Uralla on Council controlled land; there are a number of matters which need to be considered by Council and discussed with TOMRA Cleanaway before Council can agree to host the installation. These include, but are not limited to, the following:

- Responsibility for the operations and maintenance of the facility
- Servicing schedule
- Site maintenance
- Any environmental compliance matters
- Utility costs
- Site rental
- Additional impacts on Council's infrastructure and services
- Nuisance impacts on nearby residents or businesses
- Traffic management
- Waste management
- Costs to Council for hosting the operation

These issues, together with consideration about whether a CDS collection point is appropriate for Uralla, as part of an existing private or public facility, should be discussed at a future workshop.

Prepared by staff member:	Stephanie McCaffrey, Manager Waste, Water and Sewer Services
TRIM Reference Number:	
Approved/Reviewed by Manager:	Terry Seymour
Department:	Infrastructure and Regulation
Attachments:	Nil



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	<i>Director Infrastructure & Regulation</i>
Reference/Subject:	Report 13 - Heritage Advisory Services Summary for April 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3.1	To preserve, protect and renew our beautiful natural environment
Strategy:	3.1.2	Protect the shires historic buildings and sites, recognising their value to the community
Activity:	3.1.2.1	Provide heritage services and support
Action:	3.1.2.1.1	Facilitate a Heritage Advisory Service and Local heritage Assistance Fund

SUMMARY:

This report summarises the activities undertaken by Mitch McKay, Council's Heritage Advisor, on his monthly visit undertaken for April 2018. His next visit will be Tuesday, 8 May 2018.

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Services Summary for April 2018 be received and noted by Council.

BACKGROUND:

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

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy):**
Provide heritage advisory services to the community to recognise and promote the value of Uralla Shire's heritage.
- 2. Policy and Regulation:**
Privacy and Personal Information Protection Act 1998
OLG Model Policy – Private and Confidential Information
- 3. Financial (LTFP):**
Nil
- 4. Asset Management (AMS):**
Nil

- 5. **Workforce (WMS):**
Nil
- 6. **Legal and Risk Management:**
Nil
- 7. **Performance Measures:**
Nil
- 8. **Project Management:**
Nil

Prepared by staff member:	Matt Clarkson, Manager Planning & Regulation
TRIM Reference Number:	
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Edited Heritage Advisor Summary Confidential Heritage Advisor Summary

date: 10 April 2018

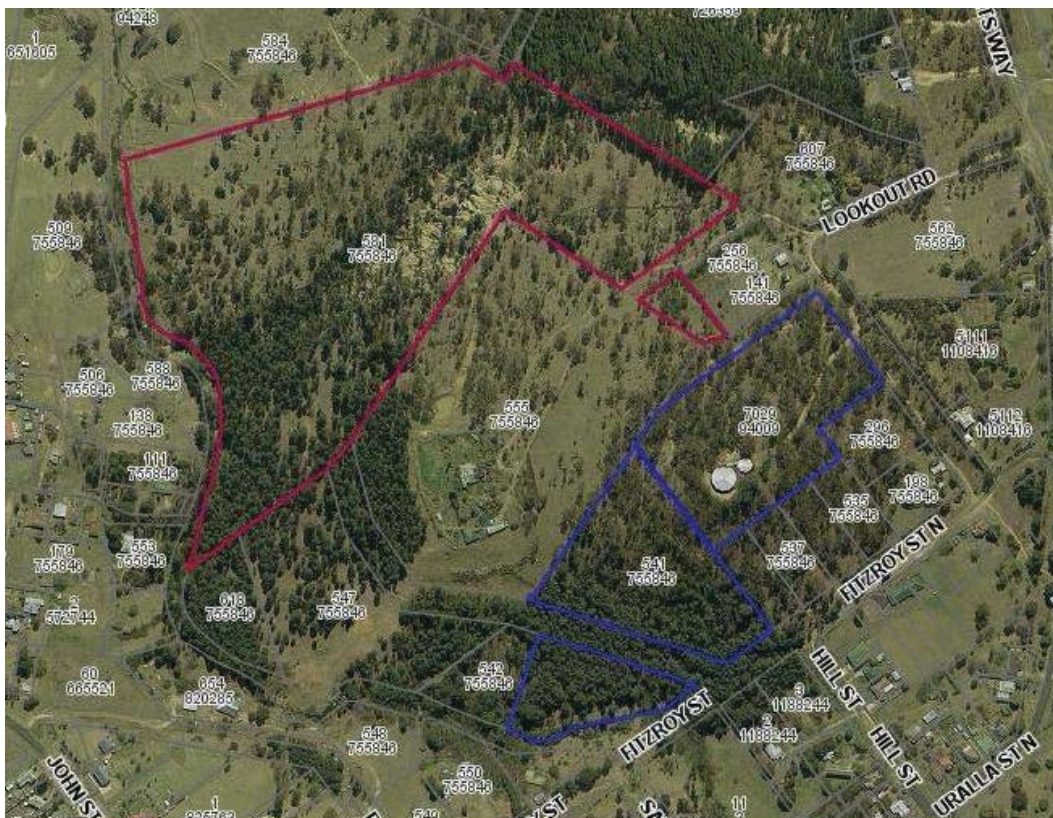
ITEM 1: Rocky River Goldfields, Uralla

Met with a local historian and an academic from the University of New England.

The meetings also included onsite visits to some of the areas identified by Council staff which were once part of the Rocky River Goldfields.

The purpose of the meetings and onsite visits were to identify some preliminary sites that could be used on a tourist walking trail, and to provide some directional / interpretive signage.

The area that has been identified by Council staff, in the maps below, is very large. The local historian estimates that another 2-3 onsite visits will be required to identify additional sites within the areas, however the academic from UNE believes this preliminary work will take longer.





HERITAGE ADVISORY MEMO

No. 57

date: 10 April 2018

ITEM 2: Property site visit.

Met with the Trust Managers for the property. The meeting took place at Council. The meeting was to review an application being prepared for funding under the Heritage Activation Grants Program to undertake conservation work to the building. This program is administered by the Office of Environment and Heritage (OEH) and applications close 20 April, 2018.

A handwritten signature in green ink that reads "M. McKay".

ITEM 3: Next Heritage Advisor visit

It is proposed that the Heritage Advisor's next visit will be 8 May 2018.

A handwritten signature in green ink that reads "M. McKay".



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	<i>Director of Infrastructure & Regulation</i>
Reference/Subject::	Report 14 - Development Approvals and Refusals for March 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.1	An attractive environment for business, tourism and industry
Strategy:	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial and residential development
Activity:	2.1.4.1	Process building and development applications
Action:	2.1.4.1.1	Assess and determine development, construction, and other regulatory applications

SUMMARY:

The following details the development approvals issued by Council and by private certification for March 2018 for the entire local government area. A listing of development applications outstanding with a status as at the end of March 2018 has also been provided.

For information purposes a summary of the development values is provided from January 2008 until the end of March 2018. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2008 until the end of March 2018 is provided.

OFFICER'S RECOMMENDATION:

That Council receive and note the development approvals and refusals for March 2018.

Uralla Shire Council
Council Business Paper – 24 April 2018

REPORT:

Development Applications

Approvals:

Development Application Number	Applicant	Property	Development
DA-27-2012-5	Croft Surveying & Mapping	114 Barleyfields Road, Uralla	Modification – Staged 42 Lot Low Density Residential Subdivision
DA-69-2017	Mr J Bell	66 Hill Street, Uralla	Subdivision of One Urban Lot to Create Two Urban Lots
DA-7-2018	Uralla Golf Club	33 Plane Avenue, Uralla	Primitive Camping
DA-13-2018	Mr C Clonan, Bath Stewart & Associates	Lot 1 DP 239565 Pinegrove Road, Saumarez & 70 Wattle Drive, Saumarez	2 Lot Subdivision
DA-15-2018	Ms M Leese	30 Souter Street, Bundarra	Demolition of Existing Shed and New 3 Bay Garage
DA-16-2018	Ms A Smith	1 Gostwyck Street, Uralla	Electronic Scoreboard
Monthly Estimated Value of Approvals: \$42,500.00			

Refusals: Nil

DAs Cancelled: Nil

DAs Withdrawn: Nil

Comparison to December 2016:

March 2017:	\$1,391,800.00	March 2018:	\$42,500.00
Year to date:	\$1,528,900.00	Year to date:	\$479,950.00
(Calendar Year)		(Calendar Year)	

Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
DA-78-2013-2	Mr M Batt	16A King Street, Uralla	Modification Staged 7x1 Bedroom Strata Title Units	Awaiting Applicant
DA-8-2016-4	New England Surveying & Engineering	13 Stringybark Ridge Road, Invergowrie	Modification – 4 Lot Staged Subdivision	Under Assessment
DA-21-2017	Mr V Hudson	19 Karava Place, Uralla	Dual Occupancy & Conversion of Shed to Dwelling	Awaiting Applicant
DA-35-2017	Mr C & Mrs K Cooper	36 Uralla Street, Uralla	Dwelling	Awaiting Applicant
DA-6-2018	Mr D & Mrs S Barnden	32 Devoncourt Road, Uralla	Subdivision of 2 Rural Lots to create 6 Rural Lots	Under Assessment

Uralla Shire Council
Council Business Paper – 24 April 2018

Application Number	Applicant	Property	Development	Status
DA-12-2018	Mr S Humphries & Ms A Small	83 Devoncourt Road, Uralla	Manufactured Home, Two Sheds & Studio	Under Assessment
DA-14-2018	Mr C Hull	51 John Street, Uralla	2 Lot Subdivision	Under Assessment
DA-17-2018	Ms K Balderston	2 Rowan Avenue, Uralla	2 Lot Subdivision	Under Notification
DA-18-2018	Mr J Richey	66 John Street, Uralla	Dwelling Extension – Laundry & Covered Deck	Under Notification
DA-19-2018	PONZ Armidale	30 Bridge Street, Uralla	Storage Shed	Under Assessment
DA-20-2018	Mr R & Mrs D Nies	14 Souter Street, Bundarra	Extension to Shed & Conversion of Shed to Dwelling	Awaiting Applicant
DA-21-2018	Mr D Ward	44 Noalimba Avenue, Kentucky South	Repairing Timber Bracing Trusses, Windows & Entry Slab	Under Assessment
DA-22-2018	Mr P Hunt & Ms M Paton	17 Dangar Street, Uralla	Garage	Under Assessment
Total: 13				

Construction Certificates

Approvals:

Application Number	Applicant	Property	Construction
CC-8-2018	Ms S Egan	9 Faulkner Street, Uralla	Rear Deck Patio Cover
CC-16-2018	Ms A Smith	1 Gostwyck Street, Uralla	Electronic Scoreboard

Refusals: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-55-2016	Mr A & Mrs L McLean	40 Bridge Street, Uralla	Commercial Building

Total Monthly Estimated Value of Construction Certificate Approvals: \$519,502.00

Uralla Shire Council
Council Business Paper – 24 April 2018

Complying Development Certificate Applications

Approvals: Nil

Refusals: Nil

CDCs Withdrawn: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Development
CDC-6-2018	Rosbuild Constructions	8 Welbourn Place, Saumarez Ponds	Shed
CDC-7-2018	Mr A Hone	326 The Gap Road, Uralla	Shed
CDC-8-2018	Mr J & Mrs M Piddington	40 Kalinda Road, Invergowrie	Shed

Total Monthly Estimated Value of Complying Development Certificate Approvals: \$84,750.00

Comparison to December 2016:

March 2017:	\$410,985.00	March 2018:	\$84,750.00
Year to date:	\$521,235.00	Year to date:	\$371,790.00
(Calendar Year)		(Calendar Year)	

Calendar Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2008	9,155,533	56,169	7,393,239	1,762,294
2009	9,290,046	72,578	5,749,162	3,540,884
2010	10,586,972	80,817	5,958,887	4,628,085
2011	6,584,483	51,846	3,449,607	3,134,876
2012	11,390,780	104,503	6,158,718	5,232,062
2013	9,259,318	76,523	4,678,720	4,580,598
2014	8,246,689	69,300	5,657,845	2,588,844
2015	9,137,065	85,393	6,980,198	2,156,867
2016	5,958,716	62,723	3,997,389	1,961,327
2017	8,131,959	82,979	5,953,666	2,178,293
2018	851,740	37,032	479,950	371,790

2018 to date

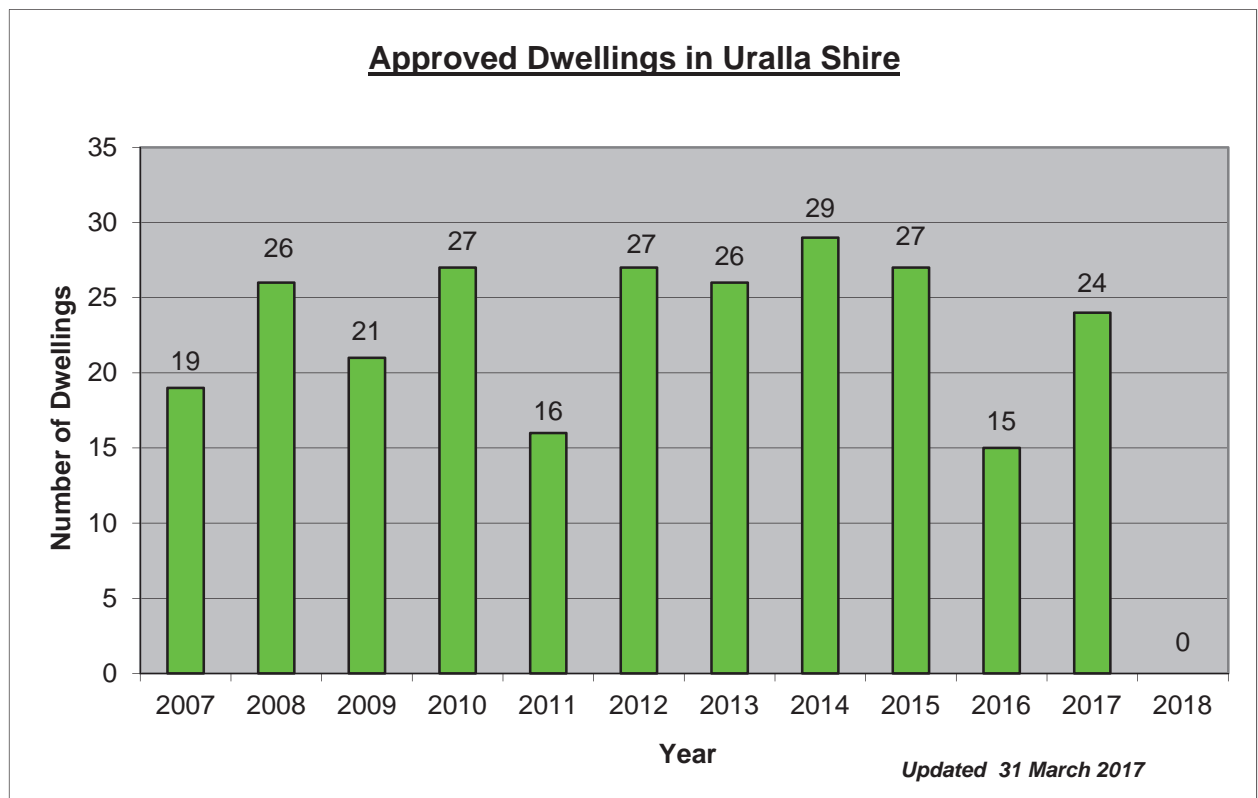
Uralla Shire Council
Council Business Paper – 24 April 2018

Financial Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	7,560,263	76,366	6,393,433	1,166,830
2016-2017	6,544,087	68,168	4,186,513	2,357,574
2017-2018	5,582,392	74,432	3,980,319	1,602,073

2017-2018 to date

Approved Dwellings 2007-2018



KEY ISSUES:

- *Development Applications approved by Council for March 2018 – 6*
- *Development Applications refused by Council for March 2018 – 0*
- *Development Applications cancelled by Council for March 2018 – 0*
- *Development Applications withdrawn by Applicant for March 2018 – 0*
- *Outstanding Development Applications as at 31 March 2018 – 13*
- *Construction Certificates approved by Council for March 2018 – 2*
- *Construction Certificates refused by Council for March 2018 – 0*
- *Construction Certificates issued by private certification for March 2018 – 1*
- *Complying Development Applications approved by Council for March 2018 – 0*
- *Complying Development Applications refused by Council for March 2018 – 0*
- *Complying Development Applications withdrawn by Applicant for March 2018 – 0*
- *Complying Development Applications issued by private certification – 3*
- *Total Development Value for 2017 as at 31 March 2018 – \$851,740*
- *Average Development Value for 2017 as at 31 March 2018 – \$37,032*
- *Development Application Value for 2017 as at 31 March 2018 – \$479,950*
- *Complying Development Application Value for 2017 as at 31 March 2018 – \$371,790*
- *Approved dwellings as at 31 March 2018 – 0*

COUNCIL IMPLICATIONS:

1. 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.

2. Policy and Regulation

Environmental Planning & Assessment Act, 1979.

Environmental Planning & Assessment Regulations, 2000.

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Administration Officer

TRIM Reference Number:

U12/168

Approved/Reviewed by Manager:

Director Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

Nil



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	<i>General Manager</i>
Reference/Subject:	Report 15 - Stronger Country Communities Fund – Round Two Priority Projects

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

This report seeks to update Council about progress around advancing the scopes and costs for the Priority Projects for the Stronger Country Communities Fund – Round Two.

OFFICER'S RECOMMENDATION:

That Council receive and note the report.

REPORT:

The April 10th Extraordinary Meeting adopted a priority list of projects for council staff and relevant community groups to advance in terms of project scopes and estimated cost so that Council could ratify those projects prior to staff preparing the necessary applications to the State Government.

The timeframe between the April Extraordinary Meeting and the April Ordinary Meeting report deadline has been too short to enable this refinement to advance to finality. Consequently, it is proposed to submit a late report attachment which will contain details of the scopes and estimated costs for each of the projects to the level of advancement which staff have been able to achieve since the April Extraordinary Meeting.

Staff will then have the period between the Ordinary Meeting and the application cut off (4th May) to finalise this work and if necessary (but unlikely) organise another extraordinary meeting should circumstances warrant such.

Prepared by staff member:	Andrew Hopkins
TRIM Reference Number:	TBC
Approved/Reviewed by Manager:	N/a
Department:	General Manager's Office
Attachments:	A: Priority Project Scopes and Budgets - Status – Late Report



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	Andrew Hopkins
Reference/Subject:	Report 16 - New England Joint Organisation - Narrabri

SUMMARY:

Narrabri Council has advised the State Government, by way of resolution, of its desire to form a joint organisation with Uralla, Armidale, Glen Innes, Tenterfield, Inverell and Moree.

The State Government has advised that all other councils which have resolved to join the joint organisation for the council areas of Uralla, Armidale, Glen Innes, Tenterfield, Inverell and Moree (ie the future New England Joint Organisation) should individually resolve to determine whether Narrabri should be a member of that future joint organisation when it is proclaimed in either May or June this year. The result of the resolutions of these other councils will determine the timing of the proclamation.

OFFICER'S RECOMMENDATION:

For the purposes of resolution X9.02/18 passed by this council on 13th February 2018 concerning the approval of this council's area being included in the joint organisation's area (referred to in resolution X9.02/18 as the 'New England Joint Organisation'),: {delete one of a) or b) below}

- a) ***this council does not endorse the area of Narrabri Council being included in the area of the joint organisation;***
- b) ***that – in addition to those council areas prescribed in the previous resolution – council endorses the area of Narrabri Council being included in the area of the joint organisation.***

REPORT:

Background

By letter dated 16th February 2018 the mayor of Narrabri Council, Cr Cathy Redding, set out the concerns Narrabri Council had with regard to the establishment of joint organisation boundaries and that such boundaries may not be a true reflection of the relationships between council areas.

Cr Redding notes the following in her letter:

"Council currently has an undecided position of joint organisation membership, Council seeks feedback from the members of the New England groups of councils, on the potential membership of Narrabri Shire Council.

Uralla Shire Council
Council Business Paper – 24 April 2018

Council does not wish to see New England councils revisit their resolution (should they have one) on joint organisation nomination, Council is requesting this feedback to better inform its debate and ultimately its decision on joint organisation nomination at its Ordinary Council Meeting scheduled for Tuesday 27th February 2018.

If the feedback received is reluctance for Narrabri Shire to join the New England group of councils; Council has no intention of causing unnecessary friction within the region”.

At its meeting of 23rd February 2018 the New England Group of Councils (which will become the New England Joint Organisation when the New England Joint Organisation, or similar name, is proclaimed) Board discussed the letter from Narrabri and resolved as follows:

4.02/18 RESOLUTION

1. That the Board notices with thanks the resolutions passed and commitments made by the Armidale Regional, Glen Innes Severn, Inverell Shire, Moree Plains Shire, Tenterfield Shire and Uralla Shire Councils to formally participate in the proposed New England Joint Organisation when implemented later in the year.

2. That the Board expresses its goodwill toward the request received from the Mayor of the Narrabri Shire Council to potentially join the proposed New England Joint Organisation; however, notes some concern with the perceived community of interest around Tamworth ahead of Armidale, travel distances, renewable energy development versus extractive industries; and agricultural land versus extractive industry priorities that may exist with such membership within the to-be-established New England Joint Organisation.

The date for councils to resolve which joint organisation they wish to become a member of, if any, was extended by the State Government so the Narrabri decision was deferred to an extraordinary meeting on 22nd March whereat Narrabri resolved to be included in a joint organisation which includes: Narrabri, Uralla, Armidale Regional, Glen Innes Severn, Inverell, Moree Plains and Tenterfield Councils – ie the future New England Joint Organisation.

The matter of Narrabri’s potential membership of the future New England Joint Organisation has been discussed informally amongst the Board of the New England Group of Councils, however there has not been a formal meeting to formally discuss the matter.

The Chair of the New England Group of Councils has sought advice from the Office of Local Government about how the matter should be progressed/resolved.

On the 9th of April a representative of the Office of Local Government provided the following advice via email:

Thank you for the call earlier today regarding New England Joint Organisation.

As requested, the following guidance is provided to support a council amend their original JO resolution to include Narrabri Shire:

“for the purposes of the resolution passed by this council on [DATE OF RESOLUTION] concerning the approval of council’s area being included in the joint organisation’s area, that – in addition to those council areas prescribed in the previous resolution – council endorses the area of the [OVERLOOKED/ADDITIONAL COUNCIL’SNAME] being included in the area of the joint organisation.”

I can confirm that the Minister is not able to recommend the proclamation of a JO for 28 days following the amended resolution, ie. the 28 day 'cooling off' period recommences.

Based on the potential scenarios that we discussed, the following outcomes are possible:

1. *The six councils do not amend their resolutions.*
 - *The Minister can recommend the proclamation of the New England JO with the six councils (not including Narrabri Shire).*
 - *The 28 day period does not recommence.*
 - *The JO will commence operations at the same time that other JOs are proclaimed, currently planned for mid-May 2018.*
2. *All six councils amend their resolutions to include Narrabri Shire.*
 - *The Minister can recommend the proclamation of the New England JO with the seven councils, including Narrabri Shire.*
 - *The 28 day period is recommenced.*
 - *The JO is unlikely to commence operations at the same time that other JOs are proclaimed across the State.*
3. *Some, but not all, of the six councils amend their resolutions to include Narrabri Shire.*
 - *The Minister can recommend the proclamation of the New England JO with the six councils (not including Narrabri Shire).*
 - *The 28 day period is recommenced.*
 - *The JO is unlikely to commence operations at the same time that other JOs are proclaimed across the State.*

In scenario 1 and 3, the consideration of Narrabri Shire as a full voting member of the New England JO can continue following proclamation.

Conclusion

Narrabri Council has requested to become a member of the future New England Joint Organisation (NEJO). For Narrabri to become a member of the NEJO, prior to its being proclaimed, the councils which have already resolved to form the NEJO and which have nominated each other as members will need to resolve to accept or not to accept Narrabri into the NEJO.

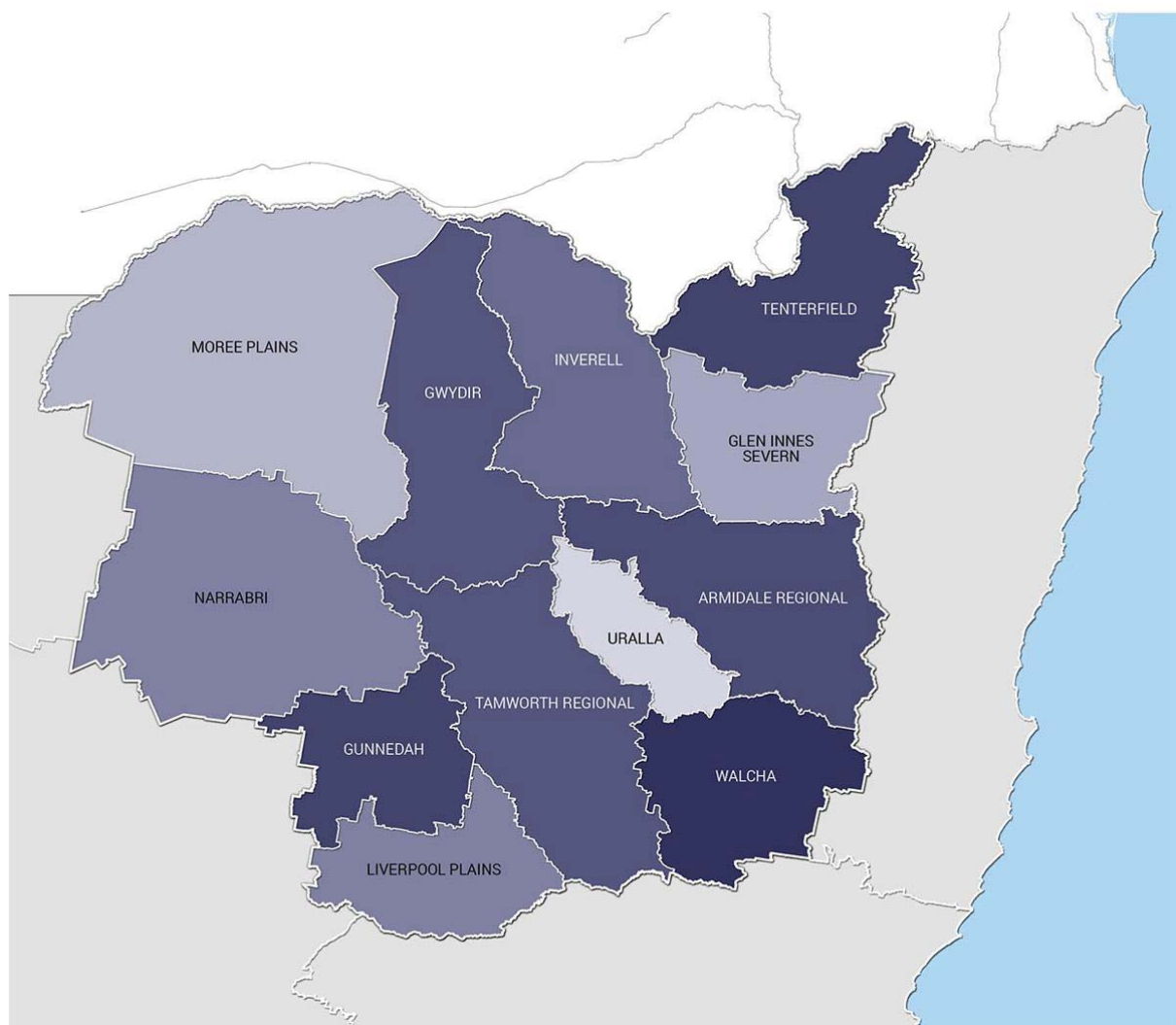
If council resolves to accept Narrabri into the NEJO council will need to resolve to amend its resolution of the Extraordinary Meeting of 13th February 2018.

The recommendation to this matter contains two options – a) and b). Option a) is not to accept Narrabri and option b) is to accept Narrabri. Option b) would be sufficient to amend the resolution of the 13th of February.

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

Attachment A

Plan showing the councils of the New England/North West Planning Region, which contains NAMOI Unlimited and the New England Group of Councils.



17. MOTIONS ON NOTICE



NOTICE OF MOTION

Submitted by:	Cr Bob Crouch
Subject:	Notice of Motion 1 - Free WiFi in CBD

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.1 An attractive environment for business, tourism and industry
Strategy:	2.1.5 Develop the skills of businesses to maximise utilisation of new technologies and the emerging broadband and telecommunication networks
Activity:	2.1.5.1 Create a digital business forum
Action:	2.1.5.1.2 Advocate for improved mobile connectivity services and to the national broadband network

SUMMARY:

At the April Uralla Business Chamber meeting the suggestion was made that free Wi Fi internet access through the Central Business district of Uralla would enhance our attractiveness of a place to Stop for a break. Such a system could build on the existing system at the Uralla Library.

COUNCILLOR'S MOTION:

That Council investigate the feasibility of introducing free WiFi internet access throughout the Central Business District of Uralla.

REPORT:

The Council already provides free Wi Fi internet access in the library precinct. The extension of this service to cover the main cafe areas in Bridge Street (King to Salisbury) would enhance Uralla as a destination and visitor friendly town encouraging people to stop and spend time and money in the town.

At its April meeting, prompted by the High Pedestrian Activity Concept Plan, the Uralla Business Chamber discussed options to further enhance the area. This was a key favoured option. However the Chamber also recognised that the feasibility and costings were not known and therefore believe the first step is to conduct a feasibility study.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Include in the 2018/19 Operational Plan for consultation with the community prior to adoption
- 2. Policy and Regulation**
Nil
- 3. Financial (LTFP)**
\$5,000 to be included in 2018/19 budget to investigate the feasibility and costs of implementing free WiFi throughout the Uralla Central Business District.
- 4. Asset Management (AMS)**
Nil
- 5. Workforce (WMS)**
Resource allocation required to engage and manage an appropriate consultant to undertake the feasibility study.
- 6. Legal and Risk Management**
Nil
- 7. Performance Measures**
Nil
- 8. Project Management**
Acting Community Development and Tourism Coordinator

Bob Crouch
Councillor

Supporting Councillors:

NAME OF COUNCILLOR:

SIGNED:

NAME OF COUNCILLOR:

SIGNED:



NOTICE OF MOTION

Submitted by:	Cr Bob Crouch
Subject:	Notice of Motion 2 - Council support for sustainable energy

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.1	An attractive environment for business, tourism and industry
Strategy:	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial and residential development
Activity:	2.1.4.1	Process building and development applications
Action:	2.1.4.1.1	Assess and determine development, construction, and other regulatory applications

SUMMARY:

It has come to the attention of councillors that Council needs to have a position on the installation of stand alone power (electricity) supply vs. the need to provide power from the grid on large lot and rural subdivisions. The cost of stand alone power has come down dramatically in the last few years, whilst the cost of distributed power has risen. This means that it is now often more economical to install stand alone systems than to bring power from the Grid to a dwelling site on large lots. Many individuals also wish to reduce their environmental footprint.

Council should support this trend.

COUNCILLOR'S MOTION:

That Council support the use of sustainable energy throughout the Shire by encouraging occupants of lots greater than 5000m² to be self sufficient.

REPORT:

It has been brought to Councillor's attention that council is insisting power be installed to all lots in large lot residential subdivision. As the cost of stand alone power has come down dramatically in the last few years, whilst the cost of distributed power has risen Council needs to have a position on the installation of stand alone power (electricity) supply vs. the need to provide power from the grid on large lot and rural subdivisions.

It is now often more economical to install stand alone systems than to bring power from the Grid to a dwelling site on large lots.

In addition to the economics, many individuals also wish to reduce their environmental footprint. This should be encouraged.

When considering whether or not to purchase a large lot or rural block purchaser's should take into consideration the cost of getting power to the dwelling site (ie this cost should be reflected in the price). Given the current and increasing range of economic options available Council should support the diversity of positions individuals may wish to apply.

Uralla Shire needs encourage subdivision to build capacity. We need principles and policies that demonstrably support a range of lifestyles. The encouragement of sustainable energy on individual blocks is one step in this process.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Any amendment to the Uralla Development Control Plan 2011 will need to be publicly exhibited as per the requirements of the Department of Planning and Environment.

2. Policy and Regulation

Uralla Development Control Plan 2011

3. Financial (LTFFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

There is some risk of Council being held responsible for approving subdivisions without adequate service provision.

7. Performance Measures

Nil

8. Project Management

Nil

Bob Crouch
Councillor

Supporting Councillors:

NAME OF COUNCILLOR:

SIGNED:

NAME OF COUNCILLOR:

SIGNED:

18. SCHEDULE OF COUNCIL RESOLUTIONS

SCHEDULE OF ACTIONS – RESOLUTION REGISTER as @ 17 April 2018
Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23 March 2015	26.03/15	<p>Land Disposal - Karava Place, Uralla</p> <p>That Council:</p> <p>3. Give the General Manager delegation to negotiate payment options; and</p> <p>4. Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.</p>	MPR/DIR	<p>2/6/15</p> <p>27/5/15 2/6/15</p> <p>20/7/15</p> <p>5/8/15</p> <p>18/9/15 2/6/15 4/9/15 30/10/15</p>	<p>Negotiations between all parties not yet completed.</p> <p>Contract of Sales</p> <p>Titles have been received and forward to solicitors.</p> <p>Title transfers signed and forwarded to solicitors.</p> <p>Stage up to: Lot 100 – Agreement in place (mid 2018 completion date) Lot 103 – No agreement made Lot 102 – Agreement in place (mid 2018 completion date) Lot 104 – Agreement in place (mid 2018 completion date) Lot 101 – completed Lot 105 – completed</p> <p>November 2017: Lot 103 – no agreement with landholder has been reached as landholder is unwilling to negotiate.</p>	<p>B</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p>
23 NOV 15	24.11/15	<p>Bergen Road Land Acquisition and Exchange For Road Works</p> <p>That the Council approve for the exchange of land associated with the reconstruction of Bergen Road and authorise the General Manager to complete all documentation.</p>	DIR	May 2017	<p>Survey plans completed. Awaiting result of other like applicants.</p> <p>May require new Council resolution depending on advice from Office of Local Government on other applications being processed.</p>	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER						
Key A: Action B: Being processed C: Completed						
MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 July 2016	17.07/16	<p>2.18.06.9 Gazetting of Compulsorily Acquired Land for Thunderbolts Way Realignment</p> <p>COUNCIL RESOLUTION: That Council:</p> <ol style="list-style-type: none"> 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2, 3 and 7 in Deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) for the purpose of a public road realignment in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2, 3 and 7 in Deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) by compulsory process under Section 177 of the Roads Act 1993. 	DIR	Feb 2017	<p>Application has been sent to Office of Local Government by solicitors (Nov 16) for approval.</p> <p>Letter drafted and forwarded to Local Member regarding delays in processing from OLG.</p>	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER						
Key A: Action B: Being processed C: Completed						
MEETING DATE	RESOLUTION 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> <ol style="list-style-type: none"> 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) for the purpose of a public road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) by compulsory process under Section 177 of the Roads Act 1993. 	DIR	Feb 17	<p>Application has been sent to Office of Local Government by solicitors (Nov 16) for approval.</p> <p>Letter drafted to Local Member regarding delays in processing from OLG.</p>	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 July 2016	19/07/16	2.18.06.11 Road Closure Request – Lot 32 DP 813093 COUNCIL RESOLUTION: That Council: 2. Subject to the necessary statutory requirements Lot 32 DP 813093 be sold to A & L McLean upon completion of the road closure on the basis that the purchase price is based on the value of the land plus the full cost of the road closure application; and 3. Delegation be given to the General Manager to: a. Complete the road closure, and b. Undertake any necessary negotiations to complete the sale. 4. Approve the fixing of the Council Seal to all necessary documents.	DIR	Feb 17	2. Public exhibition has finished. Forwarded to Dept of Lands for processing. 3. Future action once closure has been undertaken 4. Future action once closure has been undertaken November 2017: Acknowledgement of application was received by Council on Monday 13 Nov. Department of Industry Lands is seeking further information. Council is in correspondence with relevant parties about this matter.	B A A B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER						
Key A: Action B: Being processed C: Completed						
MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 October 2016	21.10/16	<p>2.25.10.07 Industrial Land Purchase</p> <p>COUNCILS RESOLUTION: That Council:</p> <ol style="list-style-type: none"> 1. Note the settlement of the purchase of Lot 14 DP 787477 being industrial zoned land fronting Rowan Avenue and the New England Highway, Uralla. 2. Receive a further report setting out a strategy and detailed costing for the future development and sales of the land. 	DIR/DCG		<ol style="list-style-type: none"> 1. Noted 2. Draft report as submitted by the consultant presented to April 2018 Council workshop. 	<p>C</p> <p>B</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER
Key A: Action B: Being processed C: Completed

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 Feb 2017	26.02/17	<p>Department: Infrastructure and Regulation Submitted by: Director Infrastructure and Regulation Reference/Subject: Report 16 - Rowan Avenue Stormwater Drainage</p> <p>COUNCIL RESOLUTION: That:</p> <ol style="list-style-type: none"> 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. A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue. The residents of 21 and 23 Rowan Avenue be advised of Councils resolution. 	<p>DIR I&R</p> <p>DIIR I&R</p> <p>DIR I&R</p>	<p>April 18</p> <p>Dec 17</p>	<p>1. Budgeted for construction in 17/18. Scheduled to be completed by June 2018. Design pending.</p> <p>2. Trash rack / screen scheduled for installation in December. Installed during December.</p> <p>3. Completed</p>	<p>B</p> <p>C</p> <p>C</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 July 2017	22.07/17	<p>Department: Infrastructure & Regulation Submitted by: Director Infrastructure & Regulation Reference/Subject: Report 11 - Uralla Sporting Complex</p> <p>That; Council</p> <p>(a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access,</p> <p>(b) provide additional seating around the perimeters of the fields and oval if residual funding is available, and</p> <p>(c) develop a plan of management for the sharing of the facilities among the user groups,</p> <p>(d) staff investigate relocation and redevelopment of the playground area.</p>	DIR I&R		<p>a) Progressing utilizing internal project management and local contractors. Minor outstanding works. Facilities suitable for use.</p> <p>b) Pending finalisation of construction. No Funding available</p> <p>c) Pending finalisation of construction Under preparation.</p> <p>d) Location identified and funding requested under Stronger Country Communities Grants Program.</p>	<p>C</p> <p>C</p> <p>B</p> <p>B</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
22 August 2017	20.08/17	<p>Department: Infrastructure & Regulation Submitted by: Director of Infrastructure & Regulation Reference: Report 13 – Development Application 25/2017 M Smith & L Ducat That Council;</p> <p>a) Support the Clause 4.6 Development Application 25/2017 being for a variation of minimum lot size on land known as 4 Rocklea Road, Invergowrie, being Lot 13 DP 875212 under the ownership of PJ & CM Ducat subject to conditions.</p> <p>b) Request concurrence from the Director General of the NSW Office of Planning & Environment.</p> <p>c) Upon receipt of concurrence from the Director General of the NSW Office of Planning & Environment, delegate the General Manager to approve Development Application 25/2017 submitted by M Smith and L Ducat for a staged development being:</p> <ul style="list-style-type: none"> • Stage 1 - Subdivision of two lots being Lots 3 and 4 with building envelopes, and the construction of a dwelling in the E4 zoned land • Stage 2 - Subdivision of two lots being Lot 1 and 2 along the zone boundary with a building envelope on Lot 2 <p>on land known as 4 Rocklea Road, Invergowrie, being Lot 13 DP 875212 subject to the following conditions</p> <p>d) Amend Uralla Local Environmental Plan 2012 to:</p> <ul style="list-style-type: none"> • Alter the zone boundary on Lot 13 DP 875212 between the E4 and R5 zone to be 50 metres from the edge of the working face of the quarry, and <p>Amend Clause 4.1A by modifying the wording to reflect the current model clause and one that would better suit the subdivision of split zoned land circumstance and be clearer in its intent.</p>	<p>MTPR</p> <p>MTPR</p> <p>MTPR</p>	<p>Sept 2017</p>	<p>a) Noted</p> <p>b) Requested from DG</p> <p>c) Pending</p> <p>d) <u>Stage 1 determination issued</u> Awaiting correspondence from applicant for amended proposal.</p>	<p>C</p> <p>C</p> <p>B</p> <p>B</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER
Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
22 August 2017 – Closed session	30.08/17	<p>Department: General Manager Submitted by: Andrew Hopkins Reference/Subject: Uralla Historical Society Inc. 'Raise the Roof' Project.</p> <ol style="list-style-type: none"> 1. Council rescind Part 2 of resolution 272/14. 2. Council replace Part 2 of resolution 272/14 with "Provide \$25,000 to the Uralla Historical Society Inc. as a contribution towards the replacement of the roofs to the McCrossin's Mill and the adjoining Chaff Shed. In the event that the project to replace the roofs to the McCrossin's Mill or the Chaff Shed does not physically commence within the 2017/2018 financial year Council may require the full \$25,000 to be returned". 3. The commercial in confidence content in the Report be redacted and the redacted version of the Report be included in the Minutes of the Meeting. 	<p>GM GM</p>		<ol style="list-style-type: none"> 1. Rescinded 2. We will provide funds once work commences. 	<p>C B</p>
26 September 2017	30.09/17	<p>Department: Office of the General Manager Submitted by: General Manager Reference/Subject: Report 19 - NAMOI JO – International Engagement Activity That Council;</p> <ol style="list-style-type: none"> 1. Endorse Uralla Shire Council participating in the NAMOI Joint Organisation (NAMOI JO) international trade mission to China in 2018. 2. Endorse the Mayor participating in a NAMOI Joint Organisation (NAMOI JO) Mission to China in 2018. 3. Acknowledge the travel and accommodation costs associated with the Mission will be met by the NAMOI JO. 4. The Mayor to convene a group of potential business beneficiaries to advise council on perceived value adding opportunities related to commercial engagement with China. 	<p>GM</p>	1/11	<ol style="list-style-type: none"> 1. Complete 2. Complete 3. Complete 4. Direct targeting to attend the Tony Zhang event where we were able to engage directly with the members of the community in the Primary Producers sector and present them with opportunities. Discussions can continue with this group. 	<p>C C C C</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER					
Key A: Action B: Being processed C: Completed					
MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS
28 November 2017	13.11/17	That; That Council review its development control plans to consider set backs and other issues for RU2 & RU1 zoning.	MPR	July 2018	DCP review commenced.
					B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 November 2017	38.11/17	<p>Department: Community Development and Tourism Coordinator Submitted by: Director Community and Governance</p> <p>Reference/Subject: Report 18 - Report of the Visitor Information Centre Improvement Project Reference Group</p> <p>That; Council note and commit to progressing the recommendations provided in this report from the Visitor Information Centre Improvement Project Reference Group and receive a timeline and estimated budget for items 1, 2 & 3 below for;</p> <ol style="list-style-type: none"> 1. Establishing the necessary approvals, progressing concept designs, establishing estimated implementation costs, and receiving a further report for: <ol style="list-style-type: none"> a. Improving the interior design and exterior visual aspects of the Visitor Information Centre facilities and associated external signage by engaging an appropriate consultant to provide a concept design to: <ol style="list-style-type: none"> i. Integrate the current vacant space into the visitor services area; ii. Open up the interior spaces including removal of unnecessary internal walls; iii. Provide flexible interior spaces to accommodate retail, static and “pop-up” promotional displays and activities; iv. Upgrade the kitchen for compliance to operate as fully self-contained, separately secured (with roller-door or similar) and suitable for casual rental for “pop-up” and other operator promotions; v. Improve the appearance from the street including signage and refresh the exterior; vi. Improve the outside connection at the rear to Porter Park and the library. 2. Establishing the requirements, options, implementation costs, and receiving a further report for: <ol style="list-style-type: none"> a. Better alignment of the Visitor Information Centre offerings with the Shire’s tourism assets by engaging an appropriate consultant(s) for: 	DIR/DCG	30/04/2018	<p>As below, work is underway to establish estimated costs and timeframes for items 1, 2 and 3.</p> <p>1 a) Funding voted by Council on 27/2 of \$5,000 to enable engagement of suitable consultant. A request for quotation has been developed and issued seeking quotations by 30/3/2018 from suitably qualified consultant to provide designs, specifications, estimated costs and timeframes for the works.</p> <p>2 a) A request for quotation was issued seeking quotations by 30/3/2018 from suitably qualified consultant to provide estimated costs and timeframes for the</p>	B

			<ul style="list-style-type: none"> i. Developing digital materials (displays, mobile technology, website, etc) to complement and enhance paper based materials; ii. Creating digital and physical interactive experiences that showcase the Shire's tourism assets; iii. Establishing and providing flexible, static, mobile and retail displays units, wall hanging systems, and shelving options; iv. Developing a Uralla Shire specific tourist guide and self-drive guides; v. Establishing free Wi-Fi service to the interior and exterior of the Centre; vi. Improving stock control and point of sale systems and technology. 			works. A request to vote funding of \$10,000 to engage a suitable consultant is contained in the Business Paper for April Council meeting	
			<p>3. Establishing the requirements and implementation costs and receiving a further report for:</p> <ul style="list-style-type: none"> a. Development of guidelines for producer and operator access to the Visitor Information Centre in consultation with Council's legal advisors as maybe required for: <ul style="list-style-type: none"> i. offering products for retail sales and/or static promotional display, and "pop up" promotional activities; ii. casual rental and operation of the self-contained kitchen for "pop-up" and promotional activities. b. Realigning visitor information centre operations and resources by engaging appropriate consultants as required to: <ul style="list-style-type: none"> i. Increase volunteer participation and development (including the mandatory training for Responsible Service of Alcohol) to provide quality visitor services. ii. Promote Uralla Shire's producers and artisans by: <ul style="list-style-type: none"> • Retaining Council's liquor license; • Selling and promoting local products and produce via static and retail displays; • Managing access for "pop up" promotional activities and casual rental and operations of the self-contained kitchen. 	CGR		<p>3 a)</p> <p>Cost estimates for a legal review of guidelines and other document have been established at \$2,000 and will be included with outcomes of 1 a) and 2 a) in a further report to council.</p>	B
				CDTC		<p>3 b)</p> <p>Additional staff resources and costs associated with RSA training for staff and volunteers and Liquor licensing requirements etc will depend somewhat on 2 a), and will be included with 1 a) and 2 a) and 3 a) in a further report to Council</p>	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 November 2017	48.11/17	Submitted by: Cr Tara Toomey Reference/Subject: Uralla Swimming Pool That; 1. Council set the fee for the Uralla Swimming Pool for 2017/2018 season to \$2 for children and \$3 for adults, additionally that the sliding scale of discounted ticket books be offered at a rate of 20% for a book of 10, 30% for a book of 20 and 40% for a book of 50, off the entry price and place on public exhibition for 28 days. 2. Council adopt the new swimming pool entry fees for children at \$2 and adults at \$3, additionally that the sliding scale of discounted ticket books be offered at a rate of 20% for a book of 10, 30% for a book of 20 and 40% for a book of 50, off the entry price and place on public exhibition for 28 days, subject to no objections or unsupportive submissions being received during the public exhibition period. 3. Maintenance and repair funding be considered for 2018/19 budget preparation. 4. Seeking expressions of interest for street art on the exterior and/or interior.	CFO/CGR	28/11/17	Was on public exhibition for 28 days	C
			CFO/CGR	28/11/17	Adopted new entry fees in January	C
			CFO	29/11/17	Item noted for consideration during preparation of 2018/19 budget	C
			DIR	March 2017	Pending - Advertised	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
19 December 2017	15.12/17	<p>Department: Community & Governance Submitted by: Director Community & Governance Reference/Subject: Report 8 - Report of the Audit and Risk Committee Meeting held on 21 November 2017</p> <p>That;</p> <p>1. Council note the minutes of the Audit and Risk Committee Meeting held on 21 November 2017 2. Council adopt the following Committee Recommendation: Report No. 6.2 Audit and Risk Committee Review Committee Recommendation 6.2.1 Council:</p> <p>a) Set the meeting schedule for 2018 as follow:</p> <ul style="list-style-type: none"> • 9am Tuesday, 10 April 2018 • 9am Tuesday, 10 July 2018 • 9am Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements • 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements, prior to Ordinary Council Meeting held at 12:30pm) <p>b) Note the resignation of independent external Committee member Mr Sean Johnston and thank him for his contribution.</p> <p>c) Call for expressions of interest for a new external Committee member with relevant skills and experience, including accounting and auditing standards in the public sector environment.</p> <p>d) Defer receipt of the Fraud and Corruption Prevention Policy and Plan final drafts, and consider their priority as part of the forward meeting plan, as required by section 6.1 of the Committee Charter.</p> <p>Report No. 6.4 Procurement Policy Final Draft Committee Recommendation 6.4.1:</p> <p>That:</p> <p>a) the draft Procurement Policy be circulated to senior Council staff to review for implementation functionality with feedback to be provided to the Chief Financial Officer; and</p> <p>b) the Chief Financial Officer make minor amendments as might be identified in the review process to improve functionality, and report the draft Procurement Policy to Council recommending public exhibition for 28 days prior to adoption.</p> <p>3. Council:</p> <p>a. note the Committee's request to receive a report on cash handling procedures and practices at Council's waste facility, including recommendations for improvements identified at 7.1 Cash Handling at Waste Facilities, under Other Business.</p> <p>b. as part of implementing its internal audit program in 2018, prioritise an internal audit of all cash handling and petty cash procedures and practices, and receive a report via the Audit and Risk Committee on the findings and recommendations for improvement.</p>	RMSO		Noted	C
			RMSO		Noted	C
			RMSO	28/2/18	EOI called and reported to March Ordinary Meeting	C
			RMSO	31/1/2018	Noted for inclusion in 2018 Audit & Risk Committee Forward Plan.	C
			CFO	27/11/17	Email sent to senior staff seeking feedback	C
			CFO	5/1/18	Prepare Council paper to put policy on public exhibition for 28 days	B
			CFO	21/11/17	Noted	C
			RMSO	31/1/2018	Noted for inclusion in 2018 Audit & Risk Committee Forward Plan	C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
19 December 2017	19.12/17	<p>Department: Infrastructure and Regulation Submitted by: Director Infrastructure and Regulation Reference/Subject: Report 1 LATE REPORT Late Report 1 - Uralla Local Traffic Committee</p> <p>That;</p> <ol style="list-style-type: none"> 1. Council note the minutes of the Uralla Local Traffic Committee held on 5 December 2017. 2. The King Street / Maitland Street intersection treatment option (2), attached, be implemented subject to funding approval by Council. 3. Disabled parking requirements for Uralla be accommodated subject to the approval, by Roads & Maritime Services, of funding for the PAMP study 2018/19. 4. The pedestrian crossing requirements in King Street for McMaugh Gardens be considered as part of the 40km/hr pedestrian activity area concept plan. 	DIR		<ol style="list-style-type: none"> 1. Noted 2. To be considered in the 18/19 budget 3. Pending funding approval 4. Incorporated in Draft Concept Plan 	C B B B
27 February 2018	25.02/18	<p>Department: Infrastructure & Regulation Submitted by: Director Infrastructure & Regulation Reference/Subject: Report 14 - Uralla Shire Council Caravan Park – Interim management arrangements</p> <p>That Council;</p> <ol style="list-style-type: none"> 1. Rename the caravan park, the “Queen Street Uralla Caravan Park”. 2. Vote \$22,000 from Council’s reserves; <ul style="list-style-type: none"> • Purchase and install two (2) new heat pumps. • Make safe the sites which previously had cabins. • Install new signage at the front of the facility. • Fit out the kitchenette in the caretaker’s residence for suitability as a workplace. • Purchase and install one (1) coin operated washing machines and one (1) dryer. • Fund other additional items not yet identified. 3. Monitor the financial performance of the undertaking. 4. Receive a report at or before the June 2018 meeting regarding future management options for the caravan park. 	DIR	2/18 4/18	<ol style="list-style-type: none"> 1. Noted 2. Underway 	C B
				6/18 6/18	<ol style="list-style-type: none"> 3. Ongoing 4. Pending 	B A

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27 February 2018	29.02/18	<p>Department: Community and Governance Submitted by: Kim-Trieste Hastings and Trish Kirkland Reference/Subject: Report 18 - Visitor Information Centre - Improvement Project Funding Request</p> <p>That Council; Vote \$5,000 to the Tourism Budget Program account 03920.0350.603 Sundry Expenses and reduce the Visitor Information Centre Internal Restricted Funds by \$5,000 to enable the engagement of a suitably qualified consultant to provide concept design options, estimated costs and timeframes for implementation in accordance with Council resolution 38.11/17, part 1.</p>	CFO	9.4.18	Funds allocated through QBRs 3	C
27 February 2018	32.02/18	<p>Department: General Managers Office Submitted by: General Manager Reference/Subject: Report 19 - Submission regarding Uralla Community Consultative Group</p> <p>That;</p> <ol style="list-style-type: none"> 1) Council establish a Uralla Township and environs s355 committee to provide advice about the future development or redevelopment of public spaces in and near the township of Uralla. 2) The s355 committee be established for an interim period of 12 months and its continuance is to be reviewed at the conclusion of that 12 month period. 3) Council call for nominations from the community for membership of the committee, giving 21 days public notification. 4) Membership of the committee is, as far as reasonably possible, to be diverse so as to reflect different demographic points of view. 5) Membership is to be not less than 6 and not more than 12 community members. 6) Council receive a draft constitution about the committee at the April meeting. 7) Council receive nominations and select committee members at the April meeting. 	CGR		<p>1) Noted</p> <p>2) Noted – included in draft s355 Committee Constitution</p> <p>3) Notice provided and nominations called, refer 7)</p> <p>4) Noted.</p> <p>5) Noted – included in draft s355 Committee Constitution</p> <p>6) Draft reported to the April meeting for consideration</p> <p>7) Nominations received will be tabled at the April meeting for council consideration</p>	<p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27 February 2018	33.02/18	<p>Department: General Manager's Office Submitted by: General Manager Reference/Subject: Report 20 - 2018 Community Engagement Events That Council;</p> <ol style="list-style-type: none"> 1. Conduct three engagement events for the 2018 calendar year. 2. Host an engagement event with owners/operators of businesses within and adjacent the Uralla Bridge Street Central Business District from 5pm to 7pm Tuesday 3rd April and provide guests with pre-dinner refreshments. 3. Participate in the Youth Week program by inviting youth representatives from the Shires school community and other relevant youth groups to meet with councillors in Council chambers during Youth Week 2018. 4. To participate in the NSW Seniors Festival, 4th – 15th April by inviting our senior citizen residents to a morning tea at council chambers on a date to be confirmed. 	CDTC/SEO		<ol style="list-style-type: none"> 1. Noted 2. Held on 3/4 3. Held 20/4. 4. Held on 4/4, and further morning tea held at McMaugh Gardens on 11/4. 	C C C C
27 February 2018	36.02/18	<p>Department: Community and Governance Submitted by: Kim-Trieste Hastings Reference/Subject: Late Report #1 - Proposed Financial Assistance to the New England Wine Industry Association That Council;</p> <ol style="list-style-type: none"> 1. Give 28-days public notice of the proposed \$2,000 in financial assistance to The New England Wine Industry Association to support their efforts to "reinvigorate" the region's wine industry activities. 2. Contribute \$2,000 in financial assistance to the New England Wine Industry Association, subject to: <ol style="list-style-type: none"> a. New England Wine Industry Association successfully securing a Wine Australia's International Wine Tourism Competitive Grant in 2018; and b. Council not receiving submissions opposing the proposal during the 28-day public notice period 	<p>CGR</p> <p>CDTC</p>		<ol style="list-style-type: none"> 1. 28-days Public Notice made 2. No submissions received, financial assistance will be provided if/when New England Wine Industry provide evidence of their successful Grant application by end 2018. 	C C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27 March 2018	9.03/17	<p>Department: Infrastructure and Regulation</p> <p>Submitted by: Manager Waste, Water and Sewer Services</p> <p>Reference/Subject: Confidential Report 1 - Purchase of land for a Sewerage Treatment Plant -Bundarra Sewer Scheme</p> <p>That Council;</p> <p>Formally commence the process for the acquisition of a 20 ha portion of the preferred site suitable for the purpose of constructing the Bundarra Sewer Scheme sewerage treatment plant.</p>	DIR I&R	April 18	Solicitor briefed.	B
27 March 2018	16.03/18	<p>Department: Infrastructure and Regulation.</p> <p>Submitted by: Manager Planning and Regulation.</p> <p>Reference/Subject: Report 11 - DIVISION DECISION – Planning Proposal, Rezoning of Land at The Gap Road, Uralla (Lots 29, 61, 119-120, 122-123, 255, 401-409, 415-416, 491 in DP 755846, Lot 1-2 in DP 167083 and Lot B in DP 400556) from RU1 Primary Production to RU4 Small Primary Production Lots.</p> <p>That;</p> <p>Council resolve to endorse Planning Proposal - Rezoning of Land at The Gap Road, Uralla (Lots 29, 61, 119-120, 122-123, 255, 401-409, 415-416, 491 in DP 755846, Lot 1-2 in DP 167083 and Lot B in DP 400556) from RU1 Primary Production to RU4 Small Primary Production Lots, and to submit the document to the Department of Planning and Environment for a Gateway Determination.</p>	MTPR	April 18	Submitted	B
27 March 2018	20.03/18	<p>Department: General Manager</p> <p>Submitted by: General Manager</p> <p>Reference/Subject: Report 2 - National General Assembly of Local Government 2018</p> <p>That Council;</p> <p>a) Be represented at the 2018 National General Assembly (NGA) of Local Government by the Mayor, or his alternate delegate.</p> <p>b) Submit motions to the NGA about:</p> <ul style="list-style-type: none"> Progress constitution recognition of Local Government To increase the level of return from road based revenues to Local Government. 	Mayor GM	18	Booked B1 Complete B2 Unable to prepare	B C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27 March 2018	24.03/18	<p>Department: Community and Governance Submitted by: Risk Management and Safety Officer Reference/Subject: Report 4 - Audit, Risk and Improvement Committee – Revised Charter</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Rename the Audit and Risk Committee to the Audit, Risk and Improvement Committee. 2. Adopt the Charter: Audit, Risk and Improvement Committee 2018, contained at Attachment A. 	RMSO		Noted, reported to the Audit, Risk and Improvement committee meeting 10/4	C
27 March 2018	25.03/18	<p>Department: Community and Governance Submitted by: Coordinator Governance and Risk Reference/Subject: Report 3 - 2018 Audit, Risk and Improvement Committee– Independent Members</p> <p>That Council;</p> <ol style="list-style-type: none"> 1. Appoint Paul Packham to Council's Audit, Risk and Improvement Committee as an independent external representative, as recommended by the evaluation committee. 2. Seek Expressions of Interest for the remaining vacant independent external representative position on Council's Audit, Risk and Improvement Committee. 	RMSO		<ol style="list-style-type: none"> 1. Letter sent to successful and unsuccessful respondents and reported to the Audit, Risk and Improvement committee meeting 10/4 2. EOJ called for a further 28 days, closes 11 May 	C B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27 March 2018	26.03/18	<p>Department: Community and Governance Submitted by: Director Community and Governance Reference/Subject: Report 5 - Community Grants Program – Round Two</p> <p>That; Council adopt the following Committee Recommendation, to:</p> <p>1) approve the Community Grants, round two 2017/18 funding allocations to the following applicants and in accordance with the General Grant Conditions and any special conditions identified in Table 3 of the Report:</p> <ul style="list-style-type: none"> • T Sinclair - \$300 • R Wheeler - \$150 – Aboriginal Elders Olympics in Inverell • P Meehan - \$150 – Aboriginal Elders Olympics in Inverell • T Watkins - \$150 – Aboriginal Elders Olympics in Inverell • Arding Landcare Group Inc - \$3,000 • Lions Club of Uralla Inc - \$3,000 • Uralla Driver Reviver - \$3,000 • Uralla Historical Society - \$300 • Turkey Creek Agricultural Hall Trust - \$500 <p>2) correspond with the unsuccessful applicants as detailed in the Recommendations of the Committee, at 2) Unsuccessful Applicants section of the Report.</p>	CDTC		<p>1. Noted, letters sent to successful applicants 3 x Aboriginal Elders Olympics participants paid as per conditions</p> <p>2. Letters sent to unsuccessful applicants</p>	B
27 March 2018	27.03/18	<p>Department: Community and Governance Submitted by: Coordinator Governance and Risk Reference/Subject: Report 6 - Policy: Councillor Expenses and Facilities 2018</p> <p>That; Council adopt revised Policy: Councillor Expenses and Facilities, contained at Attachment A for inclusion in Council's Policy Register.</p>	CGR		Included in Council's Policy register	C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS																				
27 March 2018	33.03/18	<div>Department: Infrastructure & Regulation</div> <div>Submitted by: Director Infrastructure & Regulation</div> <div>Reference/Subject: Report 13 - Roads to Recovery Program to 2018/19 That Council;</div> <div>1. adopt the following priority list for the expenditure of Roads to Recovery funding to 2018/19:-</div> <table><thead><tr><th>Project</th><th>R2R Budget</th></tr></thead><tbody><tr><td>1 Mihi Bridge - based on 50% State funding-(ie \$ 520,000 total cost) 26.2 metres x 8 metres wide</td><td>\$260,000</td></tr><tr><td>2 Eastern Avenue from causeway to Glenroy Road 2.1 kms - rehabilitation - single lane, very weak material, may need extra pavement</td><td>\$320,000</td></tr><tr><td>3 Bingara Road - upgrade and seal 4km (between the 6.64km and 10.64km marks)</td><td>\$880,000</td></tr><tr><td>4. Burtons Lane 1.39 kms - rehabilitation-single lane</td><td>\$250,000</td></tr><tr><td>5. Gilmore Place, Uralla - rehabilitation-AC overlay</td><td>\$40,000</td></tr><tr><td>6. Park Street, Uralla, from Queen Street towards Uralla Street - rehabilitation-100 metres x 10.2 metres (subject to available funds)</td><td>\$50,000</td></tr><tr><td>7. John Street, Uralla, from Bridge Street to Queen Street - rehabilitation 205 metres x 13.7 metres (subject to available funds)</td><td>\$100,000</td></tr><tr><td>8. Leece Road - west of Wilkins Street - realign and rehabilitate- 350 metres (subject to available funds)</td><td>\$120,000</td></tr><tr><td>Total</td><td>\$2,020,000</td></tr></tbody></table> <div>and,</div> <div>2. Reapply to the Fixing Country Roads Program for grant funding for upgrading and resealing the 8.4 km of unsealed section of Bingara Road with Council contributing \$880,000.</div>	Project	R2R Budget	1 Mihi Bridge - based on 50% State funding-(ie \$ 520,000 total cost) 26.2 metres x 8 metres wide	\$260,000	2 Eastern Avenue from causeway to Glenroy Road 2.1 kms - rehabilitation - single lane, very weak material, may need extra pavement	\$320,000	3 Bingara Road - upgrade and seal 4km (between the 6.64km and 10.64km marks)	\$880,000	4. Burtons Lane 1.39 kms - rehabilitation-single lane	\$250,000	5. Gilmore Place, Uralla - rehabilitation-AC overlay	\$40,000	6. Park Street, Uralla, from Queen Street towards Uralla Street - rehabilitation-100 metres x 10.2 metres (subject to available funds)	\$50,000	7. John Street, Uralla, from Bridge Street to Queen Street - rehabilitation 205 metres x 13.7 metres (subject to available funds)	\$100,000	8. Leece Road - west of Wilkins Street - realign and rehabilitate- 350 metres (subject to available funds)	\$120,000	Total	\$2,020,000	DIR I&R	Ongoing	Noted.	C
Project	R2R Budget																									
1 Mihi Bridge - based on 50% State funding-(ie \$ 520,000 total cost) 26.2 metres x 8 metres wide	\$260,000																									
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SCHEDULE OF ACTIONS – RESOLUTION REGISTER

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MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27 March 2018	34.03/18	<p>Department: Community and Governance Submitted by: General Manager Reference/Subject: Report 14 - Donation for YMCA Youth Parliament participation That; Council approve \$200 from Community Grants, round two, to the Uralla Central School for the purpose of assisting with costs associated with Ms Gemma Weguelin's participation in the YMCA Youth Parliament 2018.</p>	CDTC		Noted, letter sent to Uralla Central School	B
27 March 2018	39.03/18	<p>Department: Infrastructure and Regulation Submitted by: Manager Planning and Regulation Reference/Subject: Late Report #1 - DIVISION DECISION - Development Application 7/2018 – Primitive Camping Ground – 33 Plane Avenue, Uralla That; 1. Council approve Development Application 7/2018 submitted by Rowan Chandler for a Primitive Camping Ground on land known as 33 Plane Avenue, Uralla, being Lots 68 and 72 DP 3378 subject to the following conditions of consent: 2. That; any initial approval to operate a primitive camping ground under Section 68 of the Local Government Act will not exceed 12 months after the date of development consent. Conditions as listed in the minutes.</p>	DIR I&R			
27 March 2018	41.03/18	<p>Department: Infrastructure & Regulation Submitted by: Director Infrastructure & Regulation Reference/Subject: Late Report #2 – Confidential Bundarra Tennis Courts - Lot 1 Sec 9 DP 758181 That Council; 1. Confirm to the Anglican Diocese of Armidale that the purchase arrangements for Lot 1 Sec 9 DP 758181 at costs of \$10,000 plus GST with each party to bear their own legal costs, is acceptable to Council, and 2. Increase the Vote to \$12,500 from Council's reserves for the purchase including legal costs.</p>	DIR I&R			

19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING



REPORT TO COUNCIL

Department:	Infrastructure and Regulation
Submitted by:	<i>Director Infrastructure and Regulation</i>
Reference/Subject:	Response to Questions from 27 March Ordinary Meeting

OFFICER'S RECOMMENDATION:

That Council note the responses to Cr Crouch and Cr Toomey's questions from 27 March 2018 Ordinary Meeting.

QUESTION 1: From Cr B Crouch

Consultation on requirements on individual properties in the Bundarra Sewer Scheme, has it started?

RESPONSE:

Property inspections have not yet commenced. The consultants are awaiting Council acceptance of the finalised Options Report prior to commencing the onsite property inspections.

QUESTION 2: From Cr T Toomey

In relation to the Traffic Calming report for the Main Street, with the responses to technical questions from the consultant still outstanding, are we able to extend the timeframe for input or provide a second round based on the potential for a revised version being tabled once technical matters are addressed..

RESPONSE:

The period for submissions was extended to the end of March. The submissions have been provided to the consultant and as appropriate will be addressed by the consultant in finalising the Concept Plan.

The finalised Concept Plan will be forwarded to the Traffic Advisory Committee and the RMS for review and comment before being presented to Council with recommendations.

Should Council then wish to place the finalised Concept Plan out for public consultation it can make that decision at that time.

Prepared by staff member:	Terry Seymour
Approved/Reviewed by Manager:	Andrew Hopkins
Department:	Dept. Infrastructure and Regulation
Attachments:	NIL

20. QUESTIONS FOR NEXT MEETING

Questions will be received at the Meeting.

21. CONFIDENTIAL BUSINESS

END OF BUSINESS PAPER