



## 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 July 2018**

Andrew Hopkins  
**GENERAL MANAGER**



**Uralla Shire Council**  
**Council Business Paper – 24 July 2018**

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**- BUSINESS AGENDA -**  
**Ordinary Meeting of Council**  
**24 July 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  
Mr Callum Findlay                      DA for 24 McDonalds Lane - Re: Wind turbine and window on shed.
13. Deputations
14. Written Reports from Delegates
15. Mayoral Minute
16. Reports to Council
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  - Report 7    McMaugh Gardens Re-Accreditation to 4 August 2021
  - Report 8    Monthly Report - Visitor Information Centre and Library
  - Report 9    Report of the Audit, Risk and Improvement Committee
  - Report 10   Regulatory Statistics Ending 30 June 2018
  - Report 11   Bundarra Sewer Scheme Second Quarterly Report April – June 2018
  - Report 12   Works Progress Report as at 30 June 2018  
Gateway Determination for Planning Proposal, Rezoning of Land at The Gap
  - Report 13   Road, Uralla
  - Report 14   Petition for a Primitive Campground at The Glen recreation area.
  - Report 15   Petition for the sealing of Barloo Road, Invergowrie
17. Motions on Notice
18. Schedule of Actions as at 18 July 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 July 2018 Meeting of Council:**

- Ordinary Meeting of Council held 26 June 2018 (copy enclosed)



## ORDINARY MEETING OF COUNCIL

Held at 12:30pm  
26 June 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

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 26 June 2018**

Resolution  
Number

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*The Meeting Commenced at: 12:33pm*

**ATTENDANCE**

Present were the Chairperson Cr M Pearce (Mayor), Cr I Strutt (Deputy Mayor), and Councillors, B Crouch, M Dusting, N Ledger, L Sampson, R Bell, T Toomey, 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), Manager of Planning and 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 K Ward.*

**MOTION (Crs M Dusting /N Ledger)**

That;

Council accept the apology from Cr K Ward for the ordinary meeting held 26 June 2018.

**1.06/18 CARRIED**

**5. REQUESTS FOR LEAVE OF ABSENCE**

*The Chair advised receipt of a request for Leave of Absence from Cr K Ward, for a period of six weeks.*

**MOTION (Cr B Crouch /T Toomey)**

That;

Council accept the Leave of Absence from Cr K Ward for a period of six weeks.

**2.06/18 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 26 June 2018 Meeting.*

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Tara Toomey	Report 15	Non-pecuniary	Friendship with Surveyor
Robert Crouch	Report 12	Non-pecuniary	Neighbour of DA-34-2018

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
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**7. CONFIRMATION OF MINUTES**

Minutes to be confirmed or received and noted at the 26 June 2018 Meeting:

- Minutes of Ordinary Meeting held 22 May 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 I Strutt /M Dusting)**

That;

Council adopt the Minutes, as a true and correct record of the Ordinary Meeting held 22 May 2018.

**3.06/18 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 advised there were no items recommended for consideration in the confidential section of the meeting.*

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

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

**12. PRESENTATIONS**

Speaker 1:	<b>Kent Mayo</b>
Subject:	Topic - "Nobody Ever Did It Before"

*The Chair introduced the Speaker, Mr Kent Mayo.*

*The Speaker made a presentation to Council in relation to a plastics factory in Italy, focusing on its innovation, creativity and success.*

*The Chair invited questions from Councillors.*

*The Chair thanked the Speaker for his presentation to Council.*

**13. DEPUTATIONS**

There were no deputations registered for the 26 June 2018 Meeting.

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**14. WRITTEN REPORTS FROM DELEGATES (Reports to Council)**

Submitted by: Cr Strutt  
Reference/Subject: Central Northern Regional Libraries (CNRL)

**MOTION (Crs I Strutt /M Dusting)**

That;  
Council receive and note the report submitted by Cr Strutt.

**4.06/18 CARRIED**

**MOTION (Crs I Strutt /M Dusting)**

That;  
Council provide a letter to the Hon. Adam Marshall MP, Member for Northern Tablelands, the Office of Local Government and Local Government NSW expressing Council's disappointment in State Government funding cuts to public libraries.

**5.06/18 CARRIED**



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**14. WRITTEN REPORTS FROM DELEGATES (Activity Summaries)**

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

<b>COUNCILLOR NAME:</b>	Mark Dusting	
<b>COUNCIL MEETING DATE:</b>	26 June 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
22/5/18	Council Meeting	Uralla
12/5/18	Councillor work shop	Uralla
19/6/18	WEED's County Council	Uralla
26/6/18	Councillor work shop	Uralla

<b>COUNCILLOR NAME:</b>	Bob Crouch	
<b>COUNCIL MEETING DATE:</b>	26 June 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
4/6/18	Funding announcement Adam Marshall MP	Uralla
12/6/18	Budget workshop	Uralla
26/6/18	Budget workshop	Uralla
26/6/18	Council meeting	Uralla

<b>COUNCILLOR NAME:</b>	Levi Sampson	
<b>COUNCIL MEETING DATE:</b>	26 June 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
27/5/18	UTEC Tour	Uralla
12/6/18	Strategic workshop	Uralla
12/6/18	Meet with USC representatives	Uralla
12/6/18	Engagement for VIC	Uralla
19/6/18	PRG Engagement	Uralla
26/6/18	Pre-meeting	Uralla
26/6/18	Council Meeting	Uralla

<b>COUNCILLOR NAME:</b>	Natasha Ledger	
<b>COUNCIL MEETING DATE:</b>	26 June 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
Same day	Site visit – Parks	
	Business Chamber	
	PRG	
	Solar	
	Show Society	
	Regular meetings	

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<b>COUNCILLOR NAME:</b>	Tara Toomey	
<b>COUNCIL MEETING DATE:</b>	26 June 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
22/5/18	Council meeting	Uralla
12/9/18	Strategic workshop – VIC meeting	
14/6/18	VIC announcement by Adam Marshall MP	
19/6/18	PRG engagement session	
26/6/18	Budget session	

<b>COUNCILLOR NAME:</b>	Rob Bell	
<b>COUNCIL MEETING DATE:</b>	26 June 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>

<b>COUNCILLOR NAME:</b>	Kevin Ward	
<b>COUNCIL MEETING DATE:</b>	26 June 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>

<b>COUNCILLOR NAME:</b>	Isabel Strutt	
<b>COUNCIL MEETING DATE:</b>	26 June 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
23/5/18	Uralla township & Environs 355 Committee	Uralla
28/5/18	NEGOC board meeting – Observer	Uralla
4/6/18	Fund announcement at VIC	Uralla
6/6/18	Central Northern Regional Library meeting	Tamworth
8/6/18	Opening of Artist of the month exhibition	Uralla
12/6/18	Strategic planning meeting	Uralla
12/6/18	Uralla township & Environs 355 Committee	Uralla
26/6/18	Council workshop	Uralla
26/6/18	Council meeting	Uralla

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<b>COUNCILLOR NAME:</b>	Michael Pearce	
<b>COUNCIL MEETING DATE:</b>	26 June 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
28/5/18	Mayor's Office – Admin.	Uralla.
28/5/18	NEGOC meeting	Uralla
29/5/18	Mayor's Office – Admin.	Uralla
30/5/18	Mayor's Office – Admin	Uralla
30/5/18	2AD Radio interview	Uralla
1/6/18	Country Mayors meeting	Sydney
4/6/18	Mayor's Office- Admin.	Uralla
4/6/18	Aboriginal Cultural funding announcement by Adam Marshall at VIC.	Uralla
5/6/18	Mayor's Office - Admin	Uralla
6/6/18	Mayor's Office – Admin.	Uralla
6/6/18	LEMC – Local Emergency Management Committee	
7/6/18	Mayor's Office – Admin.	Uralla
12/6/18	Councillor workshop.	Uralla.
12/6/18	Mayor's Office – Admin.	Uralla
12/6/18	Observer 355 Committee meeting. McCrossins Mill.	Uralla
13/6/18	2AD interview.	Uralla
13/6/18	Mayor's Office – Admin	Uralla
14/6/18	Mayor's Office - Admin	Uralla
17/6/18 - 20/6/18	National General Assembly of Local Government conference.	Canberra
22/6/18	Mayor's Office - Admin	Uralla
25/6/18	New England JO meeting.	Moree
25/6/18	Uralla Rotary change over dinner.	Uralla
26/6/18	Mayor's Office – Admin.	Uralla
26/6/18	Councillor workshop	Uralla
26/6/18	June Council meeting.	Uralla

**15. MAYORAL MINUTE**

There was no Mayoral Minute to the 26 June Meeting.

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**16. REPORTS TO COUNCIL (Scheduled Reports)**

Department: **General Manager's Office - Finance**  
Submitted by: *Chief Financial Officer*  
Reference/Subject: Report 1 – Cash at Bank and Investment

**OFFICER'S RECOMMENDATION:**

That;

Council note the cash position as at 01 June, 2018 consisting of cash and overnight funds of \$2,277,265 term deposits of \$12,350,000 totalling \$14,627,265 of readily convertible funds.

**MOTION (Crs L Sampson /M Dusting)**

That;

Council note the cash position as at 01 June, 2018 consisting of cash and overnight funds of \$2,277,265 term deposits of \$12,350,000 totalling \$14,627,265 of readily convertible funds.

**6.06/18 CARRIED**

Department: **General Manager's Office**  
Submitted by: *Chief Financial Officer and Coordinator Governance and Risk*  
Reference/Subject: Report 2 – Adoption of draft Delivery Program 2017-21 and Operational Plan 2018-19.

**OFFICER'S RECOMMENDATION 1:**

That;

1. Council consider the submission received during the public exhibition period for the combined Draft 2017-2021 Delivery Program and 2018-19 Operational Plan, including the Draft 2018/19 Statement of Revenue Policy, contained at Attachment A.
2. Council acknowledge and thank the submission author and request the General Manager respond to the submission.

**PROCEDURAL MOTION (Crs T Toomey /B Crouch)**

**To move to Committee of the Whole**

**7.06/18 CARRIED**

*Councillors held a detailed discussion in committee regarding Officer's Recommendation 1*

*Cr Sampson left the meeting at 2.30pm.*

*Cr Sampson returned to the meeting at 2.33pm.*

**PROCEDURAL MOTION (Crs L Sampson /M Dusting)**

**To resume Standing Orders**

**8.06/18 CARRIED**

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

**MOTION (Crs R Bell /L Sampson)**

That;

1. Council consider the submission received during the public exhibition period for the combined Draft 2017-2021 Delivery Program and 2018-19 Operational Plan, including the Draft 2018/19 Statement of Revenue Policy, contained at Attachment A.
2. Council acknowledge and thank the submission author and request the General Manager respond to the submission.

**9.06/18 CARRIED**

# Minutes of the Uralla Shire Council at an Ordinary Meeting held at 12:30pm on 26 June 2018

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## OFFICER'S RECOMMENDATION 2:

1. That in accordance with Sections 533, 534, 535 and 536 of the Local Government Act 1993, Council make and levy the rates and annual charges for 2018/19 as set out below:
  - a) That in relation to Ordinary Rates, Council apply the 2.3% rate increase as determined by the Independent Pricing and Regulatory Tribunal;
  - b) That pursuant to Section 494 of the NSW Local Government Act 1993, Council make and levy the following Ordinary Rates for the year 1 July 2018 to 30 June 2019:

Category & Sub-Category	Base Amount \$	Base Amount %	Ad-Valorem Rate in the \$
Farmland	\$280.06	8.07%	0.3684
Residential – Ordinary	\$280.06	45.51%	0.3684
Residential – Rural	\$280.06	30.67%	0.3684
Business	\$280.06	40.76%	0.3684
Mining	\$280.06	0.06%	0.3684

- c) That in relation to water supply charges and pursuant to Sections 501 and 502 of the NSW Local Government Act 1993, Council make and levy the following charges on all consumers connected to, or capable of being connected to, the Uralla or Bundarra water supply systems for water supply services for the year 1 July 2018 to 30 June 2019:

Location	Water Supply Access Charges
Uralla Water	\$324.00
Bundarra Water	\$324.00
	Water Supply Consumption Charges per KL
Uralla Water	\$2.35
Bundarra Water	\$2.35

- d) That in relation to sewerage service charges pursuant to Sections 501 and 502 of the NSW Local Government Act 1993, Council make and levy the following rates and charges on all residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer system for sewerage services for the year 1 July 2018 to 30 June 2019:

Location	Residential Sewer Access Charges
Uralla Sewerage	\$572.00
Bundarra Sewerage	\$572.00

- e) That in relation to sewerage service charges pursuant to Sections 501 and 502 of the NSW Local Government Act 1993, Council make and levy the following rates and charges on all non-residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer systems for sewerage services for the year 1 July 2018 to 30 June 2019:

Location and charge	Non-Residential Sewer Access Charges
Uralla Sewerage – Access	\$400.06
Bundarra Sewerage – Access	\$400.06
	Sewer Usage Charges per KL
Uralla Sewerage – Usage	\$1.25
Bundarra Sewerage – Usage	\$1.25

- f) That in relation to trade waste charges pursuant to Sections 501 and 502 of the NSW Local Government Act 1993, Council make and levy the following rates and charges on all non-residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer systems for trade waste services for the year 1 July 2018 to 30 June 2019:

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Location and charge	Trade Waste Annual Charges
Uralla Sewerage – Access	\$76.00
Bundarra Sewerage – Access	\$76.00
	Trade Waste Usage Charge per KL
Uralla Sewerage – Usage	\$1.38
Bundarra Sewerage – Usage	\$1.38

- g) That in relation to stormwater management services (drainage charges) pursuant to Section 496A of the NSW Local Government Act 1993, Council make and levy the following annual charge on all urban residential, business and industrial lots with impervious surfaces for stormwater management services for the year 1 July 2018 to 30 June 2019:

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

- h) That in relation to waste management facilities pursuant to Sections 501 of the NSW Local Government Act 1993, Council make and levy the following annual charge on all rateable properties as a waste management facility fee for the year 1 July 2018 to 30 June 2019:

Description	Charge
Waste Facility Fee	\$218.00

- i) That in relation to waste management charges pursuant to Sections 496 of the NSW Local Government Act 1993, Council make and levy the following annual charges for the provision of waste management collection services on each parcel of rateable land for which services are available for the year 1 July 2018 to 30 June 2019:

Waste Charge Description	Residential Charge
Uralla Residential	\$333.00
Bundarra Residential	\$333.00
Invergowrie Residential	\$333.00
Additional Recycling Bin	\$115.00

- j) That in relation to waste management charges pursuant to Sections 503(2) of the NSW Local Government Act 1993, Council make and levy the following annual charges for the removal of material from non-rateable properties for the year 1 July 2018 to 30 June 2019:

Waste Charge Description	Non-Rateable Charge
Uralla Non-Rateable	\$333.00
Bundarra Non-Rateable	\$333.00
Additional Recycling Bin	\$115.00

- k) That in relation to waste management charges pursuant to Sections 501 of the NSW Local Government Act 1993, Council make and levy the following annual charges for the removal of material from non-residential properties for the year 1 July 2018 to 30 June 2019:

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Waste Charge Description	Non Residential Charge
Uralla Commercial – Large	\$249.00
Bundarra Commercial – Small	\$192.00
Bundarra Commercial – Large	\$249.00

- l) That in relation to environmental levy pursuant to Sections 501 of the NSW Local Government Act 1993, Council make and levy the following annual charges on every rateable assessment in the Shire for Environmental Levy for the year 1 July 2018 to 30 June 2019:

Description	Charge
Environmental Levy	\$79.00

- m) That the interest rate on overdue rates and charges, pursuant to Section 566(3) of the NSW Local Government Act 1993, be the maximum rate of interest payable on overdue rates and charges for the 2018-2019 rating year of 7.5% as determined by the Office of Local Government.

## MOTION (Crs R Bell /T Toomey)

1. That in accordance with Sections 533, 534, 535 and 536 of the Local Government Act 1993, Council make and levy the rates and annual charges for 2018/19 as set out below:
  - a) That in relation to Ordinary Rates, Council apply the 2.3% rate increase as determined by the Independent Pricing and Regulatory Tribunal;
  - b) That pursuant to Section 494 of the NSW Local Government Act 1993, Council make and levy the following Ordinary Rates for the year 1 July 2018 to 30 June 2019:

Category & Sub-Category	Base Amount \$	Base Amount %	Ad-Valorem Rate in the \$
Farmland	\$280.06	8.07%	0.3684
Residential – Ordinary	\$280.06	45.51%	0.3684
Residential – Rural	\$280.06	30.67%	0.3684
Business	\$280.06	40.76%	0.3684
Mining	\$280.06	0.06%	0.3684

- c) That in relation to water supply charges and pursuant to Sections 501 and 502 of the NSW Local Government Act 1993, Council make and levy the following charges on all consumers connected to, or capable of being connected to, the Uralla or Bundarra water supply systems for water supply services for the year 1 July 2018 to 30 June 2019:

Location	Water Supply Access Charges
Uralla Water	\$324.00
Bundarra Water	\$324.00
	Water Supply Consumption Charges per KL
Uralla Water	\$2.35
Bundarra Water	\$2.35

- d) That in relation to sewerage service charges pursuant to Sections 501 and 502 of the NSW Local Government Act 1993, Council make and levy the following rates and charges on all residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer system for sewerage services for the year 1 July 2018 to 30 June 2019:

Location	Residential Sewer Access Charges
Uralla Sewerage	\$572.00



# Minutes of the Uralla Shire Council at an Ordinary Meeting held at 12:30pm on 26 June 2018

Resolution  
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Bundarra Sewerage \$572.00

- e) That in relation to sewerage service charges pursuant to Sections 501 and 502 of the NSW Local Government Act 1993, Council make and levy the following rates and charges on all non-residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer systems for sewerage services for the year 1 July 2018 to 30 June 2019:

Location and charge	Non-Residential Sewer Access Charges
Uralla Sewerage – Access	\$400.06
Bundarra Sewerage – Access	\$400.06
	Sewer Usage Charges per KL
Uralla Sewerage – Usage	\$1.25
Bundarra Sewerage – Usage	\$1.25

- f) That in relation to trade waste charges pursuant to Sections 501 and 502 of the NSW Local Government Act 1993, Council make and levy the following rates and charges on all non-residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer systems for trade waste services for the year 1 July 2018 to 30 June 2019:

Location and charge	Trade Waste Annual Charges
Uralla Sewerage – Access	\$76.00
Bundarra Sewerage – Access	\$76.00
	Trade Waste Usage Charge per KL
Uralla Sewerage – Usage	\$1.38
Bundarra Sewerage – Usage	\$1.38

- g) That in relation to stormwater management services (drainage charges) pursuant to Section 496A of the NSW Local Government Act 1993, Council make and levy the following annual charge on all urban residential, business and industrial lots with impervious surfaces for stormwater management services for the year 1 July 2018 to 30 June 2019:

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

- h) That in relation to waste management facilities pursuant to Sections 501 of the NSW Local Government Act 1993, Council make and levy the following annual charge on all rateable properties as a waste management facility fee for the year 1 July 2018 to 30 June 2019:

Description	Charge
Waste Facility Fee	\$218.00

- i) That in relation to waste management charges pursuant to Sections 496 of the NSW Local Government Act 1993, Council make and levy the following annual charges for the provision of waste management collection services on each parcel of rateable land for which services are available for the year 1 July 2018 to 30 June 2019:

Waste Charge Description	Residential Charge
Uralla Residential	\$333.00
Bundarra Residential	\$333.00
Invergowrie Residential	\$333.00

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Number

Additional Recycling Bin \$115.00

- j) That in relation to waste management charges pursuant to Sections 503(2) of the NSW Local Government Act 1993, Council make and levy the following annual charges for the removal of material from non-rateable properties for the year 1 July 2018 to 30 June 2019:

Waste Charge Description	Non-Rateable Charge
Uralla Non-Rateable	\$333.00
Bundarra Non-Rateable	\$333.00
Additional Recycling Bin	\$115.00

- k) That in relation to waste management charges pursuant to Sections 501 of the NSW Local Government Act 1993, Council make and levy the following annual charges for the removal of material from non-residential properties for the year 1 July 2018 to 30 June 2019:

Waste Charge Description	Non Residential Charge
Uralla Commercial – Large	\$249.00
Bundarra Commercial – Small	\$192.00
Bundarra Commercial – Large	\$249.00

- l) That in relation to environmental levy pursuant to Sections 501 of the NSW Local Government Act 1993, Council make and levy the following annual charges on every rateable assessment in the Shire for Environmental Levy for the year 1 July 2018 to 30 June 2019:

Description	Charge
Environmental Levy	\$79.00

- m) That the interest rate on overdue rates and charges, pursuant to Section 566(3) of the NSW Local Government Act 1993, be the maximum rate of interest payable on overdue rates and charges for the 2018-2019 rating year of 7.5% as determined by the Office of Local Government.

**10.06/18 CARRIED**

**OFFICER'S RECOMMENDATION 3:**

That;

1. Council approve expenditure and vote funds as detailed in the combined Draft 2017-2021 Delivery Program and 2018-19 Operational Plan, contained at Attachment B, in accordance with Part 9, Division 5, clause 211(2) of the Local Government (General) Regulation 2005.
2. Council adopt the combined 2017-2021 Delivery Program and 2018/19 Operational Plan, including the 2018/19 Statement of Revenue Policy incorporating the annual budget and fees and charges.

**MOTION (Crs M Dusting /I Strutt)**

That;

1. Council approve expenditure and vote funds as detailed in the combined Draft 2017-2021 Delivery Program and 2018-19 Operational Plan, contained at Attachment B, in accordance with Part 9, Division 5, clause 211(2) of the Local Government (General) Regulation 2005.
2. Adopt the combined 2017-2021 Delivery Program and 2018/19 Operational Plan, including the 2018/19 Statement of Revenue Policy incorporating the annual budget and fees and charges, subject to the following amendments:
  - a) Include a sewerage service map for the Bundarra Sewerage Service Area.

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
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- b) Remove the \$1.00 fee for uncontaminated garden and wood waste.
- c) Increase the sale of Green Waste (Mulched) to \$15.00 per cubic metre and \$7.50 per bucket.
- d) Reduce the Aquatic Centre admittance fees to be the same as the 2017/18 fees.
- e) Reduce the on-site Sewerage Management fees, Development and Health Services fees, and the Food Premises Inspection fee to not increase above CPI for 2017/18.
- f) Amend the first action of 1.2.1.1 to read "Undertake the necessary maintenance to be able to operate the pool" and amend the target accordingly.
- g) Amend the first action of 1.4.4.1 to read "Promote Uralla Shire as a tourism destination and community events through Council's website".
- h) Amend the second action of 2.1.1.1 to read "Finalise costs and timeframes for the Visitor Information Centre improvement project and commence implementation, in consultation with the community, subject to funding allocation by Council resolution".
- i) Amend the first action of 2.3.7.1 to delete the words "for consideration".
- j) Include at 3.3.1.1 an action to read "Provide waste collection services to the current established service areas" and accompanying measure and target.
- k) Include at 3.3.1.1 an action to read "Implement an appropriate cash management system at Council's waste facilities".
- l) Include at 3.3.2.1 an action to read "Continue to operate the Uralla Community Recycling Centre" and accompanying measure and target.
- m) Amend the first action of 3.4.3.1 by removing the word "Uralla".
- n) Include at 3.4.3.1 an action to read "Maintain and review stormwater and drainage infrastructure" and accompanying measure and target.
- o) Amend the second action of 4.2.2.1 to read "Make an application for a special rate variation in accordance with the Independent Pricing and Remuneration Tribunal criteria, subject to the approval and resolution of Council".

**11.06/18 CARRIED**

**PROCEDURAL MOTION (Crs M Pearce /M Dusting)**  
**Meeting Adjournment (3:05pm to 3:22pm).**

**12.06/18 CARRIED**

*The Meeting resumed at 3:22pm.*

Department: **Infrastructure and Regulation**  
Submitted by: *Director Infrastructure and Regulation*  
Reference/Subject: Report 3 – Works Progress Report as at 31 May 2018

**OFFICER'S RECOMMENDATION:**

That;

The report be received and noted for the works completed or progressed during May 2018, and works programmed for June 2018.

**MOTION (Crs M Dusting /R Bell)**

That;

The report be received and noted for the works completed or progressed during May 2018, and works programmed for June 2018.

**13.06/18 CARRIED**

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Department: **Infrastructure and Regulation**  
Submitted by: *Manager Waste, Water and Sewer Services*  
Reference/Subject: Report 4 – Timeframe Management Bundarra Sewer Scheme

**OFFICER'S RECOMMENDATION:**

That;  
Council note the report prepared in response to Part 2 of resolution 36.04/18.

**MOTION (Crs B Crouch /R Bell)**

That;  
Council note the report prepared in response to Part 2 of resolution 36.04/18.

**14.06/18 CARRIED**

Department: **Community and Governance**  
Submitted by: *Acting Coordinator Community Development and Tourism*  
Reference/Subject: Report 5 – Monthly report – Visitor Information Centre and Library

**OFFICER'S RECOMMENDATION:**

That;  
The report be received and noted.

**MOTION (Crs T Toomey /N Ledger)**

That;  
The report be received and noted.

**15.06/18 CARRIED**

Department: **General Manager's Office**  
Submitted by: *General Manager*  
Reference/Subject: Report 6 - Minutes of Bundarra School of the Arts Hall s355 Committee

**OFFICER'S RECOMMENDATION:**

That;  
Council note the March 2018 and May 2018 minutes of the Bundarra School of the Arts Hall s355 Committee.

**MOTION (Crs B Crouch /N Ledger)**

That;  
Council note the March 2018 and May 2018 minutes of the Bundarra School of the Arts Hall s355 Committee.

**16.06/18 CARRIED**

Department: **General Manager's Office**  
Submitted by: *General Manager*  
Reference/Subject: Report 7 - Minutes of Uralla Town and Environs s355 Committee

**OFFICER'S RECOMMENDATION:**

That Council;

- a) Receive the minutes of the Uralla Town and Environs s355 Committee meetings dated 23<sup>rd</sup> May 2018 and 12<sup>th</sup> June 2018.
- b) Consider the recommendations contained within the minutes at the July Councillor Strategic Planning Workshop.
- c) With specific reference to the recommendations for Pioneer Park, advise the Committee that the park is to be redeveloped in two stages:

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- i) the first stage will be the master planning of the park for play equipment, landscaping, park furniture and interpretative heritage elements and will include the installation of the play equipment, landscaping and park furniture;
- ii) the second stage will be the installation of the interpretative heritage elements.
- d) Provide the committee with the results of the Uralla Shire Open Space Survey noting the specific responses to Question 8 (regarding Pioneer Park).

**PROCEDURAL MOTION (Crs T Toomey /R Bell)**

**To move to Committee of the Whole**

**17.06/18 CARRIED**

*Councillors held a detailed discussion in committee regarding the Uralla Town and Environs s355 Committee Meeting Minutes..*

**PROCEDURAL MOTION (Crs B Crouch /L Sampson)**

**To resume Standing Orders**

**18.06/18 CARRIED**

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

**MOTION (Crs I Strutt /L Sampson)**

That Council:

- a) Receive the minutes of the Uralla Town and Environs s355 Committee meetings dated 23<sup>rd</sup> May 2018 and 12<sup>th</sup> June 2018.
- b) Consider the recommendations contained within the minutes at the July Councillor Strategic Planning Workshop.
- c) With specific reference to the recommendations for Pioneer Park, advise the Committee that the park is to be redeveloped in two stages:
  - i) the first stage will be the master planning of the park for play equipment, landscaping, park furniture and interpretative heritage elements and will include the installation of the play equipment, landscaping and park furniture;
  - ii) the second stage will be the installation of the interpretative heritage elements.
- d) Provide the committee with the results of the Uralla Shire Open Space Survey noting the specific responses to Question 8 (regarding Pioneer Park).

**19.06/18 CARRIED**

Department: **General Manager's Office**

Submitted by: *General Manager*

Reference/Subject: Report 8 - Letters of Support – Fibonacci Theme for Pioneer Park

**OFFICER'S RECOMMENDATION:**

That;

Council receive and note the letters of support for Pioneer Park to be redeveloped in accordance with a theme which reflects the Fibonacci numbering sequence.

**MOTION (Crs R Bell /B Crouch)**

That;

Council receive and note the letters of support for Pioneer Park to be redeveloped in accordance with a theme which reflects the Fibonacci numbering sequence.

**20.06/18 CARRIED**

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Department: **Community and Governance**  
Submitted by: *Acting Coordinator Community Development and Tourism*  
Reference/Subject: Report 9 - Financial Assistance - Rec Ya Shorts School Workshop

**OFFICER'S RECOMMENDATION:**

That Council;

1. Give 28-days public notice of the proposed \$700 (ex GST) in financial assistance to Screenwave for the purposes of funding the school filmmaking workshop and mental health seminar.
2. Subject to not receiving submissions opposing the donation during the 28-day public notice period, contribute \$700 (ex GST) in financial assistance to Screenwave to fund the school filmmaking workshop and mental health seminar.

**MOTION (Crs R Bell /N Ledger)**

That Council;

1. Give 28-days public notice of the proposed \$700 (ex GST) in financial assistance to Screenwave for the purposes of funding the school filmmaking workshop and mental health seminar.
2. Subject to not receiving submissions opposing the donation during the 28-day public notice period, contribute \$700 (ex GST) in financial assistance to Screenwave to fund the school filmmaking workshop and mental health seminar.

**21.06/18 CARRIED**

Department: **Infrastructure and Regulation**  
Submitted by: *Manager Waste, Water and Sewer Services*  
Reference/Subject: Report 10 - Demand Management Plan and updated Drought Management Plan

**OFFICER'S RECOMMENDATION:**

That;

1. Place the draft Demand Management Plan and the updated 2015 Drought Management Plan on public exhibition for a period of 28 days;
2. Adopt the draft Plans subject to no public submissions being received.

**MOTION (Crs R Bell /B Crouch)**

That Council:

1. Place the draft Demand Management Plan and the updated 2015 Drought Management Plan on public exhibition for a period of 28 days;
2. Adopt the draft Plans subject to no public submissions being received.

**22.06/18 CARRIED**

Department: **Infrastructure and Regulation**  
Submitted by: *Environmental Management Coordinator*  
Reference/Subject: Report 11 - Commencement of the NSW Crown Lands Management Act 2016

**OFFICER'S RECOMMENDATION:**

That;

The report on the *NSW Crown Land Management Act 2016* be received and noted.

**MOTION (Crs M Disting /I Strutt)**

That;

The report on the *NSW Crown Land Management Act 2016* be received and noted.

**23.06/18 CARRIED**

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
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Department: **Infrastructure and Regulation**  
Submitted by: *Director Infrastructure and Regulation*  
Reference/Subject: Report 12 - Development Approvals and Refusals for May 2018

*Cr B Crouch, having previously declared a conflict of interest, left the meeting at 4.04pm.*

**OFFICER'S RECOMMENDATION:**

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

**MOTION (Crs I Strutt /T Toomey)**

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

**24.06/18 CARRIED**

*Cr B Crouch was absent at time of voting.  
Cr B Crouch returned to the meeting at 4:07pm.*

Department: **Infrastructure and Regulation**  
Submitted by: *Director Infrastructure and Regulation*  
Reference/Subject: Report 13 - Heritage Advisory Services Summary for June 2018

**OFFICER'S RECOMMENDATION:**

That;  
The Heritage Advisory Services Summary for June 2018 be received and noted by Council

**MOTION (Crs I Strutt /R Bell)**

That;  
The Heritage Advisory Services Summary for June 2018 be received and noted by Council

**25.06/18 CARRIED**

Department: **General Manager's Office**  
Submitted by: *General Manager*  
Reference/Subject: Report 14 - NAMOI Non-Voting Membership Invitation

**OFFICER'S RECOMMENDATION:**

That Council;  
a) Accept/not accept (delete one) the Namoi Unlimited offer for Uralla Shire Council to join that organisation as a Non-Voting Member of that organisation.  
b) Vote \$16,500 to the 2018-19 Budget for the 2018-2019 Non-Voting membership fee (remove if offer not accepted).

**PROCEDURAL MOTION (Crs M Dusting /B Crouch)**

**To move to Committee of the Whole**

**26.06/18 CARRIED**

*Councillors held a detailed discussion in committee regarding the Namoi Unlimited offer for Uralla Shire Council to join that organisation as a Non-Voting member.*

**PROCEDURAL MOTION (Crs M Dusting /B Crouch)**

**To resume Standing Orders**

**27.06/18 CARRIED**

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



**Minutes of the Uralla Shire Council at an Ordinary Meeting  
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**MOTION (Crs R Bell /C Crouch)**

That Council;

- a) Not accept the Namoi Unlimited offer for Uralla Shire Council to join that organisation as a Non-Voting Member of that organisation.

**FORESHADOWED MOTION (Crs I Strutt /M Pearce)**

That Council;

- a) Accept the Namoi Unlimited offer for Uralla Shire Council to join that organisation as a Non-Voting Member of that organisation for the 2018-2019 year
- b) Vote \$16,500 to the 2018-19 Budget for the 2018-2019 Non-Voting membership fee

***Following debate, the MOTION was PUT and LOST on casting vote of the Chair***

*The Chair declared the Motion as lost.*

***The FORESHADOWED MOTION then became the MOTION***

*The Chair confirmed details in the Motion before Council as moved Cr I Strutt and Seconded Cr M Pearce.*

**28.06/18 The MOTION was PUT and CARRIED on casting vote of the Chair**

*Cr R Bell requested that his vote against the motion be recorded.*

*Cr B Crouch requested that his vote against the motion be recorded.*

*Cr M Dusting requested that his vote against the motion be recorded.*

*Cr T Toomey requested that her vote against the motion be recorded.*

Department: **Infrastructure and Regulation**

Submitted by: *Manager Planning and Regulation*

Reference/Subject: Report 15 – The Gap road Uralla - Refusal of Gateway Determination

*Cr T Toomey, having previously declared a conflict of interest, left the meeting at 4:33pm.*

*Cr M Dusting declared a conflict of interest and left the meeting at 4.40pm.*

*Cr N Ledger declared a conflict of interest and left the meeting at 4.40pm.*

*The Chair confirmed the presence of a quorum.*

**OFFICER'S RECOMMENDATION:**

That;

Council receive and note the refusal by the Department of Planning and Environment of Gateway Determination for 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.

**MOTION (Crs B Crouch /R Bell)**

That Council;

1. Receive the refusal by the Department of Planning and Environment of Gateway Determination for 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.
2. Write to the Department of Planning and Environment requesting an explanation as to why a decision on this matter has occurred months ahead of the other matter Council has submitted and when Council can expect a decision on the outstanding matter.
3. Are provided with copies of the Gateway Determination Application for the Gap Road rezoning.

**29.06/18 CARRIED**

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
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*Cr B Toomey was absent at time of voting.*

*Cr B Dusting was absent at time of voting.*

*Cr B Ledger was absent at time of voting.*

*Cr T Toomey returned to the meeting at 4:45pm.*

*Cr M Dusting returned to the meeting at 4.45pm.*

*Cr N Ledger returned to the meeting at 4.45pm.*

Department: **Infrastructure and Regulation**

Submitted by: *Director Infrastructure and Regulation*

Reference/Subject: Report 16 - Uralla Shire Council Caravan Park – Future management options

**OFFICER'S RECOMMENDATION:**

That;

1. Call for expressions of interest to lease the caravan park; or
2. Call for expressions of interest for caretaker services to be provided under contract to the Council.

**MOTION (Crs R Bell /I Strutt)**

That Council;

Call for expressions of interest for caretaker services for up to two years to be provided under contract to the Council.

**30.06/18 CARRIED**

Department: **Community and Governance**

Submitted by: *Director Community and Governance*

Reference/Subject: Report 17 - Project Reference Group: Improving the Visitor Information Centre 2018

**OFFICER'S RECOMMENDATION:**

That Council;

1. Adopt the Constitution: Project Reference Group - Improving the Visitor Information Centre 2018, contained at Attachment A.
2. Pursuant to clause 6.1 of the Constitution, appoint Councillors Levi Sampson and Tara Toomey as two Councillor representatives on the Project Reference Group: Improving the Visitor Information Centre 2018.
3. Pursuant to clause 6.2 of the Constitution, appoint Corinne Annetts, Shaun Cassidy, Robert Meyers and Sonia Repin as four of the five industry stakeholder representatives on the Project Reference Group - Improving the Visitor Information Centre 2018.
4. Pursuant to clause 6.3 of the Constitution, invite nominations for the vacant fifth industry stakeholder representative position on the Project Reference Group - Improving the Visitor Information Centre 2018.

**PROCEDURAL MOTION (Crs B Crouch /M Dusting)**

**To move to Committee of the Whole**

**31.06/18 CARRIED**

*Councillors held a detailed discussion in committee regarding the Project Reference Group – Improving the Visitor Information Centre 2018.*

*Cr L Sampson left the meeting at 4:59pm.*

*Cr L Sampson returned to the meeting at 5:01pm.*

*Cr N Ledger left the meeting at 5:23pm.*

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
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**PROCEDURAL MOTION (Crs L Sampson /B Crouch )**

**To resume Standing Orders**

**32.06/18 CARRIED**

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

*Cr N Ledger returned to the meeting at 5.27pm.*

**MOTION (Crs T Toomey /I Strutt)**

That;

1. Adopt the Constitution: Project Reference Group - Improving the Visitor Information Centre 2018, contained at Attachment A, subject to:
  - a. Amending clause 9.4 to read "As the Project Reference Group holds no executive function, meetings of the Project Reference Group are not open to members of the public, except by invitation from the General Manager".
  - b. Removing clause 12.2.
2. Pursuant to clause 6.1 of the Constitution, appoint Councillors Levi Sampson and Tara Toomey as two Councillor representatives on the Project Reference Group: Improving the Visitor Information Centre 2018.
3. Pursuant to clause 6.2 of the Constitution, appoint Corinne Annetts, Shaun Cassidy, Robert Meyers and Sonia Repin as four of the five industry stakeholder representatives on the Project Reference Group - Improving the Visitor Information Centre 2018.
4. Pursuant to clause 6.3 of the Constitution, invite nominations for the vacant fifth industry stakeholder representative position on the Project Reference Group - Improving the Visitor Information Centre 2018.

**33.06/18 CARRIED**

**16. LATE REPORTS TO COUNCIL**

There were no 'Late Reports to Council' for the 26 June Meeting.

**17. MOTIONS ON NOTICE**

There were no 'Notices of Motion' addressed to the 26 June Meeting.

**18. SCHEDULE OF COUNCIL RESOLUTIONS**

Schedule of Action Items as at:

18 June 2018

*Councillors undertook a review of the Schedule of Action Items.*

**19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING**

There were no 'Responses to Questions from Previous Meeting' to be addressed to the 26 June Meeting.

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
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**20. QUESTIONS FOR NEXT MEETING**

**Questions for 24 July 2018 Ordinary Meeting of Council**

**Cr Bell**

*Cr R Bell raised the following question/s at the 26 June meeting of Council:-*

1. Have quotations been accepted for the survey and design of Bingara Road and the light industrial area?
2. Were the quotations requested on vendor panel/TenderLink?
3. Were local service providers invited to tender or advised that they needed to on vendor panel/TenderLink to be considered?

**Cr Sampson**

*Cr L Sampson raised the following question/s at the 26 June meeting of Council:-*

1. Is there a way to encourage a member of the community to become a volunteer Grants Officer?

**Cr Ledger**

*Cr N Ledger raised the following question/s at the 26 June meeting of Council:-*

1. What is the extent of our presence on the DestinationNSW website?
2. On our roads priority list, we said we were going to complete 2.2 kilometres of road we have now completed. Where will that 2.2 kilometres go now? Do we have an established roads priority list?

**21. CONFIDENTIAL BUSINESS**

There were no Confidential Reports for the 26 June Meeting.

**CLOSURE OF MEETING**

*The meeting was closed at: 5:43pm*

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

**8. ANNOUNCEMENTS**

**9. TABLING OF REPORTS & PETITIONS**

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

There are no Items recommended for the Confidential Section.

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

**12. PRESENTATIONS**

**Mr Callum Findlay**

DA for 24 McDonalds Lane. Re: Wind turbine and window at mezzanine level on shed.

**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 July 2018

**Mayoral Minute**

**MAYORAL MINUTE**

**NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT**

CANBERRA. 17 – 20 June, 2018.

The National General Assembly is Local Government's most important annual gathering. This event brings together influential Local Government representatives and Politicians to identify, examine and debate the most important challenges facing Councils right across Australia.

The theme of this year's conference – Australia's future : Make it local – both celebrates our unique ability to effect fundamental change at the community level, and invites other sectors to partner with local communities to build a better Australia.

**Monday 18 June, 2018.**

**Mayor David O'LOUGHLIN – President of Australian Local Government Association. ALGA**

Welcomed delegates. Over 850 this year, largest in years.

Acknowledged this year's theme and it's importance to Local Government.

Communities question both Local, State and Federal governments.

Need for diversity in Local Government elected members.

Highlighted the motions in the conference's business papers.

Busy time for ALGA.

FAGS indexation freeze. ( Financial Assistance Grants )

Natural disaster relief funding.

\$29.7 M sport infrastructure grant funding.

New focus on mitigation.

Community Infrastructure funding.

Remote indigenous housing agreements.

Waste/recycling issues – trust in the industry, China market closed.



Road safety concerns.

Road toll on the increase both in regional and remote Australia.

Partnerships with Commonwealth government.

Roads to Recovery, Black spot, Bridge renewal funding.

Mobile black spot funding.

There is an Infrastructure – renewal gap.

FAGS introduced in 1996 – importance for Local Government.

**The Hon Dr John McVEIGH.**

**Minister for Regional Development, Territories and Local Government.**

Thanked delegates for the opportunity to speak.

Had been in his portfolio for past 6 months.

Acknowledged the importance of the conference.

Welcomed delegates to a cold Canberra.

Focus on the Local Government sector.

We all represent the people, the community.

Touch on this year's theme.

Challenges that Local Government face on a day to day basis.

Queensland Council mergers – 8 merges Councils, big job.

Council's role with front line services.

Importance of FAGS spent on local priorities.

Local Government is much more than just roads, rates and rubbish.

Local Government road infrastructure.

Continued R2R, black spot funding, bridge renewal programs.

More work needed to be done across all 3 tiers of government.

Roads of strategic importance.

Better connection from farm gate to business.

Regional development, Community centres upgrade and sporting facilities.

Regional growth fund.

Building better regions funding.

Turnbull government long term financial approach.

Good process.

Independent assessment.

Example of some big projects – West Sydney Airport project, Melbourne to Sydney Inland rail project.

Local Government needs to focus on the basic services for the community.

Acknowledged the **537** Councils across Australia.

#### **David SPEERS**

##### **Political Editor, Sky News.**

Spoke on Minister Darren Chester's recent address to the National Press club and how he really can read people very well.

Stated that the National Party are more than blokes wearing big hats, they are more in tune with regional Australia and they need to re-think and who they in fact stand for and represent.

Spoke on Barnaby Joyce wearing his hat, his sudden rise to fame then his downfall.

Spoke on the Liberal party, who they are and what they stand for.

Internal conflicts with Abbott and Turnbull.

Labour party and their constant internal struggle.

Bill Shorten leading the best he can.

One Nation – don't know who they stand for.

Xenophon team.

Greens – sit on the left.

Constant change of parties by Senators.

Climate/energy policy.

Josh Frydenberg needs to strike a deal with all States.

National Energy guarantee

Recent Trump meeting in Singapore.

Assertive China.

Upcoming bi-elections.

West Australia – Labour favourite.

Queensland – Liberal/Labour – either way.

Tasmania – Liberal/Labour – either way.

South Australia – difficult to predict.

**Virginia HAUSSEGGAR**

**Australian Journalist, Media Commentator and Television Presenter.**

Role of women in today's society.

Women in Politics.

Gender equality and gender diversity.

Numbers of women in Politics are un-balanced.

Women in Federal and State government positions.

Women in Local Government -: out of 500 odd Councils surveyed,

32.8 % female Councillors.

27.6 % female Mayors/ Presidents/Chair person.

14.7 % General Managers or CEO's.

In Canadian Local Government -:

28 % female Councillors,

18 % female Mayors.

In Scotland -:

24.3 % female Councillors.

### **Panel Session**

**Balancing Innovation and the Public Interest.**

**Professor Veena SAHAJWALLA.**

**Laureate Professor, Australian Research Centre.**

**Michael SMITH**

**National Sales Manager, Business Development and Retention, BMW.**

**Professor Ron BARTSCH**

**President, Asia Pacific Remotely Piloted Aircraft Systems Consortium.**

**Veena SAHAJWALLA** spoke on -:

Microsoft technology.

Delivering materials for environmental sustainable materials.

Need to be clever in the way we manufacture projects.

Re-think waste, E-waste -:

Plastic, glass, metallics, waste textiles.

Micro-factories -:

Circuit boards ( recycle/reuse )

Look at transformation of waste into valuable product.

**Michael SMITH** spoke on -:

Electronic and automated vehicles.

Innovation and change in the market place.

Infrastructure -: electrics, signage, markings, connectivity.

Town planning -: car parks, drop off points, improve traffic flow.

Health/wellbeing -: noise, emissions, C O 2,

By the year 2040 – 1 in 3 vehicles will be electric.

**Ron BARTSCH** spoke on -:

Drones in society.

Benefits/liabilities for Local Government.

Drone technology.

Drone applications and utilisation for Local Government, as  
in viewing sub divisions, illegal dumping, road infrastructure.

Australia leads the way in drones across the world.

Drone regulation.

Policy decision and procedures.

**The Hon Stephen JONES**

**Shadow Minister for Regional Services, Territories and Local Government.**

Labour are committed to Local Government.

1974 – 1975, then Whitlam government commenced finance to Local Government.

Labour sees Local Government as an important partner.

Services to the community.

Services to local infrastructure.

Local Government drives the best outcomes for local communities.

Future Labour Government will work with Local Government to keep Australia moving.

FAGS, the bedrock of financial capabilities for Local Government.

Over \$1B lost during the FAGS freeze.

Over 184,000 employees in Local Government.

Labour supports you – Local Government.

Labour support constitutional recognition of Local Government.

Labour want to partner up with you.

Waste management issues.

Recycling – now a cost to Local Government.

National Government should partner in with this.

Product chain of waste.

Product stewardship of waste.

Urgent need for new waste management solutions.

Solutions for greater regions.

Land management issues.

Communication to regional Australia.

NBN – problems are not going away.

NBN has improved in some areas.

NBN – is it fit for purpose to go till 2020/2030?

Digital economy.

Mobile phone technology.

Labour will partner with Local Government for better communication needs

Labour believes that National Urban planning is required.

SMART cities agenda.

Labour will look at not just metro but regional Australia as well.

Importance of women in Local Government.

Need to encourage more women into Local Government.

Labour has 41 % of women involved in Federal Government.

Labour looks forward to working with women in Local Government.

24 % of Labour members started their working life in Local Government.

Labour states this year's budget is a 'con job ' and not enough money for Local Government.

Future Labour Government will secure better funding opportunities, more traineeships, more apprentices.

Labour wants a better bang for the infrastructure buck.

Labour can do so much better.

Better planning delivering better outcomes.

Labour will respond to local challenges.

Local Government, the delivery of personal services.

Labour will work with you and along side you.

**Tuesday 19 June, 2018.**

**Bernard SALT.**

**Author and Columnist. Managing Director, The Demographics group.**

**Population and the Policy Imperative.**

Clear message for Local Government is galvanising the community.

A galvanised community is a powerful community.

The Australian consumer market is remarkably diverse.

Australia today has a mixed population of ethnic cultures with a number of new tribe acronyms -:

PUMCINS – Professional Urban Middle Class in Nice Suburbs.

NETTLE – Not Enough Time to Enjoy Life.

KIPPERS – Kids in Parents Pockets Eroding Retirement Savings.

Councils are at the coal face with their communities.

Years of prosperity have created a culture of aspiration.

There has been a shift in culture and expectations.

Spoke on culture change from 1940-50's to present day.

The way we live has changed and so too have expectations.

For communication to move forward, you need social cohesion.

**Panel Session**

**Building Tomorrow's Communities : Liveability.**

**Mayor Vonda MALONE – Torres Shire Council**

**Kerri HARTLAND – Secretary, Department of Jobs and Small Business.**

**Vonda MALONE – spoke on**

Her Shire, Thursday Island – 4600 population.

Cape York peninsula.

Pearling industry of the late 1800's

Torres Shire Council – herself and 4 Councillors.

120 Council staff are 87 % indigenous.

Focus on liveability on the island, health issues, keeping fit and active and affordable housing.

**Kerri HARTLAND – spoke on**

The old saying, it takes a village to raise a child.



Community spirit and support.

Community needs to work as one, together.

Focus on young people, focus and working towards the future.

Councils are co-ordinators and connectors.

Councils need to look at future work forces.

Need for forward innovative thinking.

New technology can bring benefits.

Recycling – do it right, clean material.

Project yellow – recycle bin.

If in doubt, throw it out – into the red bin.

Lithium batteries, dangerous – have the potential to ignite.

Australian packaging labels.

Solution for a circular economy – utilise recycled materials.

Education is the key – how to recycle, how to recycle right.

#### **Panel Session - Recycling and Waste.**

**Brook DONNELLY – CEO National Packaging Covenant.**

**Australian Packaging Covenant Organisation – APCO.**

Spoke on consumer packaging.

APCO role – to reduce the environmental impact of packaging in Australian communities.

Industry participation – it is the largest product stewardship organisation in Australia.

Industry and government reach.

Aim charged by Government – to make all packaging recyclable, reusable or compostable by 2025 or earlier.

Frame work and tools to support collaboration across the supply chain and deliver better outcomes for the government.

Waste strategy development with all stores utilising APCO tools.

Stakeholder engagement.

Outcome – cut waste/ manage waste/reuse waste.

**Cheryl WILLIAMS – State Operations Manager NSW/ACT, Bunnings.**

Bunnings started in 1886 by two brothers in a timber mill in West Australia.

Bunnings – retail partner with Local Government.

Issues with waste.

232 stores across Australia. Over 40,000 team members ( staff )

Leading Australian retailer.

Business behaviour that builds trust, not just about being the biggest, its about being the best.

Active community involvement.

Helps raise over \$47 M in community contributions.

Community education and events.

Plastic bag free since 2008.

**Karen GOMEZ – CEO Paintback.**

Paintback = not for profit organisation.

Works with Local Government transfer stations and Community Recycling Centres ( CRC )

Been operating since 2016.

Cost effective way to dispose of waste paint.

Over 90 sites across Australia.

Sine their launch – over 6 M kilograms of paint collected.

97% diversion rate to landfill.

**Libby CHAPLIN – CEO Australian Battery Recycling Initiative. ABRI**

Looking at batteries – problem/progress/plan/outcome.

In 2012/2013 – over 400 M batteries were generated.

Batteries – problems in landfills.

Batteries – problems in transfer stations, CRC's.

This year in May – Battery Stewardship Council launched to look at issues.

**Bill SHORTEN. Leader of the Opposition.**

Thanked delegates for the opportunity to speak.

Thanked ALGA.

Commended Local Government in closing the gap, well done.

Support for indigenous housing.

Recognises that NGA is extremely important for Local Government.

Well organised Councils can influence on National input.

Local Government employees, town planning, land scape.

Libraries, pools open because of you, Local Government.

Sporting ovals and parks are open and up to scratch, because of you.

You are the most important part of your community, you are accountable.

I am happy to talk today, looking at things here and now.

I take the view, that you and I are in the same business, looking after Australia.

We need a place for you in the Constitution, I support that.

It's been 19 years since the last referendum.

The Constitution needs to be updates, improved.

The Constitution needs to speak for modern Australia.

Community needs are important.

The town hall meetings I attend, I enjoy them – face to face with the people.

I want to be a Prime Minister who listens and learns.

I want to know what the nation needs and wants.

I understand that listening to Local Government is important and informative.

An elected Federal Labour Government will support you – Local Government.

Local Government has local knowledge – you know the issues.

We, as an elected Government will not say to you – that's a State issue or that's a Federal issue – we will just help and give no excuses.

We will give you continuity and partnership.

We want better outcomes for all Australians, all cities including regional areas.

We need to share knowledge.

We need a top / down approach.

We will collaborate and be transparent.

You will have a seat at the table.

You are that level of government who know where it needs and wants attention.

We need to do more to help and assist our regional rivers and creeks.

Federal Government needs to work with you.

He mentioned plastic pollution in our oceans coming from our water ways/ rivers and creeks.

Need for more recycling and less waste.

All levels of government need to assist more with waste related issues.

Waste to energy plans need to be looked at.

I am interested in your local infrastructure.

I am interested to work with you.

I am interested in supporting you.

Council workers – often the first at the scene of disasters as in floods etc and work with other agencies.

Local Government address many, many challenges.

We need you, the level of government closes to the people.

We will save the ABC if elected.

Think who you want in Federal Government – we can and will work with you.

Let us work together.

Let us make sure that families are resilient and have a good quality of life.

Back us, Labour.

Thank you.

**Wednesday 20 June, 2018.**

**Emma ROSENZWEIG, Assistant Commissioner, Business Reporting and Registrations,  
Australian Taxation office.**

Spoke on the Australian Business Register.

Over 7.5 M active ABN registered companies across Australia.

Australian Business Register explorer tool – on line. Tool used to locate industry types and locations.

**Setting ALGA's Election Priorities.**

**ALGA Present, Mayor David O'LOUGHLIN.**

ALGA looking at the budget capacity.

Need consistent priorities over time.

Priorities and core funding.

\$200 M Freight strategy to improve first/last mile issues.

Restore quantum FAGS to a level above 1 %.

Need Roads to Recovery (R2R) to double to \$800 M.

Improve safety on local bridges and manage bridge renewal programs and make them permanent.

Community infrastructure - \$300 M for 4 years is needed.

Investment in disaster mitigation funding - \$200 M for 4 years is needed.

Create a Climate change fund partnership - \$200 M for 4 years is needed.

Digital transformation program - \$100 M.

Digital regional Telecommunication program - \$100 M for 4 years is needed, ( to assist with mobile black spots )

Preventative health/activity programs - \$100 M for 4 years is needed.

Regional national partnerships for remote indigenous housing needed.

Permanent fix the South Australia roads fixing gap needed.

Waste issues – cross boarder consistency.

Get rid of plastic bags.

Constitutional Recognition – referendum. This cannot afford to fail. There is a need for bi-partisan support, a rock solid agreement in our own sector of Local Government. Is it a symbolic institutional or financial agreement with both State and Federal government.

### **Panel of Mayors – Local Government and the Federal election.**

#### **Martin HAESE – Lord Mayor, City of Adelaide.**

Spoke on issues -:

Plastic recycling, taxation, homelessness and building codes.

Local government tri-partisan support with State/Federal government.

1. Emissions – Electric vehicles, automated vehicles is the way of the future. In Norway, 25 % of vehicles are electric. In Australia 0.1 % of vehicles are electric.
2. Technology – Smart cities, suburbs program. Population distribution is one of the biggest issues.
3. National population distribution – at present everyone going to the major cities, need for Federal government to lead the way for dispersing the population.

**Vonda MALONE – Mayor of Torres Shire Council.**

She spoke about motions for indigenous issues.

Constitutional Recognition.

Need for talks with Indigenous leaders right across Australia.

Remote Indigenous housing issues that need to be addressed.

Need for support.

Community Development Education Program, CDEP – needs to be extended and continued. There have been a large number of programs already delivered through this.

We need to close the gap.

We know the housing issues and concerns, again we need to work with all community leaders.

Indigenous health issues.

Climate change.

International border issues.

**Kirsty McBAIN – Mayor of Bega Valley Shire Council.**

Bega Valley Shire – 6,500 square kilometres.

Population – 33,944 residents.

Majority of the population are 55 years plus.

73 % un-rateable land – National Parks, Crown land.

FAGS funding, Roads to recovery funding extremely important.

Bega Valley Shire – member of Canberra Joint Organisation.

She made comment on her Council's infrastructure and assets.

**Cuc LAM – Mayor of Maribyrnong City Council.**

Small Council size – 32 square kilometres.

Population – 90,000 residents.

Residents with a mixture of 135 ethnic backgrounds.

10 minutes from Melbourne's CBD.

Need for affordable housing.

Current rate capping is not enough.

Need for land to be developed.

Need for State and Federal government to transfer land for Council's needs.

Need for new infrastructure that is aging.

**Mayor David CULL – President, Local Government, New Zealand.**

**Councils in New Zealand dealing with major disasters, resilience and economic challenges.**

David is the Mayor of Dunedin City Council, population – 125,000 residents.

He gave a snap shot of New Zealand communities involved in recent disasters.

He spoke about communities needing sustainability.

Several disaster emergencies in the last 3 years.

Civil defence and emergency response.

2015 flood emergencies in South Dunedin.

Council identified the causes – storm water pump system – looked at infrastructure resilience and community resilience and the need to enhance the storm water pump system.

What was required – need to predict what may happen in the future, cannot predict when.

Civil defence program.

Preparation of Emergency management systems, for both Council and community.

Emergency management training with both Council staff and emergency services.

In 2017 during April/May heavy rain created flooding issues with rescues from both homes and vehicles.

With better management/meetings and briefings – Council were much better prepared than the 2015 floods. They had live stream meetings on social media. This gave some re-assurance to the community. As a result, they received positive feedback from community members.

Lessons have now been learnt from each event.

There is now much clearer co-ordination with Council, volunteers, Police, Fire brigade, Ambulance and Army.

Strong community involvement.

**Panel Session –**

**How to create Resilient Local Communities.**

**Heather NESBITT, Social Commissioner, Greater Sydney Commission.**

Greater Sydney Commission commenced in 2016.

Spoke on maintaining liveability and health.

If you care for the community, the community will care for you.

She spoke on how Sydney will cope with population growth.

Delivery of quality outcomes for Sydney.

Cities need good governance and reduce the silo effect.

Need for planning, treasury, health and education to work from the top down, not the bottom up and work with Local/State and Federal governments.

In 20 years the predicted population will be 6 M, in 40 years, the predicted population will be 8 M.



Need for preparation for employment and housing.  
A metropolis of 3 major cities ( in the near future ).  
33 Local government areas involved.  
West Sydney – Badgery Creek precinct.  
River City – Parramatta and vicinity.  
Harbour City – Sydney.  
Need for a co-ordinated approach.  
Strategic planning with 4 themes -:  
Connectivity – transport systems.  
Liveability – housing.  
Productivity - employment .  
Sustainability – landscape, walkability.  
Social connection.  
Social cohesion – unique communities.  
Inclusion – sharing the growth.

**Peter Hills-Jones, Chief Executive, Public Fundraising Regulatory Association.**

Spoke on the recent tragic London tower fire with over 70 deaths.  
Over \$44 M raised as a result for the victims.  
Emotional and psychological support.  
Local Council initial response was criticised.  
Local church groups took up the challenge, including charity groups to assist Council.  
Build resilience by utilising your local charity/volunteer groups.

**Dean LANDY, CEO – Tribus.**

**Tribus** – is a new Australian digital platform empowering people, councils and businesses to be the change they want to see in their local communities.

Spoke about people/councils and businesses working together.  
A one stop shop in your neighbourhood.  
Help with a digital start up.  
Human society needs communities.  
Communities need human society.  
Resilient, liveable communities help people to thrive.  
Experiences in planning.  
Research on Dean's book – Create Vibrant Communities.  
People feel disempowered in their communities.  
They want to be more engaged.  
Social exclusion is a real growing problem that leads to social issues.

There is no easy way for business to connect with people at a local level,  
Council challenges -:

Council – red tape and hurdles – concerns communities.

Council – are expected to create smart cities and communities.

Fragmented platforms – tie up resources and drain Council funds.

Councils – make decisions on sometimes outdated data.

Rate capping for Council, force them to do more with less.

Communities need Councils and Councils need communities.

**Mark GROOTE, Director Red Cross South Australia.**

**Deputy Mayor, City of Prospect.**

Mark spoke about Community resilience.

Mental health resilience – 18 – 34 year age group effected. Programs like – MY TEAM, a simple phone app to help connect.

Red Cross – disaster resilience work.

Over 9 M Australians effected by disasters in the past 30 years.

Australian Business Roundtable for disaster resilience and safe communities.

Education.

Emergency kits.

Focus on Local Government and communities – one size does not fit all.

Resilience is a muscle – train it and use it.

**ALGA President, Mayor David O'LOUGHLIN**

Thanked all the speakers for the past several days.

Acknowledged the importance of the National General Assembly of Local Government.

Stated that many lessons have been learnt and perhaps some solutions for Councils have been identified through the conference and networking with other Councils from across Australia.

**16. REPORTS TO COUNCIL**

**Report 1 – Cash at Bank and Investments**



**REPORT TO COUNCIL**

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

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Objective:</b>	4.2 An effective and efficient organisation.
<b>Strategy:</b>	4.2.2 Operate in a financially responsible and sustainable manner.
<b>Activity:</b>	4.2.2.1 Maintain and control financial system and improve long-term sustainability
<b>Action:</b>	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 30 June, 2018 consisting of cash and overnight funds of \$1,455,681, term deposits of \$13,550,000 totalling \$15,005,681 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 \$13,550,000 spread over the next twelve months will receive a range of interest from 2.45% to 2.75% with an average rate of 2.61%. 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 30 June, 2018.

**KEY ISSUES:**

The RBA left interest rates on hold at their June meeting. Whilst the outlook for any increase in official interest rates continues to be low, we have noticed an increase in term deposit rates between four and 12 month terms. 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	Chief Financial Officer
Manager:	
Department:	Organisational Services - Finance
Attachments:	Council's Investments as 30 June, 2018
	Diary of Investment Maturity Dates and Amounts

**Uralla Shire Council**  
**Council Business Paper – 24 July 2018**

<b>Uralla Shire Council</b>		
<b>Investments at 30 June, 2018</b>		
<b>Cash at Bank – Operating Accounts:</b>		
<b>Institution</b>	<b>Account</b>	<b>Bank Statement</b>
National Australia Bank	Main Account	\$94,314.32
National Australia Bank	Trust Account	\$31,296.33
Community Mutual	Bundarra RTC	\$24,878.02
<b>Total</b>		<b>\$150,488.67</b>
<b>Business Investment (Cash Management) Account</b>		
<b>Institution</b>	<b>Interest rate</b>	<b>Balance</b>
National Australia Bank	0.01%	\$0.00
Professional Funds	0.15% above RBA cash rate	\$1,305,192.31
<b>Total</b>		<b>\$1,305,192.31</b>

<b>Term Deposits:</b>			
<b>Institution</b>	<b>Interest rate</b>	<b>Maturity</b>	<b>Balance</b>
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	2.60%	8/10/2018	\$800,000.00
Bank of Queensland	2.70%	8/10/2018	\$500,000.00
Westpac Banking Corporation	2.75%	24/07/2018	\$1,000,000.00
ANZ	2.45%	10/10/2018	\$400,000.00
National Australia Bank	2.55%	15/10/2018	\$500,000.00
Westpac Banking Corporation	2.74%	18/10/2018	\$1,300,000.00
Commonwealth Bank	2.54%	15/11/2018	\$250,000.00
Commonwealth Bank	2.53%	6/07/2018	\$500,000.00
National Australia Bank	2.57%	21/11/2018	\$300,000.00
ANZ	2.45%	26/11/2018	\$800,000.00
Commonwealth Bank	2.63%	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
National Australia Bank	2.57%	9/04/2019	\$500,000.00
Commonwealth Bank	2.69%	6/05/2019	\$600,000.00
Bank of Queensland	2.75%	12/06/2019	\$800,000.00
Commonwealth Bank	2.74%	28/02/2019	\$1,200,000.00
<b>Total</b>			<b>\$13,550,000.00</b>

Uralla Shire Council  
Council Business Paper – 24 July 2018

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<b>Loans:</b>		
<b>Loan no.</b>	<b>Purpose</b>	<b>Balance</b>
165	MGH Property	\$54,068.24
167	Rear Service Lane Land	\$330.88
168	Community Centre	\$41,584.49
176	Library Extensions	\$205,142.46
177	Grace Munro Centre	\$164,136.88
181	Creative Village Works	\$9,000.54
185	Public Toilets Alma Park	\$7,725.14
186	Public Toilets Pioneer Park	\$15,255.83
187	Undergrounding Power and Mainstreet Upgrade	\$159,146.36
188	Paving and Power Undergrounding	\$38,210.17
189	Bridge Construction	\$222,708.59
190	Bridge construction & industrial land development	\$1,726,929.40
<b>Total</b>		<b>\$2,644,238.98</b>



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	Coordinator Governance and Risk
<b>Reference/Subject:</b>	<b>Report 2 - 2017-18 Operational Plan – Annual Progress Report at 30 June 2018</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4.1 A strong, accountable and representative Council
<b>Strategy:</b>	4.1.1 Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program and Operational Plan
<b>Activity:</b>	4.1.1.2 Deliver integrated strategic planning and reporting requirements
<b>Action:</b>	4.1.1.2.2 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 and 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 Annual Progress Report at 30 June 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 30 June 2018 is contained at Attachment A.






**Uralla Shire Council**  
**Council Business Paper – 24 July 2018**

A summary of the key Operational Plan actions delivered and progress achieved for the 12 month period to 30 June 2018 is set out in Table 1 – Action Status Summary, below:



**Table 1 – Action Status Summary**

<b>Action Status at 30 June 2018</b>		<b>Our Society</b>	<b>Our Economy</b>	<b>Our Environment</b>	<b>Our Leadership</b>	<b>Total</b>	<b>%</b>
	Achieved or on target	51	35	23	90	199	76
	Not on target, being closely managed	6	9	7	30	52	20
	Action cancelled or not able to be achieved	3	2	0	6	11	4
<b>Total</b>		60	46	30	126	262	

For the purposes of this final progress report on the 2017/18 Operational Plan, the following status framework has been used:

- Actions that have been completed in the 2018-19 year have been marked green ();
- Actions that have not met their measure or target, but are progressing and have been included as actions in the 2018-19 Operational Plan, have been marked yellow (); and
- Actions that have not met their measure or target, and are not progressing and have not been included as actions in the 2018-19 Operational Plan, have been marked red ().

Ninety-six (96) per cent of Council's Operational Plan actions for the year ending 30 June 2018 were successfully completed (76 per cent) or are progressing and programmed into the 2018-19 Operational Plan for action (20 per cent), with only four (4) per cent not progressed and not included in the 2018/19 Operational Plan.

Supporting commentary explaining why actions marked as yellow () and red () has been provided.

In addition to reporting on the organisation's progress in achieving those actions listed in the 2017/18 Operational Plan, the progress report also notes Council's additional activities, projects, programs and/or achievements for the 2017/18 year, namely:

- Securing funding through Round One of the NSW Government's Stronger Country Communities Fund to deliver significant improvement works to several local parks, including Pioneer Park;
- Commissioning the Visitor Information Centre Improvement Project; and
- Securing funding through the NSW Innovation Fund for the Virtuous Circle Project, which has been designed to improve Council's efficiency, transparency, compliance and reporting in key corporate areas.

**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

Prepared by staff member:                      Cian Middleton

TRIM Reference Number:

Approved/Reviewed by Manager:              Trish Kirkland

Department:    Director Community and Governance

Attachments:    A. 2017/18 Operational Plan Annual Progress Report at 30 June 2018



# 2017-2021 Delivery Program

2017-2018 Operational Plan

Progress Report at 30 June 2018

## About this report

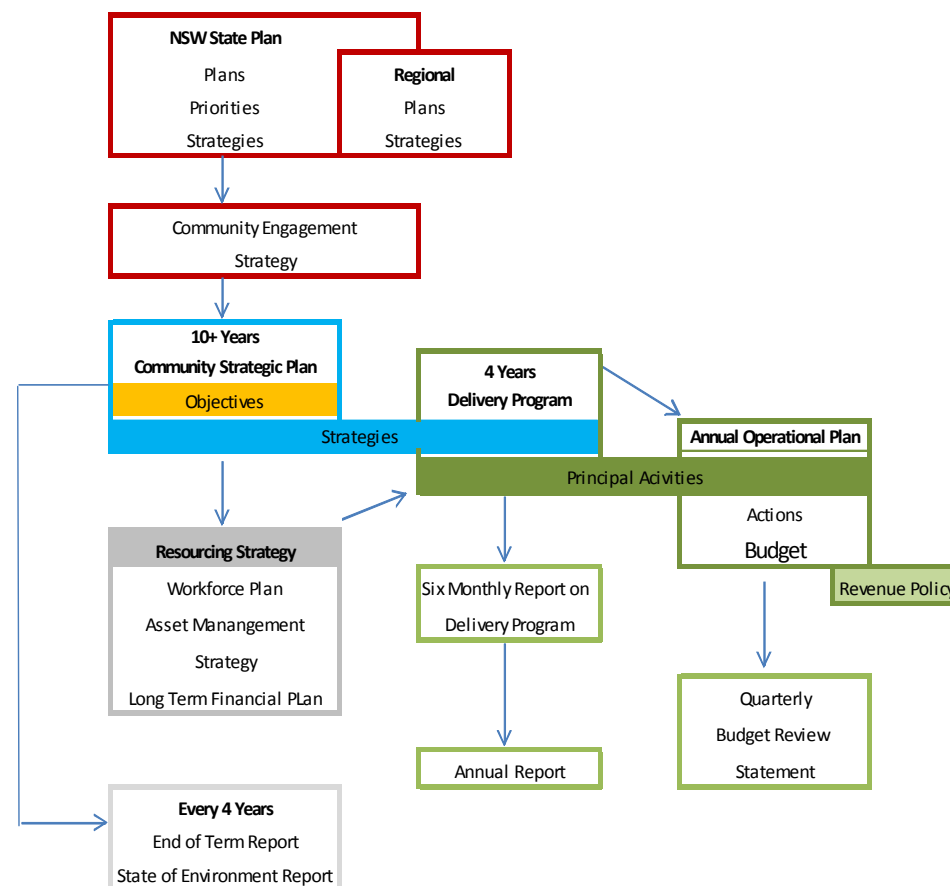
In 2009, the NSW Government introduced a new framework guiding local government in a new approach to planning for and reporting on their activities. This new framework is known as Integrated Planning and Reporting.

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 financial year ending June 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

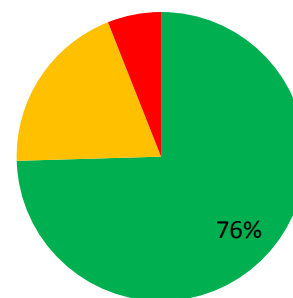
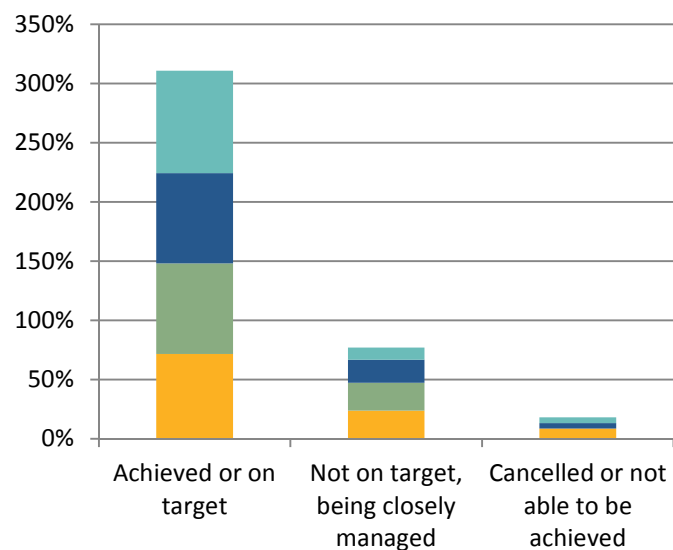
Each of the 261 actions is assigned to a responsible local government officer, who provides quarterly progress report on each action using the coloured symbols above. Set out below, is the responsibility legend.

• 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
• MWW&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

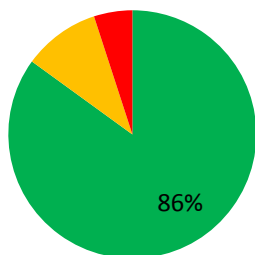
### Delivery Program – 2017/18 Annual Action

Strategic Themes	Achieved or on target		Not on target, being closely managed		Cancelled or not able to be achieved	
	No.	%	No.	%	No.	%
Our Society	51	86%	6	10%	3	5%
Our Economy	35	76%	9	20%	2	4%
Our Environment	23	77%	7	23%	0	0%
Our Leadership	90	71%	30	24%	11	9%
Total	199	76.25%	52	19.92%	16	6.13%



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved

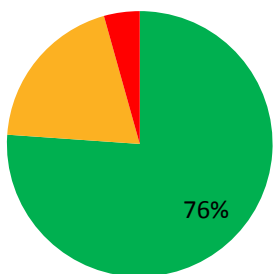
## Our Society



- 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 12 months to June 2018, 86 per cent of these actions are achieved or on target.

## Our Economy

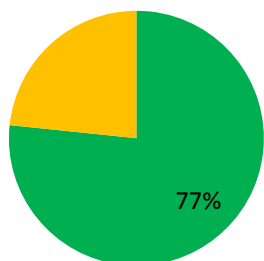


- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved

There are 46 actions contained in the 2017/18 Operational Plan, geared towards reaching the Community Strategy Plan goals for Our Economy. In the 12 months to June 2018, 76 per cent of these actions are achieved or on target.



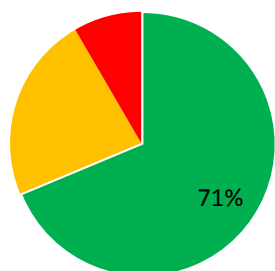
## Our Environment



- 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 12 months to June 2018, 77 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 12 months to June 2018, 71 per cent of these actions are achieved or on target.

## Detailed Performance Report

### Our Society

OUR  
10 year  
PLAN



#### OUR SOCIETY

##### Goal 1.1

##### Strategy 1.1.1



A proud, unique and inviting community

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	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	MPR	Heritage funding application/ lodged		
							Provide family history information and interment services	DIR	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
<b>1.1.4.1</b>	<b>Encourage volunteer participation</b>	Develop a volunteer strategy including an induction and support program to promote participation that encourages involvement by people with a disability (DIAP 3.2)	Action was not resourced due to projects such as the Virtuous Circle and Visitor and the Information Centre Improvement, not originally included in the 2017-18 Operational Plan, taking priority. This action and is not included in the 2018-19 Operational Plan and could be considered again during the 2019-20 integrated planning process and as part of the overall implementation of the Disability Inclusion and Access Plan.

Commentary on:

**Not on target, being closely managed - Explanation**





Principal Activity		Annual Action	Explanatory text
<b>1.1.3.1</b>	<b>Provide cemetery services</b>	Seek heritage funding to carry out restoration work at Uralla's Old Cemetery	Heritage funding not applied for. This action is included in the 2018-19 Operational Plan as Action 1.1.3.1.2.

Additional achievements:

**Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)**



Principal Activity		Other achievements obtained
<b>1.1.1.1</b>	<b>Maintain parks, gardens and open spaces</b>	Secured approximately \$780,000 in funding through Round One of the NSW Government's Stronger Country Communities Fund to deliver two significant improvement works to several local parks, including Pioneer Park.

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

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		

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2017-2018				
Principal Activity		Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status	
			1	2	3	4					
							Liaise with medical practitioners to prepare for participation if the 2018 Bush Bursary/CWA Scholarship program	CD&TC	Medical practises participating =>1	<div></div>	

### Strategy 1.2.3

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

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2017-2018				
Principal Activity		Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status	
			1	2	3	4					
1.2.3.1	Enhance recreational facilities for children	Provide	✓	✓	✓	✓	Establish needs and affordable design for Uralla sporting complex change room and canteen facility	DI&R	Grant funding/ expended	<div></div>	
							Upgrades to recreation facilities throughout the shire	DIR	Source grant funding and deliver infrastructure	<div></div>	







### Strategy 1.2.4

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

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2017-2018				
Principal Activity		Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status	
			1	2	3	4					
1.2.4.1	Preserve community safety	Facilitate	✓	✓	✓	✓	Provide support to police, emergency services, and community groups to preserve community safety	DI&R	NSW Bureau of crime statistics, reported crime instances/ stable or reducing	<div></div>	

## 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
	Nothing for the 2017/18 Financial Year		

Additional achievements:



Not on target, being closely managed – 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 2018-19 pending approval of grant funding from RMS. This action is included in the 2018-19 Operational Plan as Action 1.2.1.2.1.

Additional achievements:




Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity		Other achievements obtained
	Nothing for the 2017/18 financial year	





**A diverse and creative culture**  
**Provide enhanced and innovative library services that support and encourage lifelong learning**

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	Provide	✓	✓	✓	✓	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		



### Strategy 1.3.2

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

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2017-2018				
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status	
			1	2	3	4					
1.3.2.1	Facilitate the development of a range of community and cultural activities	Facilitate	✓	✓	✓	✓	Develop a community event policy and community toolkit	CD&TC	Policy/ developed		
							Develop a cultural plan	CD&TC	Plan/ completed		

### Strategy 1.3.3

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

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2017-2018				
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status	
			1	2	3	4					
1.3.3.1	Enhance opportunities for community cultural and creative expression	Advocate	✓	✓	✓	✓	Lobby government to encourage investment in Uralla Shire’s cultural and creative programs	CD&TC	Number of lobbying activities/ maintained		
							Provide the annual community grants program	CD&TC	Grants program/ completed		

### 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	Action was not resourced due to the key staff position remaining vacant for a sustained period. The action is to form part of a broader tourism and economic development strategic specifically developed for Uralla Shire – to be considered in the 2019-20 integrated planning process.

Additional achievements:



Not on target, being closely managed - Explanation

Principal Activity		Annual Action	
1.3.2.1	Facilitate the development of a range of community and cultural activities	Develop a community event policy and community toolkit	Action progressed to first draft, with finalisation pending successful recruitment of the key staff position and adoption of the supporting Local Approvals Policy under development. This action is included in the 2018-19 Operational Plan as Action 1.3.2.1.1.

Additional achievements:



Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity		Other achievements obtained
	Nothing for the 2017/18 financial year	

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

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	<div></div>	
							Maintain operational procedures	FM/DoN	Operational procedures maintained	<div></div>	
							Maintain aged care facility accreditation	FM/DoN	Accreditation maintained	<div></div>	




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	<div></div>	
							Manage state and federal funding agreements and grant acquittals for compliance	TCS	Funding agreements reporting and acquittals/ compliant	<div></div>	
							Maintain National Disability and Insurance Scheme service accreditation	TCS	Accreditation/ maintained	<div></div>	



### 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	2	3	4					
1.4.3.1	Promote Council’s services and facilities	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 showcase 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				
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status	
			1	2	3	4					
1.4.4.1	Increase community participation in community and cultural events	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	Enhance transport services	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				Annual Action	Responsibility	Measure/ Outcome	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	✓	✓	✓	✓	Incorporate principles of inclusion into Council’s corporate planning and documentation (DIAP)	DC&G	Principles/ implemented		
							Incorporate principles of inclusion into Council’s asset inspection, planning and renewal programs (DIAP)	DI&R	Principles/ implemented		
							Finalise the implementation of the Uralla Main Street access project (DIAP)	CD&TC	Project/ completed		
							Assess and audit disability parking locations, including ramps and kerb access (DIAP)	DI&R	Review/ completed		

## 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 were 100% deployed. Conducting Local Government Week activities for 2018 is being planned. This action is included in the 2018-19 Operational Plan as Action 1.4.3.1.1.

Additional achievements:



Not on target, being closely managed - Explanation

Principal Activity		Annual Action	Explanatory text
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)	To be incorporated into PAMP pending funding approval from RMS. This action is included the 2018-19 Operational Plan as Action 1.4.6.1.2.
1.4.3.1	Promote Council's services and facilities	Develop website content to promote understanding of Council services	Website content has been developed, with implementation dependent on a new website platform. Delivery of Council's new website is included in the 2018-19 Operational Plan as Action 1.4.3.1.3.
		Review and plan improvements to accessibility of Council's regular newsletter (DIAP 4.2)	Improvements to accessibility of council's newsletter have been constrained by the dated technology of Council's current website. Accessibility improvements are being planned as part of the new website project. Delivery of Council's new website is included in the 2018-19 Operational Plan as Action 1.4.3.1.3.

Additional achievements:



Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity	Other achievements obtained
Nothing for the 2017/18 financial year	

## Our Economy

### OUR 10 year PLAN





#### 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				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
2.1.1.1	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 Centre 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: <ul style="list-style-type: none"> <li>i. undertake a market analysis and determine a preferred lot size and infrastructure requirements</li> <li>ii. provide a preferred option recommendation, including estimated return on investment</li> <li>iii. prepare a marketing and sales strategy to achieve best value for money</li> </ul>	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				Annual Action	Responsibility	Measure/ Outcome	Status	
			1	2	3	4					
2.1.3.1	Enhance infrastructure to support regional education, transport and health development	Advocate	✓	✓	✓	✓	Lobby government for funding to undertake assessment and necessary upgrades to provide HML capacity	DI&R	Number of lobbying activities/ maintained	<div></div>	
							Develop a list of priority transport infrastructure projects to capitalise on grant funding opportunities	DI&R	Priority list/ compiled	<div></div>	



### 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				Annual Action	Responsibility	Measure/ Target	Status	
			1	2	3	4					
2.1.4.1	Process building and development applications	Provide	✓	✓	✓	✓	Assess and determine development, construction, and other regulatory applications	MTP&R	Applications determined/ = statutory timeframes	<div></div>	
							Construction certificates provided in accordance with legislation	MTP&R	Certificates provided/ = statutory timeframes	<div></div>	
							Assess online development application service options and determine preferred solution	MTP&R	Preferred option/ determined	<div></div>	

### Strategy 2.1.5

Develop the skills of businesses to maximise utilisation of new technologies and the emerging broadband and telecommunication networks

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2017-2018				
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
2.1.5.1	Create a digital business forum	Facilitate	✓				Facilitate the establishment of a digital business forum	CD&TC	Forum/established	
							Advocate for improved mobile connectivity services and to the national broadband network	DC&G	Number of lobbying activities/maintained	

## Goal 2.1

## An attractive environment for business, tourism and industry

Commentary on:



Action cancelled / Not able to be achieved - Explanation

Principal Activity		Annual Action	Explanatory text
2.1.4.1	Process building and development application.	Assess online development application service options and determine preferred solution	This is now being implemented by the State Government.
2.1.5.1	Create a digital business forum	Facilitate the establishment of a digital business forum	To be considered as part of a broader tourism and economic development strategy specifically for Uralla Shire – to be reconsidered in the 2019-20 budget.

Commentary on:



Not on target, being closely managed - Explanation

Principal Activity		Annual Action	Explanatory text
2.1.1.1	Promote Uralla Shire through the Visitor Information Centre	Finalise usage options for the vacant space within the Visitor Information Centre building	Council has committed to [Res. 38.11/17] to integrate the vacant space into the visitor servicing operations of the building, subject to receiving a timeline and estimated budget for the Visitor Information Centre Improvement Project.
2.1.2.1	Improve recognition of Uralla Shire and the region's strategic economic advantages	Progress the light industrial land project by engaging a consultant to: <ul style="list-style-type: none"> <li>i. undertake a market analysis and determine a preferred lot size and infrastructure requirements</li> <li>ii. provide a preferred option recommendation, including estimated return on investment</li> <li>iii. prepare a marketing and sales strategy to achieve best value for money</li> </ul>	<p>Action (i) and (ii) have been completed.</p> <p>Action (iii) is significantly advanced and the progression of this action is included in the 2018-19 Operational Plan as Action 2.1.1.1.2.</p>

Additional achievements:



Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity		Other achievements obtained
2.1.1.1	Promote Uralla Shire through the Visitor Information Centre	The Visitor Information Centre Improvement Project as recommended by the Project Reference Group has been committed to by Council [Res. 38.11/17) subject to receiving a timeline and estimated budget for its implementation. This is has been a major new initiative not contained within the 2017-18 Operational Plan, which has involved establishing and consulting with two newly formed Project Reference Groups, funding allocations, and engagement of suitable consultants. The proposed project to improve the Visitor Information Centre is being progressed in accordance Council resolution 38.11/17 to finalise timeframes and estimated budgets to implement the Project Reference Group recommendations. This project is a new action included in the 2018-19 Operational Plan as Action 2.1.1.1.2.

## OUR ECONOMY

### Goal 2.2

#### Strategy 2.2.1

Growing diversified employment, education and tourism opportunities

Provide land use planning that facilitates employment creation

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></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>	

## 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 2017/18 financial year		

Commentary on:



Not on target, being closely managed - Explanation

Principal Activity	Annual Action	Explanatory text
Not applicable for the 2017/18 financial year		

Additional achievements:



Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity	Other achievements obtained
Nothing for the 2017/18 financial year	









## OUR ECONOMY

### Goal 2.3

#### Strategy 2.3.1



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

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

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 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	MI&W	Inspections/ completed		
							Deliver bridge and culvert capital works program	MI&W	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		
							Renew and maintain lighting, signs, posts, and guard rail assets in line with the Asset Management Plan	MI&W	Service levels/ met		

### 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></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	<div></div>	
							Upgrade the next stage Bundarra CBD footpath	MI&W	Works/ completed	<div></div>	

### 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
	<b>Not applicable for the 2017/18 financial year</b>		

Commentary on:



**Not on target, being closely managed - Explanation**

Principal Activity		Annual Action	Explanatory text
<b>2.3.4.1</b>	<b>Deliver town and village streets maintenance services and capital works programs</b>	Deliver town streets maintenance and resealing programs	No town resealing program scheduled. Resealing scheduled for 18/19 and included in 2018-19 Operational Plan as Action 2.3.4.1.1.
<b>2.3.7.1</b>	<b>Develop section 94 and section 64 contribution framework</b>	Develop section 94 and section 64 development control and contribution plans for consideration	Insufficient resources to complete. Included in 2018-19 Operational Plan as Action 2.3.7.1.1.

Additional achievements:



**Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)**

Principal Activity		Other achievements obtained
	<b>Nothing for the 2017/18 financial year</b>	


**OUR ECONOMY**  
**Goal 2.4**  
**Strategy 2.4.1**


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

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 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	
							Finalise buildings asset management plan	DI&R	Plan/ finalised	
							Implement the transport asset management plan	DI&R	Implementation/ commenced	
							Develop the cemeteries asset management plan	DI&R	Plan/ completed	
							Review and update the sewer asset management plan	DI&R	Plan update/ completed	
							Review and update the water supply asset management plan	DI&R	Plan update/ 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 and update the stormwater drainage asset management plan	DI&R	Plan update/ completed	

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

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2017-2018			
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
<b>2.4.3.1</b>	<b>Provide connectivity to public spaces</b>	Provide	✓	✓	✓	✓	Connect footpaths and cycle ways	MI&W	Connectivity/ improved	

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

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2017-2018			
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
<b>2.4.4.1</b>	<b>Maintain kerb and guttering to established service levels</b>	Provide	✓	✓	✓	✓	Inspect all kerb and gutter and undertake the required repair and replacement program	MI&W	Inspections/ completed  Service levels/ maintained	

**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
	<b>Not applicable for the 2017/18 financial year</b>		

Commentary on:

**Not on target, being closely managed – Explanation**

Principal Activity		Annual Action	Explanatory text
<b>2.4.2.1</b>	<b>Develop and implement asset management plans</b>	Review and update the plant asset management plan	Initial review commenced. To be finalised in 18/19. Included in 2018-19 Operational Plan as Action 2.4.2.1.1.
		Develop the cemeteries asset management plan	Commissioned. To be incorporated into Parks and Open Spaces Asset management Plan. Included in 2018-19 Operational Plan as Action 2.4.2.1.4.
		Review and update the sewer asset management plan	Initial review commenced. To be finalised in 18/19. Included in 2018-19 Operational Plan as Action 2.4.2.1.5.
		Review and update the water supply asset management plan	Initial review commenced. To be finalised in 18/19. Included in 2018-19 Operational Plan as Action 2.4.2.1.6.
		Review and update the stormwater drainage asset management plan	Initial review commenced. To be finalised in 18/19. Included in 2018-19 Operational Plan as Action 2.4.2.1.7.

Additional achievements:

**Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)**

Principal Activity		Other achievements obtained
	<b>Nothing for the 2017/18 financial year</b>	



## Our Environment

### OUR 10 year PLAN

#### OUR ENVIRONMENT Goal 3.1 Strategy 3.1.1



**To preserve, protect and renew our beautiful natural environment  
Record and promote the region's heritage in partnership with the community**

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2017-2018				
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/ Target	Status	
			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	DI&R	Funded strategy actions/ implemented	<div></div>	

#### 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				Annual Action	Responsibility	Measure/ Target	Status	
			1	2	3	4					
3.1.2.1	Provide heritage services and support	Provide	✓	✓	✓	✓	Facilitate a Heritage Advisory Service and Local Heritage Assistance Fund	DI&R	Number of service activities/ maintained  Value of funded assistance/ maintained	<div></div>	


#### 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				Annual Action	Responsibility	Measure/ Target	Status	
			1	2	3	4					
3.1.3.1	Maintain compliant catchment and waterways management	Provide	✓	✓	✓	✓	Maintain and renew gross pollution traps	MI&W	Service levels/ met		
							Finalise the management plan for Wooldridge fossicking area	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	<div></div>	
							Review service yield study and demand management plan for Bundarra water	MWW&SS	Study/ reviewed  Plan/ revised	<div></div>	
							Review secure yield study and demand management plan for Uralla water	MWW&SS	Study/ reviewed  Plan/ revised	<div></div>	
							Test treated effluent	MWW&SS	Testing regime/ compliant	<div></div>	

#### 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
	<b>Not applicable for the 2017/18 financial year</b>		

Commentary on:

**Not on target, being closely managed - Explanation**

Principal Activity		Annual Action	Explanatory text
<b>3.1.3.1</b>	<b>Maintain compliant catchment and waterways management</b>	Review dam safety plan	Other operational matters took priority over this project both in respect to available budget and time. The project has been funded for the 2018/19 financial year. Included in the 2018-19 Operational Plan as Action 3.1.3.1.3.
<b>3.1.3.1</b>	<b>Maintain compliant catchment and waterways management</b>	Review service yield study and demand management plan for Bundarra water	Project unfinished .Project management need to develop a 'next steps' approach to progressing recommendations from the report has been identified. Further funding provided for the 2018/19 financial year. Included in the 2018-19 Operational Plan as Action 3.4.1.1.3.
		Review secure yield study and demand management plan for Uralla water	
<b>3.1.4.1</b>	<b>Provide bush regeneration activities and information</b>	Redevelop website information on environmental management in line with planned website development	Commenced. To be concluded in 2018-19 financial year. Included in the 2018-19 Operational Plan as Action 3.1.4.1.1
		Implement the environmental sustainability action plan priorities	Action plan drafted. To commence implementation in 2018-19 financial year.. Included in the 2018-19 Operational Plan as Action 3.1.4.1.1

Additional achievements:

**Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)**

Principal Activity		Other achievements obtained
	<b>Nothing for the 2017/18 financial year</b>	


## OUR ENVIRONMENT

### Goal 3.2

#### Strategy 3.2.1


Maintain a healthy balance between development and the environment

Retain open space and greenbelts that are accessible to everyone

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2017-2018			
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
3.2.1.1	Preserve sensitive greenbelt lands	Provide	✓	✓	✓	✓	Review and monitor vegetation and environmental protection measures for sensitive land	DI&R	LEP & DCP/ maintained	


#### Strategy 3.2.2

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

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2017-2018			
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
3.2.2.1	Raise community awareness of sustainability practices	Facilitate	✓	✓	✓	✓	Collaborate and partner with the Uralla ZNET	EMC	Number of awareness programs/ maintained	

#### Strategy 3.2.3

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

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2017-2018			
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
3.2.3.1	Collaborate with service providers to be emergency response ready	Provide	✓	✓	✓	✓	Participate in natural disaster mitigation and provide local emergency management officer	DI&R	Number of mitigation activities/ maintained	

### 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 2017/18 financial year		

Commentary on:



Not on target, being closely managed - Explanation



Principal Activity		Annual Action	Explanatory text
	Not applicable for the 2017/18 financial year		

Additional achievements:





Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity		Other achievements obtained
	Nothing for the 2017/18 financial year	

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				Annual Action	Responsibility	Measure/ Target	Status	
			1	2	3	4					
3.3.3.1	Promote litter reduction	Provide	✓	✓	✓	✓	Develop and implement waste education program	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				Annual Action	Responsibility	Measure/ Target	Status	
			1	2	3	4					
3.3.4.1	Minimise water wastage	Provide	✓	✓	✓	✓	Inspect Council’s water network to minimise water loss	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		
							Implement criteria to assess environmental management in infrastructure projects	EMC	Criteria/ implemented		

### 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 2017/18 financial year		

Commentary on:



Not on target, being closely managed - Explanation

Principal Activity		Annual Action	Explanatory text
	Not applicable for the 2017/18 financial year		

Additional achievements:






Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity		Other achievements obtained
	Nothing for the 2017/18 financial year	






Secure sustainable and environmentally sound water-cycle infrastructure and services

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

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 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			
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
3.4.2.1	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	Measure/ Target	Status	
			1	2	3	4					
									milestones met		

**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	Measure/ Target		
			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 2017/18 financial year		

Commentary on:



Not on target, being closely managed - Explanation

Principal Activity		Annual Action	Explanatory text
3.4.1.1	Provide water supply	Review the secure Yield Study and Demand Management Plan	Project unfinished. Project management need to develop a 'next steps' approach to progressing recommendations from the report has been identified. Further funding provided for the 2018-19 financial year. Included in the 2018-19 Operational Plan as Action 3.4.1.1.3.
3.4.3.1	Provide stormwater and drainage infrastructure	Maintain and review stormwater and drainage infrastructure	Rowan Street stormwater extension not constructed. Included in the 2018-19 Operational Plan as Action 3.4.3.1.1.

Additional achievements:



Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)

Principal Activity		Other achievements obtained
	Nothing for the 2017/18 financial year	

## Our Leadership

### OUR 10 year PLAN






#### OUR LEADERSHIP



##### Goal 4.1

##### Strategy 4.1.1

A strong, accountable and representative Council






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


DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2017-2018			
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"><li>Asset Management Strategy</li><li>Workforce Management Plan</li><li>Long Term Financial Plan</li></ul>	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	
							Coordinate and produce the annual report	CG&R	Return/ adopted and provided to the Office of Local Government	







### 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	<b>Incorporate inclusive community consultation and stakeholder engagement in Council decision making</b>	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				
							Establish an Access & Inclusion Committee to focus on Disability Inclusion and Access planning and promotion (DIAP)	DC&G	Committee/established	

**Strategy 4.1.3**      **Provide open, accountable and transparent decision making for the community**

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2017-2018			
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target	Status
			1	2	3	4				
<b>4.1.3.1</b>	<b>Implement and maintain a transparent and accountable decision making framework</b>	Provide	✓	✓	✓	✓	Review and update the agency information guide	CG&R	Guide review/commenced	
							Coordinate the publication of identified open access information to the website	TLT&I	Identified open access information published/ =>30%	
							Publish the formal access to information disclosure log to the website	TLT&I	Information disclosure log updated and published/ every 45 days	
							Develop and maintain the register of government contracts over \$20,000	CG&R	Register of government contracts/ established	
							Publish the register of government contracts over \$20,000 to the website	CG&R	Register of government contracts published to the website/ every 20 days	
							Establish a priority program of statutory and corporate policies and codes for review and update	CG&R	Priority review 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					
							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/ 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	<div></div>	

**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
<b>4.1.2.1</b>	<b>Incorporate inclusive community consultation and stakeholder engagement in Council decision making</b>	Establish an Access & Inclusion Committee to focus on Disability Inclusion and Access planning and promotion (DIAP)	Action is not resourced for implementation due to 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 2019-20.

Commentary on:

**Not on target, being closely managed - Explanation**

Principal Activity		Annual Action	Explanatory text
<b>4.1.1.1</b>	<b>Improve organisational capacity to deliver integrated strategic planning and reporting requirements</b>	Increase staff awareness of the Integrated Planning and Reporting Framework	The target for this action was partly met in 2017/18 through the delivery of Coordination Group information sessions on the Integrated Planning and Reporting Framework (IPRF); however, the inclusion of IPRF in the staff induction program was not implemented due to the key staff position being vacant for a sustained period. Included in the 2018-19 Operational Plan as Action 4.1.1.1.1.
<b>4.1.1.2</b>	<b>Deliver integrated strategic planning and reporting requirements</b>	Develop the resourcing strategy in support of the 4-year delivery program, integrating the: <ul style="list-style-type: none"> <li>• Asset Management Strategy</li> <li>• Workforce Management Plan</li> <li>• Long Term Financial Plan</li> </ul>	This action has been included in the 2018-19 Operational Plan as Action 4.1.1.2.1.
<b>4.1.2.1</b>	<b>Incorporate inclusive community consultation and stakeholder engagement in Council decision making</b>	Develop and implement International Association for Public Participation (IAP2) community engagement training for key staff and councillors	Action was not resourced due to projects such as Visitor Information Centre Improvement, not originally included in the 2017-18 Operational Plan, taking priority and the key staff position remaining vacant for a sustained period. Included in the 2018-19 Operational Plan as Action 4.1.2.1.3.

<b>4.1.3.1</b>	<b>Implement and maintain a transparent and accountable decision making framework</b>	Review and update the agency information guide	Action was not resourced for some time due to the key staff position remaining vacant for a sustained period. Progress has been made with the a review of Council's Agency Information Guide being completed 2017/18, and scheduled for reporting to the Audit, Risk and Improvement Committee on 10 July 2018, prior to being submitted to Council for adoption. Included in the 2018-19 Operational Plan as Action 4.1.3.1.1.
		Publish the formal access to information disclosure log to the website	Action was not resourced due to projects such as the Virtuous Circle, not originally included in the 2017-18 Operational Plan, taking priority. This action included in the 2018-19 Operational Plan as Action 4.1.3.1.3, and is dependent on the new website implementation for completion.
		Develop and maintain the register of government contracts over \$20,000	Action was not resourced for some time due to the key staff position remaining vacant for a sustained period. Included in the 2018-19 Operational Plan as Action 4.1.3.1.4.
		Publish the register of government contracts over \$20,000 to the website	Action dependent on completion of Action 4.1.3.1.3 above. This action has been carried over to the 2018-19 Operational Plan as Action 4.1.3.1.5, and is dependent on the new website implementation for completion.
		Priority statutory and corporate policies and codes reviewed and updated as required	Action was not resourced for some time due to the key staff position remaining vacant for a sustained period. Progress has been made with the development of a Corporate Documents Guide, review and establishment of Council Policy status. Included in the 2018-19 Operational Plan as Action 4.1.3.1.6.
<b>4.1.5.1</b>	<b>Implement and manage Council's integrity system</b>	Provide code of conduct training program for Councillors and staff	Action was not resourced for some time due to the key staff position remaining vacant for a sustained period. Included in the 2018-19 Operational Plan as Action 4.1.5.1.1.
		Publish a register of pecuniary and non-pecuniary interests disclosures to council's website	Action was not resourced for some time due to the key staff position remaining vacant for a sustained period. This action has been carried over to the 2018-19 Operational Plan as Action 4.1.5.1.3, and is dependent on the new website implementation for completion.
		Develop and maintain related party disclosures register	Action was not resourced for some time due to the key staff position remaining vacant for a








			sustained period. This action has been carried over to the 2018-19 Operational Plan as Action 4.1.5.1.1.
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Additional achievements:



**Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)**




Principal Activity	Other achievements obtained
Nothing for the 2017/18 financial year	

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		
							Undertake service level reviews of identified infrastructure and regulation priorities	DI&R	Number of service level reviews completed/ =3		
							Develop service level plans for reviewed infrastructure and regulation service level areas	DI&R	Number of service level plans completed/ =3		
							Identify priority community and governance areas for service level review.	DC&G	Priority areas/ identified		
							Undertake service level reviews of identified community and governance priorities	DC&G	Number of service level reviews completed/ =3		
							Develop service level plans for reviewed community and governance service level areas	DC&G	Number of service level plans completed/ =3		
							Identify priority finance and workforce management areas for service level review.	MHR CFO	Priority areas identified		

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		
							Develop service level plans for reviewed finance and workforce management service level areas	MHR CFO	Number of service level plans completed/ =3		

### 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		
							Complete and report quarterly budget review statements	CFO	Budget review reported/ quarterly		
							Ensure adequate and effective internal controls are in place for all financial management and purchasing functions	CFO	Internal audit actions for financial controls/ implemented		
							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		
							Model and adopt rate structures to maximize equity across the Council area and between categories	CFO	Rate structure review/ completed		

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%	<div></div>	
							Develop and implement a procurement Policy	CFO	Policy/ adopted	<div></div>	
							Develop and implement a procurement guide and toolkit	CFO	Guidelines and toolkit/ implemented	<div></div>	
							Provide staff workshop session on the procurement guide and toolkit	CFO	Staff workshops/ =>2	<div></div>	
							Implement strategies to achieve annual expenditure reduction dividend (FFTF)	CFO	Expenditure reduction =>\$62,500 per annum/ achieved	<div></div>	
							Review all fees and charges for full cost recovery where appropriate (FFTF)	CFO	Review/ completed	<div></div>	
							Review asset valuations and depreciation methodology for all asset classes (FFTF)	CFO	Reviews/ completed 50%	<div></div>	
							Review Council’s borrowing policy and capital expenditure guidelines (FFTF)	CFO	Review/ completed	<div></div>	
							Determine asset maintenance backlog based on asset management plans (FFTF)	DI&R	Asset maintenance backlog/ determined	<div></div>	
							Develop asset management strategy, including determined asset maintenance backlog (FFTF)	DI&R	Strategy/ commenced	<div></div>	
							Review building and land assets to identify surplus assets for disposal (FFTF)	CFO	Disposal program/ 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					
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>	
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>	
							Identify partnership funding opportunities for infrastructure and regulation projects or services	DI&R	Number of partnership funding opportunities pursued/ maintained	<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>	
							Identify partnership funding opportunities for community and governance projects or services	DC&G	Number of partnership funding opportunities pursued/ maintained	<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>	
							Undertake process reviews of identified community and governance priorities	DC&G	Number of process reviews completed/ =3	<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					
							Implement process improvements for community and governance reviewed priorities	DC&G	Number of process improvements completed/ =3	<div></div>	
							Identify priority infrastructure and regulation processes for review.	DI&R	Priority areas/ identified	<div></div>	
							Undertake process reviews of identified infrastructure and regulation priorities	DI&R	Number of process reviews completed/ =3	<div></div>	
							Implement process improvements for infrastructure and regulation reviewed priorities	DI&R	Number of process improvements completed/ =3	<div></div>	
							Identify priority finance and workforce management processes for review.	MHR CFO	Priority areas/ Identified	<div></div>	
							Undertake process reviews of identified finance and workforce management priorities	MHR CFO	Number of process reviews completed/ =3	<div></div>	
							Implement process improvements for finance and workforce management reviewed priorities	MHR CFO	Number of process improvements completed/ =3	<div></div>	

### 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	<div></div>	
							Develop a succession planning program for key positions (WMP 2.1 & 5.2)	MHR	Program development/ commenced	<div></div>	
							Review annual staff performance processes to improve effectiveness and efficiencies	MHR	Review/ completed	<div></div>	
							Establish training program for appropriate training to equip staff to carry out their roles (WMP 2.1)	MHR	Program development/ commenced	<div></div>	
							Review and implement staff reward and recognition systems (WMP 3.1)	MHR	Number of systems/ =>2	<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					
							Provide a health and wellbeing program (WMP 1.3)	MHR	Number of programs/ =>2	<div></div>	
							Review recruitment process to focus on attracting the right people, with the right skills and to improve recruitment timeframes (WFP 4.1)	MHR	Days technical & professional positions vacant =<45 days	<div></div>	
							Improve the leadership capability of the current and future leaders (WMP 5.1)	GM	Leadership training program/ commenced	<div></div>	
							Proactively manage the return to work and workers compensation processes (WMP 1.2)	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  Number of strategies implemented/ => 2	<div></div>	
							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	









**Strategy 4.2.6**
**Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment workforce**

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 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	

#### 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				Annual Action	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	
							Establish a compliance and reporting register in accordance with statutory requirements	CG&R	Improvement action plan/completed	
							Coordinate compliance and reporting requirements to meet statutory obligations, and provide regular status reporting to the executive	CG&R	Compliance register/established	
							Develop a gifts and benefits register	CG&R	Compliance status reports/monthly	
							Develop a secondary employment register	CG&R	Register/established	
							Develop customer complaints management protocols and procedures	CD&TC	Register/established	
							Report customer complaints status to the executive	CD&TC	Protocols and procedures/completed	
									Status reports/monthly	

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	<div></div>	
							Implement records management and access to information improvement action plan	TLT&I	implementation /commenced	<div></div>	
							Complete and lodge annual Financial Statements in accordance with statutory requirements	CFO	Statutory requirements/ met	<div></div>	
							Complete all taxation returns and grant acquittals as required by external bodies	CFO	Returns and acquittals/ provided	<div></div>	
							Organise and manage the external audit of Council and address any management letter recommendations	CFO	External audit/ completed  Management letter actions/ addressed	<div></div>	
							Develop an e-based Delegations Register	CG&R	Register/ implemented	<div></div>	
							Implement the Office of Local Government’s Local Government Act reform program.	CG&R	Reforms/ implemented	<div></div>	

## 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 not resourced due to key staff position remaining vacant for a sustained period. Considered as part of 2018-19 integrated planning process but not funded. To be reconsidered as part of the 2019-20 Operational Plan process.
4.2.5.1	Enhance customer service effectiveness	Develop and implement biennial Customer Satisfaction survey	Action not resourced due to key staff position remaining vacant for a sustained period. Considered as part of 2018-19 integrated planning process but not funded. To be reconsidered as part of the 2019-20 Operational Plan process.
		Improve customer service skills and knowledge, including responding to people with disability, with particular on those with language or literacy difficulties (DIAP)	Action not resourced due to key staff position remaining vacant for a sustained period. Considered as part of 2018-19 integrated planning process but not funded. To be reconsidered as part of the 2019-20 Operational Plan process, and overall consideration of the DIAP implementation.
4.2.7.1	Improve the corporate governance framework	Coordinate compliance and reporting requirements to meet statutory obligations, and provide regular status reporting to the executive	Action not resourced due to key staff position remaining vacant for a sustained period. Progressing this action is depended on completion of 4.1.2.7.1.2 to develop a legislative compliance and reporting register, which now forms part of the Virtuous Circle Project Implementation.

Commentary on:



Not on target, being closely managed - Explanation

Principal Activity		Annual Action	Explanatory text
4.2.2.1	Maintain and control financial system and improve long term financial sustainability	Develop and implement a procurement policy	Policy developed but now awaiting additional wording related to tendering. Included in the 2018-19 Operational Plan as Action 4.2.2.1.8.
		Develop and implement a procurement guide and toolkit	Guide and toolkit developed but awaiting additional wording for tendering component. Included in the 2018-19 Operational Plan as Action 4.2.2.1.9.
		Provide staff workshop session on the procurement and toolkit	Staff workshop can be held once the above two



			items have been completed. Included in the 2018-19 Operational Plan as Action 4.2.2.1.10.
4.2.2.2	Develop and implement business plans for all business areas	Develop and implement a business plan for McMaugh Gardens (PBPR)	Action was not resourced due to projects such as the Virtuous Circle and Visitor Information Centre Improvement, not originally included in the 2017-18 Operational Plan, taking priority and the key staff position remaining vacant for a sustained period. Progress has been made with the procurement and contracting of the preferred consultant, and stakeholder engagement sessions scheduled to commence in early July. Included in the 2018-19 Operational Plan as Action 4.2.2.2.1.
		Develop and implement a business plan for Tablelands Community Support	Action was not resourced due to projects such as the Virtuous Circle and Visitor Information Centre Improvement, not originally included in the 2017-18 Operational Plan, taking priority and the key staff position remaining vacant for a sustained period. Progress has been made with the procurement and contracting of the preferred consultant, and stakeholder engagement sessions scheduled to commence in early July. Included in the 2018-19 Operational Plan as Action 4.2.2.2.2.
		Develop and implement a business plan for Tablelands Community Transport	Action was not resourced due to projects such as the Virtuous Circle and Visitor Information Centre Improvement, not originally included in the 2017-18 Operational Plan, taking priority and the key staff position remaining vacant for a sustained period. Progress has been made with the procurement and contracting of the preferred consultant, and stakeholder engagement sessions scheduled to commence in early July. Included in the 2018-19 Operational Plan as Action 4.2.2.2.3.
		Develop and implement a waste business plan (FFTF)	Largely completed, Pending further investigations and finalisation of Asset Management Plan. Included in the 2018-19 Operational Plan as Action 4.2.2.2.4.
		Develop and implement a water supply business plan (PBPR)	Largely completed. Further financial modelling required and pending further investigations and finalisation of Asset Management Plan. Included in the 2018-19 Operational Plan as Action 4.2.2.2.5.
		Develop and implement a sewer business plan (PBPR)	Largely completed. Further financial modelling required and pending further investigations and finalisation of Asset Management Plan. Included in the 2018-19 Operational Plan as Action 4.2.2.2.6.

		Develop and implement a business plan for caravan parks	Action unable to be commenced in 2017/18 due to uncertainty with management arrangements and Crown Lands Licensing conditions for occupation. Included in the 2018-19 Operational Plan as Action 4.2.2.7.
<b>4.2.4.1</b>	<b>Enhance Council's reputation as an innovative and inclusive workplace</b>	Develop and implement clear communication strategies for organisation leaders (WMP 5.3)	This action has been included in the 2018-19 Operational Plan as Action 4.2.4.1.6.
<b>4.2.5.1</b>	<b>Enhance customer service effectiveness</b>	Develop Council's Customer Service Charter	Action has had limited resource due to key staff position remaining vacant for a sustained period. Charter has been developed, but is yet to implemented as part of the CRM Improvement Project at 4.2.5.1.below. Included in the 2018-19 Operational Plan as Action 4.2.5.1.1.
		Improve the effectiveness of Council's Customer Request Management System (CRM)	Action not resourced due to key staff position remaining vacant for a sustained period. Stage 1 progress made with procuring and contracting a preferred consultant to undertake and report on the 'health status' of the CRM system's effectiveness. Health Check has been scheduled for August 2018.
<b>4.2.6.1</b>	<b>Develop and incorporate a risk management framework which is effective and accessible</b>	Improve staff risk awareness, and risk management and reporting practices	Action not resourced due to key staff position remaining vacant for a sustained period. Progress has been made with prerequisite tasks such as the new Risk Management Policy, and draft Risk Management Framework underway. Included in the 2018-19 Operational Plan as Action 4.2.6.1.6.
<b>4.2.7.1</b>	<b>Improve the corporate governance framework</b>	Establish a compliance and reporting register in accordance with statutory requirements	Action not resourced due to key staff position remaining vacant for a sustained period. Included in the 2018-19 Operational Plan as Action 4.2.7.1.1, as part of the Virtuous Circle Project.
		Develop a gifts and benefits register	Action not resourced due to key staff position remaining vacant for a sustained period. Considered as part of the Governance Improvement Action Plan scheduled for consideration by the Audit, Risk and Improvement Committee at the 10 July meeting. Included in the 2018-19 Operational Plan as Action 4.2.7.1.2 for the Governance Improvement Action Plan Implementation.
		Report customer complaints status to the executive	Action not resourced due to key staff position remaining vacant for a sustained period. Progress has been made on the prerequisite tasks such as the new Complaints Policy, schedule for

			consideration by the Audit, Risk and Improvement Committee at 10 July 2018 Meeting. Included in the 2018-19 Operational Plan as Action 4.2.7.1.6.
		Develop an e-based Delegations Register	Action not resourced due to key staff position remaining vacant for a sustained period. This has been advanced as part of the Virtuous Circle Project and has been included in the 2018-19 Operational Plan as Action 4.2.2.4.1.

Additional achievements:



**Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)**

Principal Activity		Other achievements obtained
<b>4.2.2.4</b>	<b>Achieve efficiency gains for internal services with a program of continuous improvement</b>	The Virtuous Circle Project – new project resulting from Office of Local Government innovation fund opportunity. The project has been designed and progressed to improve efficiency, transparency, compliance and reporting.







## OUR LEADERSHIP

### Goal 4.3

#### Strategy 4.3.1

Deliver the goals and strategies of the Community Strategic Plan

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 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
4.3.1.1	Enhance the effectiveness of Council resourcing strategies and practices	Develop an information and communication technology disaster recovery plan in support of the business continuity plan	Action was not resourced due to projects such as the Virtuous Circle Improvement, not originally included in the 2017-18 Operational Plan, taking priority/ Considered as part of 2018-19 integrated planning process but not funded. To be reconsidered as part of the 2019-20 Operational Plan process.

Commentary on:

**Not on target, being closely managed - Explanation**

Principal Activity		Annual Action	Explanatory text
4.3.1.1	Enhance the effectiveness of Council resourcing strategies and practices	Develop a staff succession planning program and plan	The program was developed in 2017/18 but its implementation is scheduled to commence November 2018, commencing with identification of staff to assume greater responsibility in the organisation; provision of critical development experiences to staff that can work across key roles within and across departments; and multi-skilling and job rotation opportunities to be identified. This action has been included in the 2018-19 Operational Plan as Action 4.2.4.1.2.

Additional achievements:

**Other Achievements (Important or significant achievements not in the Delivery Program/Operational Plan)**

Principal Activity		Other achievements obtained
	Nothing for the 2017/18 financial year	

***END OF REPORT***



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Director Infrastructure & Regulation
<b>Reference/Subject:</b>	<b>Report 3 - Heritage Advisory Services Summary for July 2018</b>

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	3.1	To preserve, protect and renew our beautiful natural environment
<b>Strategy:</b>	3.1.2	Protect the shires historic buildings and sites, recognising their value to the community
<b>Activity:</b>	3.1.2.1	Provide heritage services and support
<b>Action:</b>	3.1.2.1.1	Facilitate a Heritage Advisory Service and Local heritage Assistance Fund

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### SUMMARY:

This report summarises the activities undertaken by Mitch McKay, Council's Heritage Advisor, on his monthly visit undertaken for July 2018. His next visit will be Tuesday, 7 August 2018.

### OFFICER'S RECOMMENDATION:

**That the Heritage Advisory Services Summary for July 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
Approved/Reviewed by Manager:	Terry Seymour, Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	<b>Redacted</b> Heritage Advisor Summary <b>Confidential</b> Heritage Advisor Summary



## Heritage

research | interpretation | education | tours | project management

### HERITAGE ADVISORY MEMO

No. 60

date: 3 July 2018

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#### ITEM 1:      ITEM 1:      Rocky River Goldfields, Uralla

##### Rocky River Goldfields, Uralla

Met with a local historian. The meeting was a follow-up to our meeting on 5 June, 2018 which also included onsite visits to some of the areas identified by Council officers which were once part of the Rocky River Goldfields.

#### ITEM 2:      Old Cemetery - John St, Uralla

Contacted a person who had made an enquiry with Council about placing a plaque in the old cemetery.

The headstone has been broken and rests on its plinth. I suggested to him that he make contact with a monumental mason to determine whether the grave marker can be repaired and the headstone reset by pinning and gluing using appropriate stainless steel or non-ferrous (non-corroding) alloy dowels, generally set in a selected cold-setting resin. Iron or most iron alloys or steel should be avoided as these will rust, expand and break the monument.

I favoured this approach as opposed to placing a plaque at the base of the grave because of the legibility of the inscription and the intactness of the headstone and the plinth that it once stood on.

#### ITEM 3:      Bronze Plaques

Council staff informed me of 19 bronze plaques, each measuring 30.5cm x 20.3cm, they have found in Council offices. Unsure of why the plaques were manufactured and what staff should do with them I was asked for my advice.

A quick search of these names reveals that this select list of residents are buried in the Old Cemetery, John Street, Uralla. The wording on the plaques appears to be as shown in the publication 'Old Uralla Cemetery' published by Uralla Shire Council in 2010.

It would appear that at one stage Council was considering mounting the plaques at the old cemetery. Whether the intention was to mount the plaques on the relevant headstones - which I would not support as this would desecrate the graves, or they were to be placed at the base

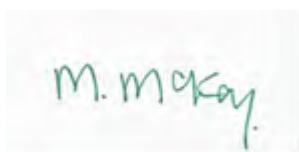


of the relevant graves - which would mean that there would be further obstacles placed in front of those walking through the cemetery as many of the headstones are laying flat and/or broken, is unclear.

Rather than install the plaques either individually or as a group within a modern structure of some description within the cemetery, such as a wall, an opportunity may exist to incorporate the plaques into one of Uralla's other open spaces.

#### **ITEM 4: Next Heritage Advisor visit**

The Heritage Advisor's next visit will be 7 August, 2018.

A handwritten signature in green ink that reads "M. McKay". The signature is written on a light-colored, slightly textured background.



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Director of Infrastructure & Regulation
<b>Reference/Subject::</b>	<b>Report 4 - Development Approvals and Refusals for June 2018</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1	An attractive environment for business, tourism and industry
<b>Strategy:</b>	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial and residential development
<b>Activity:</b>	2.1.4.1	Process building and development applications
<b>Action:</b>	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 June 2018 for the entire local government area. A listing of development applications outstanding with a status as at the end of June 2018 has also been provided.

For information purposes a summary of the development values is provided from January 2008 until the end of June 2018. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2008 until the end of June 2018 is provided.

### OFFICER'S RECOMMENDATION:

**That Council receive and note the development approvals and refusals for June 2018.**

**Uralla Shire Council**  
**Council Business Paper – 24 July 2018**

**REPORT:**

**Development Applications**

**Approved:**

Development Application Number	Applicant	Property	Development
DA-23-2018	Mr T Smith	4 Fitzroy Street, Uralla	Dwelling
DA-27-2018	Mr N & Mrs M Porter	23 Stringybark Ridge Road & 25 Moffatt Road, Invergowrie	Boundary Adjustment
DA-28-2018	Mr G & Mrs J Fletcher	5 Plane Avenue, Uralla	Two Lots into Three Lots Subdivision
DA-31-2018	Mr N & Mrs T Whitton	31 Hill Street, Uralla	Security Fencing Installation
DA-32-2018	Mr G & Mrs S Swilks	13 McGregor Street, Uralla	Dwelling
DA-35-2018	Mr P Hunt & Ms M Paton	17 Dangar Street, Uralla	Subdivision of one urban lot to create two urban lots
DA-36-2018	Mr G Selby	546 Gostwyck Road, Uralla	Dwelling
<b>Monthly Estimated Value of Approvals: \$913,400.00</b>			

**Cancelled:** Nil

**Refused:** Nil

**Withdrawn:** Nil

**Comparison to June 2017:**

June 2017:	\$378,993.00	June 2018:	\$913,400.00
Year to date:	\$2,453,297.00	Year to date:	\$2,557,043.00
(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-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	Under Assessment
DA-33-2018	Mr P & Mrs C Crago	55 Bendemeer Street, Bendemeer	Change of Use to Café, including Gazebo, Unisex Disabled Toilet & Parking Spaces	Under Notification
DA-34-2018	Mr A & Mrs D Vanden Hoogen	24 McDonalds Lane, Rocky River	Wind Turbine	Under Assessment

**Uralla Shire Council**  
**Council Business Paper – 24 July 2018**

Application Number	Applicant	Property	Development	Status
DA-37-2018	Mr G & Mrs S Selby	116 Marble Hill Road, Saumarez Ponds	Dual Occupancy – Conversion of Shed to Dwelling	Awaiting Applicant
DA-38-2018	Mr T & Mrs J Schofield	17 Leece Road, Uralla	Staged 14 Lot Residential Subdivision	Under Notification
DA-39-2018	New England North West Planning Services	1039 Barraba Road, Bundarra	Rural 3 Lot Subdivision	Awaiting RFS
DA-40-2018	Mr L & Mrs C Seccombe	22 Baker Road, Invergowrie	2 Lot Subdivision	Awaiting RFS
DA-41-2018	Shed Boss (Ponz Australia Pty Ltd)	808 Bundarra Road, Saumarez Ponds	Shed	Under Notification
DA-42-2018	Mr C Petrov	94 Jenkyn Lane, Rocky River	Dwelling	Under Assessment
				<b>Total: 11</b>

**Construction Certificates**

**Approved:** Nil

**Refused:** Nil

**Issued by Private Certifier:**

Application Number	Applicant	Property	Construction
CC-1-2018	Ms A Symonds	69 Rocklea Road, Invergowrie	Demolition of Existing Dwelling & New Dwelling
CC-12-2018	Mr S & Mrs A Small	83 Devoncourt Road, Uralla	Two Sheds
CC-23-2018	Mr T Smith	4 Fitzroy Street, Uralla	Dwelling
CC-32-2018	Mr G & Mrs S Swilks	13 McGregor Street, Uralla	Dwelling

**Total Monthly Estimated Value of Construction Certificate Approvals: \$980,000.00**

**Complying Development Certificate Applications**

**Approved:** Nil

**Refused:** Nil

**Withdrawn:** Nil

**Issued by Private Certifier:**

Application Number	Applicant	Property	Development
CDC-10-2018	Mr M & Mrs R Showell	808 Bundarra Road, Saumarez Ponds	Dwelling Addition – Activities Room
CDC-12-2018	Mr C & Mrs L Jordan	74 Mount Butler Road, Invergowrie	Dwelling & Shed
CDC-13-2018	Xpress Group	133 Bridge Street, Uralla	Alteration to Fuel Station Canopy
CDC-15-2018	Goldengrove Building Group Pty Ltd	23 Rocklea Road, Invergowrie	Dwelling

**Uralla Shire Council**  
**Council Business Paper – 24 July 2018**

Application Number	Applicant	Property	Development
CDC-17-2018	Ms K Steele	7 McGregor Street, Uralla	Dwelling Addition – Verandah
CDC-18-2018	Ms K Steele	7 McGregor Street, Uralla	Carport

**Total Monthly Estimated Value of Complying Development Certificate Approvals: \$826,020.00**

**Comparison to June 2017:**

June 2017:	\$31,300.00	June 2018:	\$826,020.00
Year to date:	\$948,010.00	Year to date:	\$1,785,810.00
(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	4,342,853	83,516	2,557,043	1,785,810

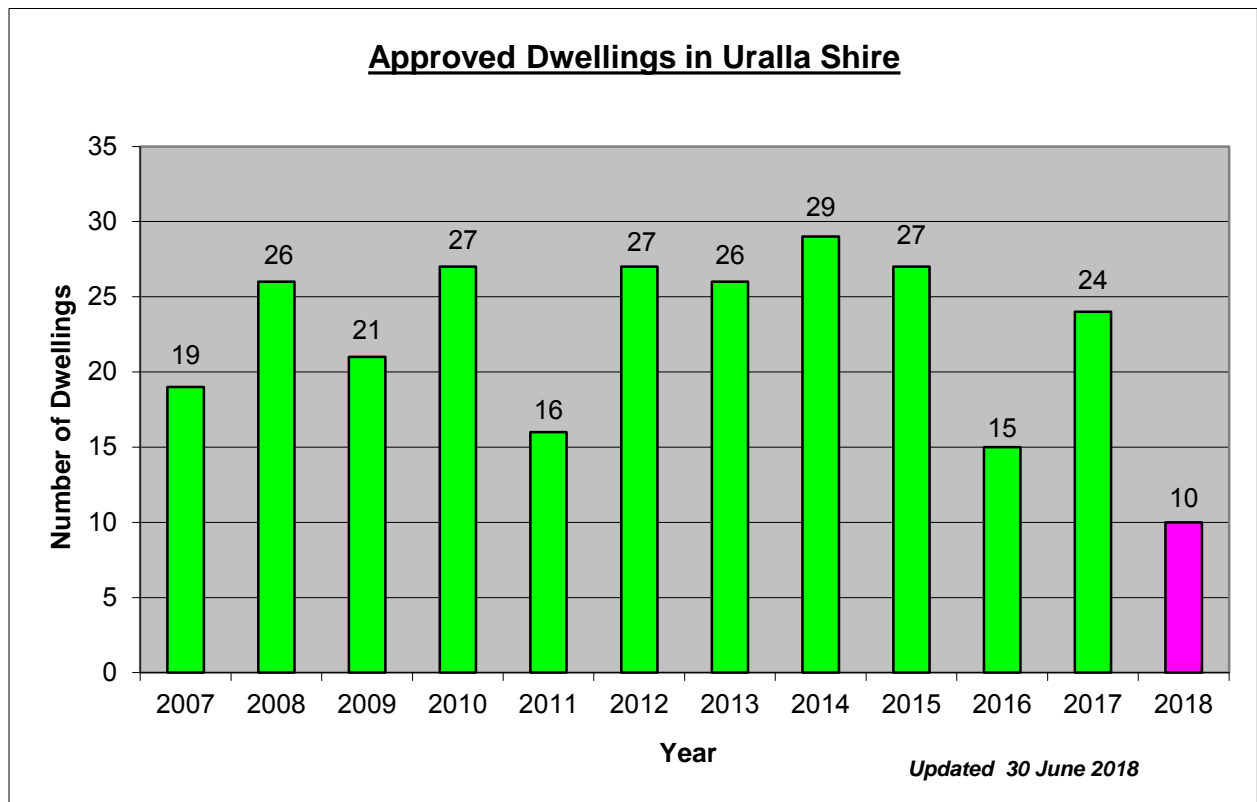
2018 to date

**Financial Year Development Values**

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	7,560,263	76,366	6,393,433	1,166,830
2016-2017	6,544,087	68,168	4,186,513	2,357,574
2017-2018	9,073,505	87,245	6,057,412	3,016,093

2017-2018 Full Financial Year

**Approved Dwellings 2007-2018**



**KEY ISSUES:**

- *Development Applications approved by Council for June 2018 – 7*
- *Development Applications refused by Council for June 2018 – 0*
- *Development Applications cancelled by Council for June 2018 – 0*
- *Development Applications withdrawn by Applicant for June 2018 – 0*
- *Outstanding Development Applications as at 30 June 2018 – 11*
- *Construction Certificates approved by Council for June 2018 – 0*
- *Construction Certificates refused by Council for June 2018 – 0*
- *Construction Certificates issued by private certification for June 2018 – 4*
- *Complying Development Applications approved by Council for June 2018 – 0*
- *Complying Development Applications refused by Council for June 2018 – 0*
- *Complying Development Applications withdrawn by Applicant for June 2018 – 0*
- *Complying Development Applications issued by private certification – 6*
- *Total Development Value for 2018 as at 30 June 2018 – \$4,342,853*
- *Average Development Value for 2018 as at 30 June 2018 – \$83,516*
- *Development Application Value for 2018 as at 30 June 2018 – \$2,557,043*
- *Complying Development Application Value for 2018 as at 30 June 2018 – \$1,785,810*
- *Approved dwellings as at 30 June 2018 – 10*

**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

<b>Department:</b>	<b>Infrastructure and Regulation</b>
<b>Submitted by:</b>	Manager Planning and Regulation
<b>Reference/Subject:</b>	<b>Report 5 - DIVISION DECISION – Development Application 35/2017 – Dwelling – 36 Uralla Street, Uralla</b>

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1	An attractive environment for business, tourism and industry
<b>Strategy:</b>	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial, and residential development
<b>Activity:</b>	2.1.4.1	Process building and development application
<b>Action:</b>	2.1.4.1.1	Assess and determine development, construction, and other regulatory applications

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### NOTE TO COUNCILLORS:

In accordance with the provisions of S375A of the Local Government Act 1993, a Division is to be called whenever a motion for a planning decision is put to the meeting, for the purpose of recording voting on planning matters.

### SUMMARY:

<b>Proposal:</b>	Dwelling
<b>Property description:</b>	Lots 30 and 31 DP 1000678 Assessment 10110
<b>Applicant:</b>	Charlie Cooper
<b>Owner:</b>	Charlie Cooper
<b>Zoning:</b>	R1 General Residential
<b>Date received:</b>	26 June 2017 (flood study received 26 April 2018)
<b>Public notification or exhibition:</b>	No
<b>Exhibition period:</b>	N/A
<b>Submissions:</b>	Nil
<b>Other approvals:</b>	Nil



**OFFICER'S RECOMMENDATION:**

*That Council refuse the Development Application 35/2017 for a dwelling at 36 Uralla Street, Uralla (Lots 30 and 31 DP 1000678) as:*

- *Part of the proposed dwelling footprint is located below the Flood Planning Level (1% Annual Exceedance Probability Level), and*
- *Part of the proposed dwelling footprint is located within a High Hazard Floodway as defined by the NSW Floodplain Development Manual, and*
- *Part of the proposed dwelling footprint has a Hazard Vulnerability Classification of H5 as per the Australian Disaster Resilience Handbook Collection, Flood Hazard, Guideline 7.3 (2017) "Unsafe for vehicles and people, all building types vulnerable to structural damage, some less robust building types vulnerable to failure", and*
- *The flood hazard to the proposed dwelling is inconsistent with applicable development standards in the Uralla Local Environmental Plan 2012 and Uralla Development Control Plan 2011.*
- *The proposed front and side setbacks are inconsistent with the Uralla Development Control Plan 2011.*
- *The proposed development would increase the flood risk to surrounding properties if constructed.*
- *The proposal is inconsistent with Direction 12, Action 12.1 of the New England North West Regional Plan.*

**BACKGROUND:**

Development application 35/2017 for a dwelling was received on 26 June 2017. On 15 August 2017 Council wrote to the applicant requesting a Hydraulic Engineering Report to ascertain the flood impact of the proposed development. This report was provided 26 April 2018.

**REPORT:**

The applicant is proposing to construct a dwelling on a lot which is largely below the Flood Planning Level for Uralla. The level is based on the 1% Annual Exceedance Probability which was determined by the Rocky and Uralla Creeks Flood Study, adopted by Council resolution 227/14 23 June 2014.

**KEY ISSUES:**

Flood hazard:

- The Hydraulic Engineering Report prepared by the applicant's consultant identified that:
  - Part of the proposed dwelling footprint is a High Hazard Floodway as per the NSW Floodplain Development Manual, and
  - Part of the proposed dwelling footprint has a Hazard Vulnerability Classification of H5 as per the Australian Disaster Resilience Handbook Collection, Flood Hazard, Guideline 7.3 (2017) "Unsafe for vehicles and people, all building types vulnerable to structural damage, some less robust building types vulnerable to failure".
  - The proposed development would increase the flood risk to surrounding properties if constructed.
- The flood hazard of the proposed dwelling is inconsistent with applicable floodplain development standards in the Uralla Local Environmental Plan 2012 and Uralla Development Control Plan 2011 (see attached report).
- The proposal is inconsistent with Direction 12 of the New England North West Regional Plan, Action 12.1 "Minimise the risk from natural hazards and the projected effects of climate change by identifying hazards, managing risks and avoiding vulnerable areas, particularly when considering new urban release areas".

**Image 1: Flood Planning Level and approximate building envelope for the proposed dwelling.**



Setbacks:

The front and side setbacks of the proposed dwelling do not satisfy the applicable development standards in the Uralla Development Control Plan 2011.

**CONCLUSION:**

Significant adverse impacts are known or expected should the application be approved. In that context it would be inappropriate to approve the Development Application.

**COUNCIL IMPLICATIONS:**

- 1. Community Engagement/ Communication (per engagement strategy)**  
Nil
- 2. Policy and Regulation**  
*Uralla Development Control Plan 2011*  
*Uralla Local Environmental Plan 2012*  
*Environmental Planning and Assessment Regulation 2000*  
*Environmental Planning & Assessment Act 1979*
- 3. Financial (LTFFP)**  
Nil
- 4. Asset Management (AMS)**  
Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Should Council approve the application there may be some exposure to litigation in relation to flood damage at the proposed site and neighbouring properties.

**7. Performance Measures**

Nil

**8. Project Management**

Nil

**9. Disclosure of Political Donations and Gifts**

Has a Political Donations Disclosure Statement been received in relation to this application? No

Political Donation Disclosure Statement register details N/A

Have staff received a gift or benefit from anyone involved in this application that needs to be disclosed? No

Gift and benefits register details N/A

Prepared by staff member:

Matt Clarkson, Manager Planning and Regulation

TRIM Reference Number:

DA-35-2017

Approved/Reviewed by Manager:

Terry Seymour, Director Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

- 1 Flood Impact Assessment prepared by Paterson Consultants Pty Ltd dated April 2018
- 2 Development Application Assessment Report 35/2017

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**MR C COOPER**

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**PROPOSED RESIDENCE, LOTS 30 AND 31, DP 100076,  
URALLA STREET, URALLA**

**FLOOD IMPACT ASSESSMENT**

**REPORT**

**April 2018**

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**MR C COOPER**

---

**PROPOSED RESIDENCE, LOTS 30 AND 31, DP 100076, URALLA STREET, URALLA**

**FLOOD IMPACT ASSESSMENT**

**REPORT**

**April 2018**

**Prepared By:**

**PATERSON CONSULTANTS PTY LIMITED  
4 SWAN HILL DRIVE  
WATERVIEW HEIGHTS NSW 2460**

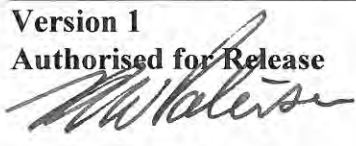
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**Version 1  
Authorised for Release**

 16/4/2018

## DOCUMENT CONTROL SHEET

<b>Paterson Consultants Pty Ltd</b> 4 Swan Hill Drive Waterview Heights NSW 2460 Telephone: (02) 6644 9455  Email: patcon@nor.com.au		P O Box 596 Grafton NSW 2460  Job Name: Proposed Residence, Lots 30 and 31, DP100076, Uralla Street, Uralla – Flood Impact Assessment  Job No.: 17-018  Original Date of Issue: 16 April 2018	
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### DOCUMENT DETAILS

Title:	Proposed Residence, Lots 30 and 31, DP100076, Uralla Street, Uralla – Flood Impact Assessment
Principal Author:	K W Paterson
Client:	Mr C Cooper
Client Address:	P O Box 297, Uralla NSW 2358
Client Contact:	Mr C Cooper

### REVISION / CHECKING HISTORY

Version Number	Version Name	Date	Issued By
1	Report	16 April 2018	KWP
2			
3			
4			
5			
6			

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1.	Site Plan
2.	Surrounding Lots
3.	Analysis Results

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## 1. INTRODUCTION AND BACKGROUND

This report has been produced for Mr C Cooper, Uralla.

Mr Cooper proposes to construct a residence on Lots 30 and 31, DP 100076, Uralla Street, Uralla.

Figure 1 illustrates the subject site with:

- cadastral layout (property lots at the site and surrounds);
- the footprint of the proposed dwelling;
- ground level contours at 2 metre intervals, as supplied to Uralla Shire Council by Land and Property Information;
- approximate once in 100 year flood extents as defined by the Uralla and Rocky Creeks Flood Study (adopted by Uralla Shire Council on 23 June 2014); and
- design once in 100 year (1% Annual Exceedence Probability) flood levels at the subject site (derived from the Uralla and Rocky Creeks Flood Study).

Figure 2 shows:

- the lots surrounding the subject site;
- flood extents and design flood levels for the design once in 100 year flood event; and
- the proposed building footprint.

It is noted from Figure 1 and Figure 2 that:

- the proposed residence footprint intrudes into the flood extent along Rocky Creek; and
- the intrusion into the floodplain has the potential to impact on surrounding properties.

With respect to Figure 2, it is noted:

- Lot 31, DP 100076 is not typical in that it protrudes over the normal road reservation;
- the bulk of Lot 30, DP 100076 lies within floodplain extent;
- comparison between the LPI 2 m ground contours and available ground survey points shows differences of up to 0.5 metres. Thus, the LPI contours should be interpreted with some caution.

The proposed dwelling and its intrusion into the Rocky Creek floodplain has the potential to impact:

- Lot 30, DP 100076,
- Lot 1, Lot 2 and Lot 3, DP 596303;
- Lot 2 and Lot 4, DP 368065;
- Lot 2, DP 368065.

The Uralla and Rocky Creeks Flood Study indicates a Flood Planning Level (used to set minimum building floor levels) at the proposed residence as RL 992.5 m AHD.

Mr C Cooper is considering two alternatives for construction below the Flood Planning Levels as either:

- complete enclosure of the building footprint to create garage/workshop or the like; or
- piled foundations below the Flood Planning Level, noting this construction has been used for the Uralla Shire Council offices, adjacent to Uralla Creek.

## 2. ANALYSIS UNDERTAKEN

The Uralla and Rocky Creeks Flood Study was developed using RORB as the hydrological model and MIKE-11 as the hydrodynamic model.

The MIKE-11 model included:

- Uralla Creek;
- Rocky Creek;
- an un-named tributary from Rocky Creek to Mackenzie Street; and
- 16 bridges, culverts and causeways.

The total MIKE-11 model used 64 riverine cross-sections, measured by ground survey, to represent waterway area.

As noted, Mr Cooper is considering construction either of complete enclosure of the building footprint (termed "Filled Option" for this report) or a piled foundation (termed "Piled Option" for this report).

The "Filled Option" will involve complete blocking of the floodplain beneath the building, while the "Piled Option" will create additional friction loss beneath the proposed building.

Three development scenarios were established for the Uralla and Rocky Creeks MIKE-11 model, namely:

- "existing" conditions;
- "Filled Option" conditions; and
- "Piled Option" conditions.

The MIKE-11 model was run for each option for the design 1% AEP flood and increases in flood levels (termed "afflux") between the subject site and Hill Street ascertained.

The MIKE-11 model for Uralla and Rocky Creeks relied on two waterway cross-sections near the subject site immediately downstream of Hill Street and across Lots 4 and 5, DP 759022.

Additional waterway cross-sections were surveyed for this investigation as:

- from the proposed building footprint across Rocky Creek; and
- across Rocky Creek at the downstream boundary of Lot 2, DP 759022.

The location of the cross-sections and their identifying chainage in the MIKE-11 model is shown on Figure 3.

The affluxes (increases in design flood levels) for the "Filled Option" and the "Piled Option" are given in Table 1 below and plotted on Figure 3.

**Table 1****Affluxes Created**

Reference Chainage	Afflux Created (millimetres)	
	"Filled Option"	"Piled Option"
1788	9	9
1803	0	3
1845	64	38
1850	81	49
1875	71	44
1898	44	32
1913	-6	1

With respect to the MIKE-11 model and the results (affluxes) given in Table 1 above and on Figure 3:

- the model has numerical stability issues near Mackenzie Street and upstream of Main Northern Rail Line on Rocky Creek;
- the model needs to be run for a number of varying initial conditions and time steps to obtain a stable solution near the subject site;
- the numerical stability issues were encountered in the Uralla and Rocky Creeks Flood Study and addressed in the same fashion;
- affluxes of less than 10 millimetres (one centimetre) can be ignored as they are not practically relevant;
- the affluxes given in Table 1 and Figure 3 should be rounded up to the nearest centimetre (10 millimetres) for assessment purposes.

Average cross-section flow velocities for the design 1% AEP event, as derived from the MIKE-11 model, are given in Table 2 below.

**Mr C Cooper**

**Proposed Residence, Lots 30 and 31, DP 100076, Uralla Street, Uralla - Flood Impact Assessment Report - April 2018**

R90\17018.V1

**Table 2****Average Flow Velocities**

<b>Reference Chainage</b>	<b>Afflux Created (millimetres)</b>		
	<b>Existing Conditions</b>	<b>“Filled Option”</b>	<b>“Piled Option”</b>
1788	1.4	1.4	1.4
1803	3.4	3.3	3.3
1845	1.9	1.7	1.8
1850	1.5	1.4	1.4
1875	1.5	1.7	1.6
1895	2.0	2.3	2.2
1913	2.9	2.8	2.9

Review of Table 2 indicates:

- an increase in average flow velocities at the proposed residence of up to 10 percent for the “Filled Option” and “Piled Option”;
- a slight decrease in average flow velocities in the areas of largest afflux (Chainage 1830 to 1860);
- high flow velocities downstream of Hill Street at Ch 1803.

Consideration of both flood velocity and flood depth for Rocky Creek at the proposed dwelling site leads to flood hazard classification as:

- High Hazard Floodway as per the NSW Floodplain Development Manual (Reference 1);
- Hazard Vulnerability Classification of H5 as per Australian Disaster Resilience Handbook Collection, Flood Hazard, Guideline 7.3 (2017) (Reference 2).

Guideline 7.3 quotes H5 hazard classification as “Unsafe for vehicles and people, all building types vulnerable to structural damage, some less robust building types vulnerable to failure”.



### 3. CONCLUSIONS

Conclusions drawn from this analysis cover:

- Mr C Cooper proposes a dwelling with building footprint partly on Lot 30 and Lot 31, DP 100076, Uralla Street, Uralla;
- The bulk of Lot 30, DP 100076 is within the design 1% AEP flood extent of Rocky Creek;
- Part of the proposed dwelling footprint falls within the Rocky Creek floodplain;
- The flood hazard classification at the proposed dwelling site is “High Hazard Floodway” according to NSW Floodplain Development Manual, and H5 Flood Hazard Category according to Australian Institute for Disaster Resilience;
- Mr Cooper proposes the dwelling be either fully enclosed over its footprint (thus blocking part of the floodway) or elevated on piles (thus creating additional resistance of the floodplain);
- Both building options will increase design flood levels on adjoining properties, namely:
  - o Lot 2 and Lot 3, DP 596303
  - o Lot 2, DP 759022
- Each of the affected adjoining lots currently have existing dwellings and some out-buildings;
- The affluxes caused by either building option are larger than most government agencies might accept;
- Floor levels for the dwelling on the affected lots are not at hand but can be readily sourced by ground survey;
- The proposed development has adequate emergency escape routes along Uralla Street and Hill Street for events up to the PMF.

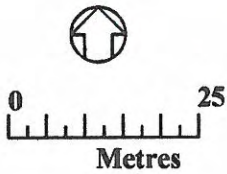
The above conclusions are provided to assist Uralla Shire Council in their assessment of Mr Cooper’s building proposal.

## REFERENCES

1. New South Wales Government, "Floodplain Development Manual", April 2005
2. Australian Institute for Disaster Resilience, "Australian Disaster Resilience Handbook Collection, Flood Hazard, Guideline 7.3", 2017

# FIGURES





**LEGEND**  
Ground levels from LPI 2m contours  
Design 1% AEP flood levels  
Approx. floodplain extent  
from Uralla & Rocky Creeks Flood Study

GL 992  
FI 992.0

5 APRIL 2018  
DISC REF: 17018  
FILE REF: 17018\_1\_SITE\_PLAN\_VI  
*Mr. Stiles* 16/4/2018

FIGURE 1  
SITE PLAN





**LEGEND**

Ground levels from LPI 2m contours	GL 992
Design 1% AEP flood levels	FI 992.0
Approx. floodplain extent from Uralla & Rocky Creeks Flood Study	

5 APRIL 2018  
DISC REF: 17018  
FILE REF: 17018 2 SURROUNDING\_LOTS\_V1  
*Waterman* 16/4/2018

**FIGURE 2**  
**SURROUNDING LOTS**



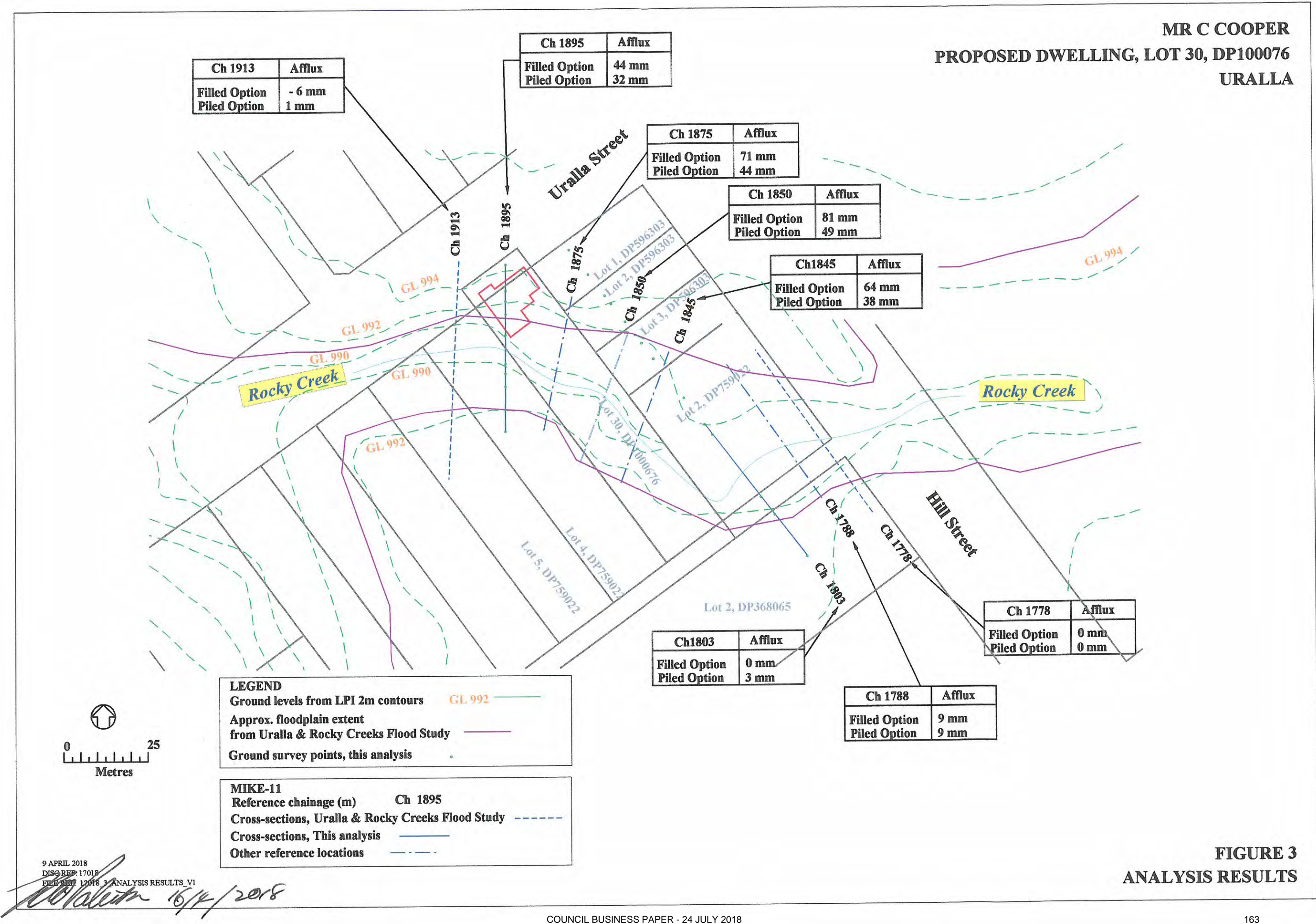


FIGURE 3

ANALYSIS RESULTS

# Development Assessment Report

DA Number: DA-35-2017

Council: Uralla Shire Council

Location: 36 Uralla Street URALLA

Development Description: Dwelling

Title Details: Lots: 30 and 31 DP: 1000678

## Property Details/History

	Checked	Comments
File History	No	Not relevant to the application
Title Plan	Yes	No issues apparent.
Check Ownership	Yes	

Is there any other issue that requires notation? Yes

Comment: The flood risk to the property was identified in Planning Certificate 91/2012 prior to the purchase of the property by the applicant.

## Application Type

Is this application an Integrated Development Application? No

Is it a BASIX affected development? Yes. Basix Certificate 772495S supplied.

## Concurrence/Referral

*Section 4.13 – EP & A Act*

Does this application require concurrence or referral? No

Is there any other issue that requires notation? No

Does this application require referral for decision by Council? Yes

## Local Environmental Plan

*Section 4.15(1)(a)(i) – EP & A Act*

This land is zoned: 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.

<b>List the relevant clause/clauses applicable under the LEP</b>		
<b>Clause</b>	<b>Compliance</b>	<b>Comment</b>
6.2 Flood planning	No	<p>Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that the development:</p> <ul style="list-style-type: none"> <li>• is compatible with the flood hazard of the land, and</li> <li>• is not likely to significantly adversely affect flood behaviour resulting in detrimental increases in the potential flood affectation of other development or properties, and</li> <li>• is not likely to significantly adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian vegetation or a reduction in the stability of river banks or watercourses.</li> </ul>

Is there a draft LEP or draft LEP amendment which may affect this proposal?

No

### **Development Control Plan**

*Section 4.15(1)(a)(iii) – EP & A Act*

Does Uralla DCP 2011 apply to this land/proposal?

Yes

<b>Chapter</b>	<b>Compliance</b>	<b>Comment</b>
3 – Residential Development	No	Both side setbacks are below the 3.5 metre minimum required.
11 – Floodplain Development and Management	No	<ul style="list-style-type: none"> <li>• The development is inconsistent with the NSW Floodplain Development Manual and the Uralla LEP.</li> <li>• The development may materially increase the risk to life.</li> <li>• The development is not at or above the flood planning level.</li> </ul>

Is there a draft DCP which may affect this proposal?

No

### **Regional Environmental Plan**

The proposal is inconsistent with Direction 12 of the New England North West Regional Plan, Action 12.1 “Minimise the risk from natural hazards and the projected effects of climate change by identifying hazards, managing risks and avoiding vulnerable areas, particularly when considering new urban release areas”.

### **State Environmental Planning Policy**

Is this proposal affected by a SEPP?

No

### **Environmental Impacts**

*Section 79c(1)(b) – EP & A Act*

	<b>Impact</b>	<b>Comment</b>
<b>Economic</b>	Yes	Surrounding properties may suffer increased damage in peak flood events.
<b>Siting &amp; Configuration</b>	Yes	The flood impact assessment states that construction of a dwelling in the proposed location will increase the design flood levels on adjoining properties.



	Impact	Comment
Setbacks	Yes	Side setbacks are non-compliant.

### Environmental Impacts – Threatened Species

Section 4.15(1)(b) – EP & A Act

Is a Species Impact Statement required?

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?

Yes

Is there a flood study which includes this land?

Yes

Name of Study:

Rocky and Uralla Creeks Flood Study.

Flood Height: 990

Has a Flood Impact Assessment been completed for this proposal? Yes. Paterson Consultants April 2018.

Comment: Flood hazard classification at the proposed dwelling site is:

- High Hazard Floodway as per the NSW Floodplain Development Manual, and
- Hazard Vulnerability Classification of H5 as per the Australian Disaster Resilience Handbook Collection, Flood Hazard, Guideline 7.3 (2017) “Unsafe for vehicles and people, all building types vulnerable to structural damage, some less robust building types vulnerable to failure”.



### **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

Does the development require any new easements? No

Has an Erosion and Soil Control Plan been submitted? No

### **Construction Assessment**

Is a construction assessment required? No

### **Section 68 Assessment**

*Section 68 – LGA Act*

Is a section 68 approval required? Yes

What the type of assessment/approval required? B1, B5, B6

### **Developer Contributions**

*Section 7.11 – EP & A Act*

Does this proposal require any Developer Contribution? No

### **Signage**

Does this proposal require signage? No

### **Notification**

*Section 4.15(1)(d) – EP & A Act*

Was this application notified? No

### **Section 88b Instrument**

Does Council require a Section 88b instrument to be prepared? No

### **Public Interest**

*Section 79c(1)(e) – EP & A Act*

Does this proposal have any construction or safety issues? Yes

Comment: Flood hazard as previously noted.

### **Site Suitability**

*Section 4.15(1)(c) – EP & A Act*

Is this a suitable site for this proposal? No

Comment: The flood hazard makes this site unsuitable for residential development.

## Assessing Officer General Comment

### **ASSESSMENT – KEY ISSUES**

No issues warranting further detailed consideration have been identified.

### **Recommendation**

Significant adverse impacts are known or expected as a result of the approving the application. In that context it would be inappropriate to approve the Development Application.

### **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: 4.7.2018**





## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure and Regulation</b>
<b>Submitted by:</b>	Manager Planning and Regulation
<b>Reference/Subject:</b>	<b>Report 6 - DIVISION DECISION – Development Application 34/2018 – Wind turbine – 24 McDonalds Lane, Rocky River</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1	An attractive environment for business, tourism and industry
<b>Strategy:</b>	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial, and residential development
<b>Activity:</b>	2.1.4.1	Process building and development application
<b>Action:</b>	2.1.4.1.1	Assess and determine development, construction, and other regulatory applications

### NOTE TO COUNCILLORS:

In accordance with the provisions of S375A of the *Local Government Act 1993*, a Division is to be called whenever a motion for a planning decision is put to the meeting, for the purpose of recording voting on planning matters.

### SUMMARY:

<b>Proposal:</b>	Wind turbine
<b>Property description:</b>	Lot 52 DP 755846 Assessment 9128
<b>Applicant:</b>	Antonius and Debra Vanden Hoogen
<b>Owner:</b>	Antonius and Debra Vanden Hoogen
<b>Zoning:</b>	RU2 Rural Landscape
<b>Date received:</b>	29 May 2018
<b>Public notification or exhibition:</b>	Yes
<b>Exhibition period:</b>	31 May 2018 – 15 June 2018
<b>Submissions:</b>	2
<b>Other approvals:</b>	Nil

### OFFICER'S RECOMMENDATION:

*That Council refuse the Development Application 34/2017 for a wind turbine at 24 McDonalds Lane Rocky River, being Lot 52 DP 755846, due to the negative impact on the amenity of neighbours.*

**BACKGROUND:**

Development application 34/2018 for an installed, unapproved wind turbine at 24 McDonalds Lane, Rocky River was received on 29 May 2018. As two submissions were received during the notification period, it has been referred to council for determination.

**REPORT:**

Wind turbines installed less than 200 metres from any dwelling that is not owned or occupied by the owner of the system require Development Consent from Council. In this instance, the wind turbine is located approximately 75 metres from the nearest dwelling.

**KEY ISSUES:**

Noise: Council staff inspected the site on four occasions. When there was significant wind flow, some noise was noticeable from the turbine blades, however impacts on amenity were considered acceptable. When wind flows were intermittent, the mechanical gearbox made a significant noise as the turbine slowed down, and this noise is considered to have an unacceptable impact on amenity for neighbouring dwellings. This impact was noted in the two submissions relating to the unapproved wind turbine.

**Image 1: Distances to neighbouring dwellings**



Visual amenity: Due to the height of the wind turbine, and its location on a relative high point, it protrudes well above the tree line and the surrounding landscape. It is reasonable to suggest that the impact on the visual amenity in the area is significant. This impact was also noted in the two submissions relating to the unapproved wind turbine.

**Image 2: Wind turbine**



**CONCLUSION:**

Significant adverse impacts are known on the amenity of the area should the application be approved. In that context it would be inappropriate to approve the Development Application.

Alternative solutions/options: Should Council resolve to approve the application, a resolution and recommended conditions of consent are provided below:

***Council approve Development Application 34/2017 subject to the following conditions of consent:***

***PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)***

*Nil*

### **GENERAL CONDITIONS**

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

*Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.*
2. The wind turbine must meet the relevant deemed-to-satisfy provisions of the Building Code of Australia, or if there are no such relevant provisions, must be structurally adequate.

*Reason: To ensure the structure is fit for purpose.*
3. 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.*
4. The approved hours of operation are Monday to Sunday, 8:00am to 8:00pm.

*Reason: To protect and preserve the amenity of the locality.*
5. No increase or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any other pollution discharge.

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

### **CONDITIONS TO BE COMPLETED PRIOR TO USE**

6. Certification from a structural engineer must be provided showing that the wind turbine is constructed to an appropriate standard to be fit for purpose.

*Reason: To ensure the structure is fit for purpose prior to operation.*

### **ADVISORY NOTES – GENERAL**

7. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
8. It is possible that a covenant may affect the land which is the subject of this consent. The granting of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
9. 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](http://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.

10. 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.
11. 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.

**COUNCIL IMPLICATIONS:**

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

Nil

**2. Policy and Regulation**

*Uralla Development Control Plan 2011*

*Uralla Local Environmental Plan 2012*

*Environmental Planning and Assessment Regulation 2000*

*Environmental Planning & Assessment Act 1979*

**3. Financial (LTFP)**

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

**9. Disclosure of Political Donations and Gifts**

Has a Political Donations Disclosure Statement been received in relation to this application? No

Political Donation Disclosure Statement register details N/A

Have staff received a gift or benefit from anyone involved in this application that needs to be disclosed? No

Gift and benefits register details N/A

Prepared by staff member:	Matt Clarkson, Manager Planning and Regulation
TRIM Reference Number:	DA-34-2018
Approved/Reviewed by Manager:	Terry Seymour, Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	1 Submissions received x2 2 Development Application 34/2018 Assessment Report

# OBJECTION TO DA-34-2018 (Wind Turbine at 24 Mcdonalds Lane, Rocky River).

---

The 8 metre high Wind Turbine which has already been constructed and operational since early February 2018 is located adjacent to the new Machinery Shed at the front fence line of 24 Mcdonalds Lane, is only about 55 metres from my house.

The Wind Turbine and Blades are starkly visible above the tree and skyline.

At certain times, when the wind is blowing the Wind Turbine produces a loud high pitched oscillating whistling and whooshing noise and when the Blades slow down the structure makes a very loud grinding/shuddering noise which occurs regularly at any time 24 hours a day, 7 days a week.

The whistling, whooshing and grinding noises can clearly and irritatingly, be heard throughout my property and within my house, especially at night time.

---

Sincerely, Calum FINDLAY.

7 Mcdonalds Lane,

Rocky River,

NSW 2358.

*CA Findlay . 8/6/18*





Sharyn Kelly  
30 Rifle Range Road  
Rocky River NSW 2358

14<sup>th</sup> June 2018

Mr. Matt Clarkson  
Manager Planning & Regulation  
Uralla Shire Council  
32 Salisbury Street  
URALLA N.S.W. 2358



**RE: OBJECTION TO DEVELOPMENT APPLICATION  
DEVELOPMENT APPLICATION No: DA – 34 – 201  
PROPOSED ACTIVITY: WIND TURBINE  
ADDRESS: 24 MCDONALDS LANE ROCKY RIVER  
APPLICANT: MR A & MRS D VANDEN HOOGEN**

Dear Matt,

This letter is an objection to the above-mentioned proposal based on the following grounds.

- The proximity of the wind turbine to existing residential dwellings. I believe written consent from landowners with residences within 200m of proposed turbines must be given.
- The location & height of the wind turbine in relation to impact on landscape values, visual impact and conservation of the natural landscape.
- Noise impact (sleep disturbance and noise annoyance)
- The environmental impact to wildlife such as bird deaths from collisions.
- Potential hazards such as blade throw, involving the blades breaking or being ejected during operation. (Certifying documentation should be provided to state this construction meets all relevant Australian Safety Standards)

I also wish to express my disappointment & concern due to the fact that the wind turbine has already been constructed and has been in full use for some months now. At no point has there been any consultation between the applicant & myself regarding this development.

I have found the wind turbine to be noisy on most occasions. The noise impact is of great concern.

Thankyou for taking the time to read my objections and concerns. I anticipate a positive outcome for all parties concerned.

I await your reply.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Sharyn Kelly', written over a light blue horizontal line.

Sharyn Kelly.

# Development Assessment Report

DA Number: DA-34-2018

Council: Uralla Shire Council

Location: 24 McDonalds Lane ROCKY RIVER

Development Description: Wind Turbine

Title Details: Lot: 52 DP: 755846

## Property Details/History

	Checked	Comments
File History	Yes	The wind turbine has been installed without Development Consent, in the context where Development Consent and an approved Construction Certificate were required.
Title Plan	Yes	
Check Ownership	Yes	

## Application Type

Is this application an Integrated Development Application?

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:

RU2 Rural Landscape

### List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes	The proposed land use requires development consent. Installation of a wind turbine is not inconsistent with maintaining the rural landscape character of the land.

Is there a draft LEP or draft LEP amendment which may affect this proposal?

No

## Development Control Plan

*Section 4.15(1)(a)(iii) – EP & A Act*

Does Uralla DCP 2011 apply to this land/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** Yes. State Environmental Planning Policy (Rural Lands) 2008. No inconsistencies identified.

### Environmental Impacts

*Section 79c(1)(b) – EP & A Act*

**Does this proposal have any potential environmental impacts?** Yes

	Impact	Comment
Noise	Yes	Council staff inspected the site on 4 occasions. When there was significant wind flow, some noise was noticeable from the turbine blades, however impacts on amenity are considered acceptable. When wind flows were intermittent, the mechanical gearbox made a significant noise as the turbine slowed down, and this noise is considered to have an unacceptable impact on amenity for neighbouring dwellings. This impact was noted in the two submissions relating to the unapproved wind turbine.
Visual amenity	Yes	Due to the height of the wind turbine, and its location on a relative high point, it protrudes well above the tree line and the surrounding landscape. It is reasonable to suggest that the impact on neighbouring dwellings is significant. This impact was also noted in the two submissions relating to the unapproved wind turbine.

### Environmental Impacts – Threatened Species

*Section 4.15(1)(b) – EP & A Act*

**Is a Species Impact Statement required?** No

### Environmental Impacts – Heritage

*Section 4.15(1)(b) – EP & A Act*

**Does this proposal have any potential impact on?**

Heritage	Impact	Comment
European	Yes	The unapproved wind turbine is located within the Rocky River Goldfields Conservation Precinct. Minor impact only.
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?** Yes

**Category:** Category1/Buffer. No significant impact expected.

### 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

## Construction Assessment

Is a construction assessment required? No

## Section 68 Assessment

*Section 68 – LGA Act*

Is a section 68 approval required? No

## Notification

*Section 4.15(1)(d) – EP & A Act*

Was this application notified? Yes

Were there any written submissions received? Yes

If Yes, what was the number of submissions received? 2

Submission Maker	Issue	Comment
Calum Findlay	Noise and visual amenity	
Sharyn Kelly	Noise, visual amenity, safety to humans and wildlife.	

## Section 88b Instrument

Does Council require a Section 88b instrument to be prepared? No

## Public Interest

*Section 79c(1)(e) – EP & A Act*

Does this proposal have any construction or safety issues? Yes

**Comment:** No certification from a structural engineer has been provided.

## Site Suitability

*Section 4.15(1)(c) – EP & A Act*

Is this a suitable site for this proposal? No

**Comment:** In its current form, the wind turbine is considered to have unacceptable amenity impacts.

## Assessing Officer General Comment

### ASSESSMENT – KEY ISSUES

No issues warranting further detailed consideration have been identified.

## Recommendation

Significant adverse impacts are known on the amenity of the area should the application be approved. In that context it would be inappropriate to approve the Development Application.

## 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: 2.7.2018**

Recommended conditions to be applied should Council decide to approve the development:

### ***PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)***

*Nil*

### ***GENERAL CONDITIONS***

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

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

2. The wind turbine must meet the relevant deemed-to-satisfy provisions of the Building Code of Australia, or if there are no such relevant provisions, must be structurally adequate.

*Reason: To ensure the structure is fit for purpose.*

3. 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.*

4. The approved hours of operation are Monday to Sunday, 8:00am to 8:00pm.

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

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

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

### ***CONDITIONS TO BE COMPLETED PRIOR TO USE***

6. Certification from a structural engineer must be provided showing that the wind turbine is constructed to an appropriate standard to be fit for purpose.

*Reason: To ensure the structure is fit for purpose prior to operation.*

### ***ADVISORY NOTES - GENERAL***

7. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
8. 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.

9. 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](http://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.
10. 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.
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**END**



## REPORT TO COUNCIL

<b>Department:</b>	<b>McMaugh Gardens</b>
<b>Submitted by:</b>	<i>Christine Valencius</i>
<b>Reference/Subject:</b>	<b>Report 7 - McMaugh Gardens Re-Accreditation to 4 August 2021</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	1.4 Access to and equity of services
<b>Strategy:</b>	1.4.1 Operate and maintain the McMaugh Gardens Aged Care Facility
<b>Activity:</b>	1.4.1.1 Operate a residential aged care facility
<b>Action:</b>	1.4.1.1.2 Maintain aged care facility accreditation and satisfactory aged care quality audit outcomes

### SUMMARY:

McMaugh Gardens current period of accreditation expires on 04 August 2018. In order to continue to receive Commonwealth Funding all Residential Aged Care Facilities must maintain current accreditation with the Australian Aged Care Quality Agency (AACQA). This report outlines the successful outcome of McMaugh Gardens Application for Re-accreditation.

### OFFICER'S RECOMMENDATION:

**That the report be received and noted.**

### BACKGROUND:

An application for re-accreditation was submitted to AACQA within the legislated timeframes and including the following required documents:

- Evidence of payment of application fee
- Self-Assessment against the 44 Outcomes of the Accreditation Standards
- Expected Outcome 1.6 Human Resources Management Report of staff rostered hours and other health professional hours of service delivery

On successful completion of the application process the Site Audit dates were scheduled by AACQA for May.

### REPORT:

An on-site audit was conducted by 2 Quality Surveyors on 15 May 2018 to 16 May 2018 resulting in 2 reports to the AACQA:

- The Quality Surveyors Audit Assessment Report – details of performance against the 44 outcomes
- The Consumers' Experience of the Quality of Care and Services – result of resident interviews

Both of these reports, and past reports, are published on the AACQA website, refer: [https://www.aacqa.gov.au/publications/reports#b\\_start=0&c5=McMaugh+Gardens](https://www.aacqa.gov.au/publications/reports#b_start=0&c5=McMaugh+Gardens)

The Consumers' Experience of the Quality of Care and Services: Aged Care Homes Report has been recently introduced to better reflect the residents' experience of living in an aged care home. The Quality Surveyors interview at least 10% of residents and include representatives.

The Consumers' Experience results for McMaugh Gardens are as follows:

**What is your experience at the home?**

- Do staff treat you with respect?
  - 100% of responses were: Always
- Do you feel safe here?
  - 100% of responses were: Always
- Do staff meet your healthcare needs?
  - 100% of responses were: Always
- Do staff follow up when you raise things with them?
  - 100% of responses were: Most of the time or Always
- Do the staff explain things to you?
  - 100% of responses were: Most of the time or Always
- Do you like the food here?
  - 92% of responses were: most of the time or always (1 resident was some of the time)

**Do you agree with these statements?**

- If I'm feeling a bit sad or worried, there are staff here who I can talk to.
  - 92% of responses were: agree or strongly agree (1 resident was neutral)
- The staff know what they are doing.
  - 100% of responses were: agree or strongly agree
- This place is well run.
  - 92% of responses were: agree or strongly agree (1 resident was neutral)
- I am encouraged to do as much as possible for myself.
  - 100% of responses were: agree or strongly agree

With all 44 Outcomes met at the site audit and the overall positive responses from the resident interviews the recommendation from the Site Audit Quality Surveyors was for re-accreditation.

**KEY ISSUES:**

On 25 June 2018 a decision was made by AACQA to re-accredit McMaugh Gardens. The decision takes into account the following:

- The site audit report and Consumers' Experience Report
- The approved provider's response to the audit assessment information
- Any information received from Department of Health
- Assessment contact reports from unannounced visits on 18 October 2017, 08 December 2016, 21 June 2016, 18 November 2015
- Re-accreditation decision dated 17 June 2015
- Performance against the Accreditation Standards since 03 August 2000

**Conclusion**

McMaugh Gardens has been approved for re-accreditation for a 3 year accreditation period of 04 August 2018 to 04 August 2021.

Prepared by staff member:	Christine Valencius - Facility Manager/Director of Nursing
TRIM Reference Number:	
Approved/Reviewed by Manager:	Director Community and Governance
Department:	Community and Governance
Attachments:	Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	<i>Acting Coordinator Community Development and Tourism</i>
<b>Reference/Subject:</b>	<b>Report 8 - Monthly Report - Visitor Information Centre and Library</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	1.3 A diverse and creative culture 2.1 An attractive environment for business, tourism and industry.
<b>Strategy:</b>	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
<b>Activity:</b>	1.3.1.1 Provide library services and programs 2.1.1.1 Promote Uralla Shire through the Visitor Information Centre
<b>Action:</b>	1.3.1.1 Operate the library services to meet the agreed service levels 2.1.1.1 Operate the Visitor Information Centre to meet agreed service levels

### SUMMARY:

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

### OFFICER'S RECOMMENDATION:

**That the report be received and noted.**

### BACKGROUND:

Not applicable.

### REPORT:

#### Uralla Visitor Information Centre

June is one of the quieter months in the calendar year and this month we welcomed 627 visitors, an expected decrease of 30.5% on the May figure of 902. This is also a decrease of 17.5% on the June 2017 figure of 760 visitors, and a notable decrease from the 6-year June average of 748 visitors.

The majority of travellers who came through the Visitor Information Centre in June came from New South Wales (69%), then Queensland (15.6%) and Victoria (6.5%). We welcomed 18 international visitors, principally from New Zealand (5), Germany (4) then South Africa and Spain.

The sales for June 2018 totalled \$1,889 (ex GST), a good result, especially considering the low visitor numbers and showing an increase on the May figure of 3.3%. In addition it is a 73.54% increase on 2017 June sales. We have exceeded the budget for the 2017/2018 year by \$4,553.



**Uralla Shire Council**  
**Council Business Paper – 24 July 2018**

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%.

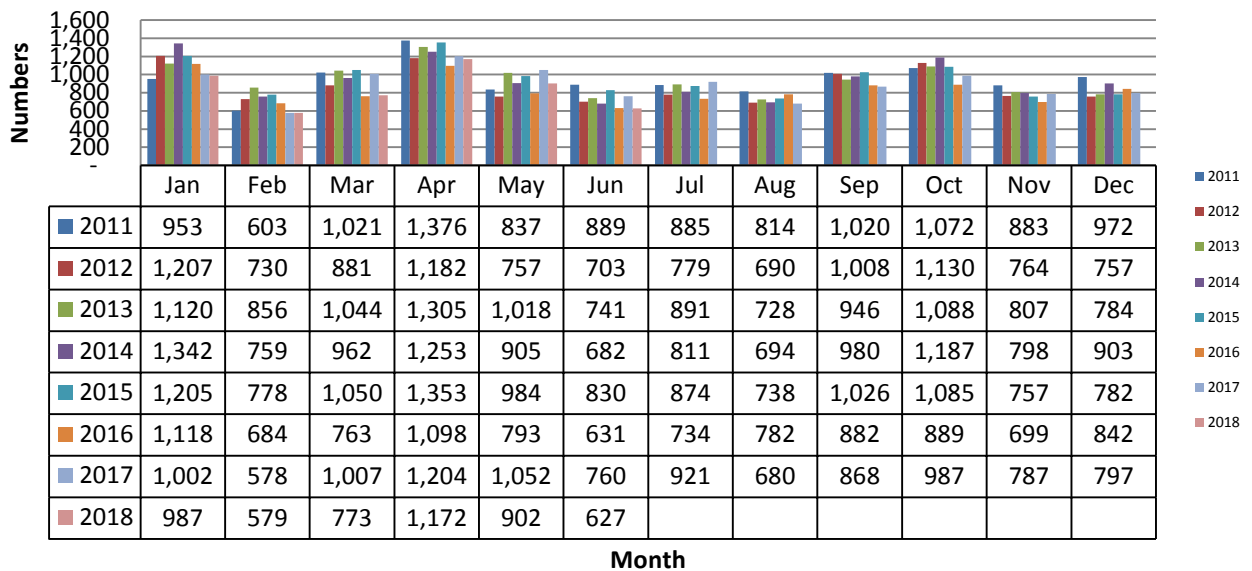
**Sales to-date for 2017-18 Financial Year**

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
April	\$2,065
May	\$1,829
June	\$1,889
<b>Total (\$)</b>	<b>\$19,552</b>

**Annual June Sales**

Year	Total (ex GST)
2014/15	\$1,470
2015/16	\$709
2016/17	\$1,089
2017/18	\$1,889

**Uralla Visitor Information Centre Visitor Numbers**



**Uralla Library**

Loans for the month of June totalled 1,625 items (for all loanable resources). The figure is a decrease of just 4 items from the May total loans, and places Uralla Library as the fourth highest for items loaned in the Central Northern Library Group (CNRL) for the month (behind the much larger libraries of Tamworth and Tamworth South as well as Narrabri). This month we welcomed 9 new members.

**Uralla Shire Council**  
**Council Business Paper – 24 July 2018**

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The library continues to host its numerous successful programs, and there is also a display of local lace making in the foyer at this time. A current innovative display around young adult titles engages (or perplexes!) all those entering the library, and is written as an sms text: “wt hv u rd L8LY”.

The Artist of the Month program is well subscribed and new hangings continue each month, including an Aboriginal artist for July, coinciding with NAIDOC week. The program is now fully booked until March next year.

**Library Figures to-date for 2017-18 Financial Year**

<b>Month</b>	<b>Loans</b>	<b>New Members</b>
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
April	1,734	12
May	1,629	17
June	1,625	9
<b>Total</b>	<b>19,127</b>	<b>164</b>

**KEY ISSUES:**

Nil

**Clare Campbell**

**Acting Coordinator Community Development and Tourism**

Prepared by staff member: Clare Campbell

TRIM Reference Number:

Approved/Reviewed by Manager: Trish Kirkland

Department: Director Community and Governance

Attachments: Nil



## REPORT OF COMMITTEE

<b>Department:</b>	<b>Community &amp; Governance</b>
<b>Submitted by:</b>	<i>Risk Management and Safety Officer</i>
<b>Reference/Subject:</b>	<b>Report 9 - Report of the Audit, Risk and Improvement Committee</b> Meeting held on 10 July 2018

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4.2 An effective and efficient organisation
<b>Strategy:</b>	4.2.6 Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment workforce
<b>Activity:</b>	4.2.6.1 Develop and incorporate a risk management framework which is effective and accessible
<b>Action:</b>	4.2.6.1.3 Facilitate regular meetings of the Audit, Risk and Improvement Committee

### SUMMARY:

This report provides the minutes and recommendations of the Audit, Risk and Improvement Committee Meeting held on 10 July 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. 3 Revised Internal Audit Program  
Committee Recommendation 3.1:

*That Council receive and note the Revised 2018/2019 Internal Audit Program, as modified by the Committee [Attachment B].*

3. Report No. 4 Revised Committee 2018-2019 Annual Program  
Committee Recommendation 4.1:

*That Council receive and note the Revised Committee 2018-2019 Annual Program, as modified by the Committee [Attachment C].*

4. Report No. 5 Plan: Corporate Governance Improvement Action 2018  
Committee Recommendation 5.1:

*That Council:*

- a. Place the draft Plan: Corporate Governance Improvement Action 2018 [Attachment D], as modified by the Committee, on public exhibition for a period of 28 days*
- b. Adopt the draft Plan: Corporate Governance Improvement Action 2018, subject to no public submissions being received.*

**5. Report No. 6 Guide: Agency Information 2018-19**  
**Committee Recommendation 6.1:**

***That Council:***

- a. Adopt the draft Agency Information Guide 2018-19 [Attachment E].*
- b. Repeal the Access to Council Documents Policy 2015 and authorise its removal from Council's Policy Register.*

**6. Report No. 7 Plan: Privacy Management 2018**  
**Committee Recommendation 7.1:**

***That Council:***

- a. Place the draft Plan: Privacy Management 2018 [Attachment F], on public exhibition for a period of 28 days.*
- b. Adopt the Plan: Privacy Management 2018, subject to no public submissions being received.*
- c. Repeal the Privacy and Confidentiality Policy 2013 and authorise its removal from Council's Policy Register.*

**7. Report No. 8 Policy: Complaint Handling 2018**  
**Committee Recommendation 8.1:**

***That Council:***

- a. Place the draft Policy: Complaint Handling 2018 [Attachment G], on public exhibition for a period of 28 days.*
- b. Adopt the Policy: Complaint Handling 2018, subject to no public submissions being received.*
- c. Repeal the Complaints Policy 2015 and authorise its removal from Council's Policy Register.*

**8. Report No. 9 Repeal of Operational Policies**  
**Committee Recommendation 9.1:**

***That Council receive a report on the status of Council policies, an assessment of their priority for review, and the repeal of Management policies previously adopted by Council.***

**9. Report No. 10 Revised Strategy: Fraud and Corruption Control 2018.**  
**Committee Recommendation 10.1:**

***That Council:***

- a. Place the draft Strategy: Fraud and Corruption Control 2018 [Attachment H], as modified by the Committee, on public exhibition for a period of 28 days.*
- b. Adopt the Strategy: Fraud and Corruption Control 2018, subject to no public submissions being received.*

**10. Other Business**  
**2018-19 Internal Audit Program budget**  
**Committee Recommendation:**

***That Council consider funding opportunities to reinstate the 2018-19 Internal Audit Program budget to a total of \$30,000, which is an additional \$15,000 to provide for the delivery of the scheduled second Internal Audit of Council's Financial Controls in accordance with the Committee's endorsed Internal Audit Plan.***

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 July 2018 Attachment B - Revised 2018/2019 Internal Audit Program Attachment C - Revised Committee 2018-2019 Annual Program Attachment D - Draft Plan: Corporate Governance Improvement Action 2018 Attachment E - Agency Information Guide 2018-19 Attachment F - Draft Plan: Privacy Management 2018 Attachment G - Draft Policy: Complaint Handling 2018 Attachment H - Strategy: Fraud and Corruption Control 2018



## MINUTES

# Audit, Risk and Improvement Committee Meeting

10 July 2018, 2pm, Council Chambers

### Members (voting):

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

### 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 2:14pm

### 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 was an apology from Mrs Deborah Creed  
2.3 The Chair advised there was an apology from Mr Andrew Hopkins

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

That the apologies from Cr Kevin Ward, Mrs Deborah Creed and Mr Andrew Hopkins are accepted and Leave of Absence granted.

- 2.4 The Chair acknowledged and welcomed the presence of Cr Pearce, Cr Strutt and Cr Ledger as observers

### 3. Welcome

### 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 10 April 2018

**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 10 April 2018.

### 7. Disclosures & Declarations of Interest

The Chair declared there are no disclosures or declarations received.

## 8. Reports

### 8.1 New Independent Committee Member

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

That the Audit, Risk and Improvement Committee note the following Council resolution of the Ordinary Council Meeting held on 22 May 2018:

Resolution #25.05/18

That Council appoint Deborah Creed from the short listed applicants to fill the vacant independent external representative on Council's Audit, Risk and Improvement Committee.

### 8.2 Chair's Report on 'Auditor General's Conference for Audit Risk and Improvement Committee Chairs'

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

That the Audit, Risk and Improvement Committee receive and note the Chair's written and verbal report.

### 8.3 Revised Internal Audit Program

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

That the Audit, Risk and Improvement Committee:

1. Endorse the revised Internal Audit Program, as modified by the Committee, set out in Table 1 for implementation in the 2018/2019 calendar year.
2. Recommend that Council receive and note the Revised 2018/2019 Internal Audit Program as set out in Table 1 for implementation.

### 8.4 Revised Committee 2018-2019 Annual Program

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

That the Audit, Risk and Improvement Committee:

1. Endorse the revised Committee 2018-2019 Annual Program, as modified by the Committee, contained at Attachment A.
2. Recommend that Council receive and note the revised Committee 2018-2019 Annual Program.

### 8.5 Plan: Corporate Governance Improvement Action 2018

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

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

1. That Council:
  - a. Place the draft Plan: Corporate Governance Improvement Action 2018, as modified by the Committee, contained at Attachment A, on public exhibition for a period of 28 days.
  - b. Adopt the Plan: Corporate Governance Improvement Action 2018, subject to no public submissions being received.

### 8.6 Guide: Agency Information 2018-19

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

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

1. That Council:
  - a. Adopt the draft Agency Information Guide 2018-19, contained at Attachment A.
  - b. Repeal the Access to Council Documents Policy 2015 and authorise its removal from Council's Policy Register.

### 8.7 Plan: Privacy Management 2018

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

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

1. That Council:
  - a. Place the draft Plan: Privacy Management 2018, as modified by the Committee, contained at Attachment A, on public exhibition for a period of 28 days.
  - b. Adopt the Plan: Privacy Management 2018, subject to no public submissions being received.
  - c. Repeal the Privacy and Confidentiality Policy 2013 and authorise its removal from Council's Policy Register.

### 8.8 Policy: Complaint Handling 2018

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

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

1. That Council:
  - a. Place the draft Policy: Complaint Handling 2018, as modified by the Committee, contained at Attachment A, on public exhibition for a period of 28 days.
  - b. Adopt the Policy: Complaint Handling 2018, subject to no public submissions being received.
  - c. Repeal the Complaints Policy 2015 and authorise its removal from Council's Policy Register.

#### 8.9 Repeal of Operational Policies

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

That the Audit, Risk and Improvement Committee recommend that Council receive a full report on the status of Council policies, the priority for their review and the repeal of Management policies previously adopted by Council.

#### 8.10 Revised Strategy: Fraud and Corruption Control 2018

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

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

1. That Council:
  - a. Place the draft Strategy: Fraud and Corruption Control 2018, as modified by the Committee, contained at Attachment A, on public exhibition for a period of 28 days.
  - b. Adopt the Strategy: Fraud and Corruption Control 2018, subject to no public submissions being received.

#### 8.11 McMaugh Gardens Annual Prudential Compliance Statement

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

That the Committee receive and note the report.

### 9. Confidential Report

CONFIDENTIAL Report 1 Request For Quotation Internal Audit Program

MOTION (M. O'Connor / P. Packham) CARRIED

That the Audit, Risk and Improvement Committee support the recommendations from the evaluation panel, contained at Attachment 1, and:

1. Contract the preferred supplier, the Centium Group, to undertake an Internal Audit in Cash Handling and Petty Cash for the price set out in Attachment 1.
2. Request The Centium Group to undertake the Cash Handling and Petty Cash Internal Audit to the timeframes in accordance with the revised Internal Audit Program.

#### 9.1 CONFIDENTIAL Report 2 Audit Office Management Letter 2017

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

That the Committee receive and note the report

### 10. Other Business

#### 10.1 2018-19 Internal Audit Program budget

MOTION (M. O'Connor / P. Packham) CARRIED

The Audit, Risk and Improvement Committee recommends:

That Council consider funding opportunities to reinstate the 2018-19 Internal Audit Program budget to a total of \$30,000, which is an additional \$15,000 to provide for the delivery of the scheduled second Internal Audit of Council's Financial Controls in accordance with the Committee's endorsed Internal Audit Plan.

### 11. Next Meeting

- 11.1 21 August 2pm @ Council Chambers, Uralla Shire Council.  
Special Meeting to review the 2017-2018 Financial statements prior to submission to the NSW Audit Office

### 12. Meeting Closed

- 12.1 The Chair declared the meeting closed at 3:54pm




Table 1: Revised Internal Audit Program

<b>2018-2019 Internal Audit Priorities</b>			
<b>Internal Audit Area</b>	<b>Locations</b>	<b>Protection or Enhancement</b>	<b>Date</b>
Cash Collection and Petty Cash	All areas of Council's business that collects monies and has a petty cash float.	Protection	October 2018
Financial Controls (subject to funding availability)	All areas of Council's operations that have procurement and delegation authorities.	Protection	January 2019
<b>Revised Internal Audit Implementation Key Actions</b>			<b>Date</b>
Committee to review and endorse revised Internal Audit Program for 2018.			10 July 2018
Governance and Risk Team to shortlist and prepare report for Committee to decide upon preferred internal auditors appointment			10 July 2018
Committee to select auditors to undertake internal audits.			10 July 2018
Work is commissioned (Audit 1 and subject to funding availability commission Audit 2)			August 2018
Audit 1 commenced by Internal Auditor.			October 2018
Draft Audit 1 Report provided from Internal Auditor.			November 2018
Draft Audit 1 Report considered by Management and management comments provided to Internal Auditor.			November 2018
Final Audit 1 Report provided to Council from Internal Auditor.			December 2018
Audit 2 commenced by Internal auditor (subject of funding availability)			January 2019
Audit 1 Report presented to the Audit, Risk and Improvement Committee for review.			February 2019
Draft Audit 2 Report provided from Internal auditor			February 2019
Draft Audit 2 Report considered by Management and management comments provided to Internal Auditor.			March 2019
Final Audit 2 Report provided from Internal Auditor.			March 2019
Audit 2 findings, recommendations, and management comments to the Committee.			April 2019

# Audit, Risk and Improvement Committee Calendar - 2018/2019

		2018												2019			
Key Responsibilities	Considerations	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Financial Reporting Activities	• Financial statements 2017-18 for external audit								✓								
	• 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 to unacceptable risks														✓		
	• 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 Prodnential compliance statement							✓									
	• Report on known compliance breaches				✓			✓							✓		
Governance Gap Analysis	• Receive Governance Gap Analysis							✓									
	• Receive Governance Gap Analysis Improvement Plan							✓							✓		
Policy Register Review	• Policy status and policies reviewed							✓				✓					
Audit Committee Performance and Review	• Review Committee performance				✓												
	• Endorse Annual Committee Program				✓			✓				✓					
	• Receive Audit, Risk & Improvement Committee Charter				✓												

Keynotes:  Audit & Risk Committee Meetings - 2018/2019



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**Plan:**

**Corporate Governance  
Improvement Action**

**2018**

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## INFORMATION ABOUT THIS DOCUMENT

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

### *Document History*

<b>Doc No.</b>	<b>Date Amended</b>	<b>Details/Comments eg Resolution No.</b>
<b>Version 1</b>	28 June 2018	Draft for consideration by Audit, Risk and Improvement Committee at meeting 10 July 2018
<b>Version 2</b>	12 July 2018	Draft for adoption by Council at meeting 24 July 2018

<b>Related Legislation*</b>	Government Information (Public Access) Act 2009 and Regulation 2009 Health Records and Information Privacy Act 2002 Local Government Act 1993 and General Regulation 2005 Privacy and Personal Information Protection Act 1998 Public Interest Disclosures Act 1994
<b>Related Policies</b>	
<b>Related Procedures/ Protocols, Statements, documents</b>	

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## **1. STATEMENT**

Uralla Shire Council (Council) is committed to developing, implementing and maintaining a robust and effective corporate governance framework that embeds good governance in our culture and the processes, systems, policies and practices that guide our day-to-day operations.

Good governance is those high-level processes and behaviours that ensure an organisation performs by achieving its intended purpose and conforms by complying with all relevant laws, codes and ethics while meeting community expectations of probity, accountability and transparency.

## **2. PURPOSE**

The Plan: Corporate Governance Improvement Action 2018 (Plan) demonstrates Council's commitment to developing and implementing a robust and effective corporate governance framework.

The Plan has been modelled on the Office of Local Government's Promoting Better Practice Program (OLG Program), which enables councils to access a range of resources, tools and checklists to support their self-assessment of their operations and performance. In preparing this Plan, Council has also considered Practice Notes, Guidelines and other resources produced by both the OLG and other organisations, namely the NSW Ombudsman and NSW Privacy and Information Commission.

The Plan provides a broad overview of Council's legislative and statutory responsibilities with respect to three key areas:

- Organisational Planning and Performance;
- Risk Management and Internal Controls; and
- Decision Making Framework.

This Plan identifies a range of actions that will be undertaken by Council to strengthen and improve our corporate governance framework and compliance with the *Local Government ACT 1993* and other legislation.

## **3. SCOPE**

The Plan: Corporate Governance Improvement Action 2018 applies to:

- Council Officials;
- Contractors; and
- Volunteers.

#### 4. DEFINITIONS

<b>the Act</b>	<i>Local Government Act 1993.</i>
<b>Contractors</b>	Includes contractors, consultants and suppliers engaged by Council under contract to provide goods, services or specialist or professional advice to Council.
<b>Council Officials</b>	Includes Councillors, members of staff of Council, administrators, Council committee members and delegates of Council.
<b>GIPA Act</b>	<i>Government Information (Public Access) Act 2009.</i>
<b>GIPA Regulation</b>	Government Information (Public Access) Regulation 2009.
<b>HRIP Act</b>	<i>Health Records and Information Privacy Act 2002.</i>
<b>the OLG</b>	The Office of Local Government.
<b>PID Act</b>	<i>Public Interest Disclosures Act 1994.</i>
<b>PPIP Act</b>	<i>Privacy and Personal Information Protection Act 1998.</i>
<b>the Regulation</b>	Local Government (General) Regulation 2005.
<b>Volunteers</b>	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. ORGANISATIONAL PLANNING AND PERFORMANCE

##### 5.1. Organisational Values

The OLG Program recommends that all councils develop an explicit set of values, consistent with section 8 of Act, which lists the guiding principles for councils. The object of the principles is to provide guidance to enable councils to carry out their functions in a way that facilitates local communities that are strong, healthy and prosperous.

The OLG Program further recommends that organisational values be determined following a process to survey organisational culture, and in consultation with staff and Councillors. Additionally, Council should actively promote its values and ensure Councillors, staff, visitors, delegate and the community are aware of its values by:

- Ensuring induction and ongoing training of Councillors, staff and delegates incorporates values education;
- Incorporating the values in key Council documents and publications, including the Community Strategic Plan , Delivery Program and Operational Plan, Annual Report and Code of Conduct; and
- Physically displaying the values in Council buildings and website.

a) Review Council's Statement of Organisational Values, incorporating both staff and Councillor consultation and results of organisational culture survey.	
Action Timeframe	April 2019
Responsibility	Director Community and Governance Manager Human Resources Coordinator Governance and Risk
b) Physically display Council's Statement of Organisational Values, once developed, in Council buildings.	
Action Timeframe	April 2019
Responsibility	Manager McMaugh Gardens/Director of Nursing Coordinator Community Development and Engagement Tourism Promotions and Operations Officer Manager Community Care Coordinator Stores and Workshop Team Leader Waste and Recycling Services Team Leader Water and Sewer Services
c) Publish Council's Statement of Organisational Values, once developed, to Council's website.	
Action Timeframe	April 2019
Responsibility	Coordinator Technology and Information
d) Ensure Councillor, staff and delegate induction and ongoing training programs incorporate organisational values education.	
Action Timeframe	April 2019
Responsibility	Manager Human Resources Coordinator Governance and Risk
e) Incorporate organisational values in all key Council documents and publications, namely the Integrated Planning and Reporting (IP&R) framework documents.	
Action Timeframe	Ongoing
Responsibility	Coordinator Governance and Risk

## 5.2. Organisation Structure

Section 332 of the Act requires Council, after consulting the General Manager, to determine the following:

- The senior staff positions within the organisation structure of the council;
- The roles and reporting lines (for other senior staff) of holders of senior staff positions; and
- The resources to be allocated towards the employment of staff.

After consulting the Council, the General Manager must determine the positions (other than the senior staff positions) within the organisation structure of the council so as to give effect to the priorities set out in the organisation's strategic plans, including the Community Strategic Plan, and Delivery Program. Council is further required under section 333 of the Act to review the organisation structure within 12 months after any ordinary election.



The OLG Program reiterates the provisions of the Act detailed above and recommends that the post-election review of the organisation structure ensures the structure aligns with the Community Strategic Plan and Workforce Management Plan.

f) Review the organisation structure following the 2020 Local Government Elections, ensuring the review considers the priorities of the Community Strategic Plan and Workforce Management Plan	
Action Timeframe	September 2021
Responsibility	Councillors General Manager

### 5.3. Code of Conduct

The Act requires all Councillors, staff and delegates to act honestly and exercise a reasonable degree of care and diligence in carrying out their functions. Section 440 of the Act and clause 193 of the Regulation require Council adopt the following documents governing conduct of Councillors, staff, delegates and administrators:

- A Code of Conduct that incorporates the provisions of the *Model Code of Conduct for Local Councils in NSW* (the Model Code); and
- A procedure for administering the Code of Conduct that incorporates the provisions of the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (the Model Procedure).

Council's adopted Code of Conduct and procedure administering the Code of Conduct are modelled on the Model Code and Model Procedure, respectively. In 2017, the OLG commenced consultation with the local government sector on a revised Model Code and Model Procedure. At the time of this Plan's adoption, the revised Model Code and Model Procedure were yet to come into force.

g) Adopt a new Code of Conduct and procedure for administering the Code of Conduct, incorporating the provisions of the revised Model Code and Model Procedure, once adopted by the OLG.	
Action Timeframe	April 2019
Responsibility	General Manager Director Community and Governance

## 6. RISK MANAGEMENT AND INTERNAL CONTROLS

### 6.1. Gifts and Benefits

Part 5 of the Model Code concerns Personal Benefit. As noted at clause 6.3 of this Plan, Council's adopted Code of Conduct is modelled on the Model Code and incorporates the provisions contained at Part 5. Under Council's Code of Conduct, all Council Officials must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from a Council Official or from Council.

The OLG Program recommends that councils adopt a Gifts and Benefits Policy and develop an accompanying procedure for the administration of that policy. The OLG Program further recommends that councils ensure consistent use of their Gifts and Benefits Register and regularly analyse declarations to identify trends or emerging issues in relation to gifts and benefits.

Council does not currently have an adopted Gifts and Benefits Policy. The OLG Program recommends that a council's Gifts and Benefits Policy:

- Be developed in consultation with Councillors, delegates and staff;
- Ensure token gifts and benefits defined are consistent with the relevant provisions of the Model Code; and
- Include provisions for reporting offered and refused gifts and benefits.

The revised Model Code, which was not yet in force at the time of this Plan's adoption, includes additional provisions concerning Personal Benefit designed to strengthen ethical standards for Council Officials.

h) Develop a Gift and Benefits Policy and accompanying Gift and Benefits Procedure, incorporating the relevant provisions of the revised Model Code of Conduct for Local Councils in NSW.	
Action Timeframe	April 2019
Responsibility	Coordinator Governance and Risk

i) Develop a Gift and Benefits Register and publish to Council's website.	
Action Timeframe	February 2019
Responsibility	Coordinator Governance and Risk

## 6.2. Communication Devices

The OLG Program recommends that councils develop a policy governing the use of communication devices, including internet and email use, and implement a system to protect against inappropriate use of communication devices through auditing records, training and/or refresher.

Council's current Employee Guide includes requirements around the use of computers and mobile phones in the workplace; however, these requirements are not supported by current Council policy. The Employee Guide specifies:

- Staff should have no expectation of privacy when using information systems, and that Council may capture telephone calls and internet browsing details and may log, review and utilise any information stored in, or passing through, its systems;
- The use of the internet for screening, viewing or downloading material considered to be offensive, of a graphic or sexual nature, or otherwise inappropriate, will result in disciplinary action;
- Staff should refrain from using social media unless it is a requirement of their role or have been requested to use social media by Council; and
- Staff are encouraged to avoid using social media platforms to discuss Council or its business or entities, or any work-related issues or other employees, contractors or volunteers.

While Council's Policy: Councillor Expenses and Facilities 2018 includes provisions regarding the telecommunication and internet expenses incurred by the Mayor and Councillors; the policy does not include any provisions concerning the use of communication devices provided by Council to Councillors.

j) Develop a Use of Communication Devices Policy and revise Employee Guide accordingly.	
Action Timeframe	December 2018
Responsibility	Coordinator Governance and Risk Coordinator Technology and Information

### 6.3. Disclosure of Pecuniary Interests

The Act provides for the management of pecuniary interests and places specific obligations on Councillors, delegates, staff and other people involved in decision-making or giving advice on Council matters to act honestly and responsibly in executing their functions. Part 2, Division 1 of the Act clarifies:

- Who are 'designated persons' for the purposes of the Local Government Act;
- What constitutes a 'pecuniary interest', and who has a pecuniary interest;
- The disclosures that must be made by Councillors, designated persons, Council Committee members, and Council advisers; and
- What interests do not have to be disclosed.

Section 448 of the Act requires Councillors and designated persons to complete and lodge with the General Manager a pecuniary interest disclosure return:

- Within three months after becoming a Councillor or designated person; and
- Within three months after 30 June in any year in which a Councillor or designated person held their position as a Councillors or designated person.

Section 450A of the Act requires the General Manager to keep a register of returns, and includes provisions on when returns must be tabled at a Council meeting.

The release of pecuniary interest returns is governed by the GIPA Act and the GIPA Regulation. In July 2010, the NSW Information Commissioner issued Guidelines regarding the publication of pecuniary interest returns, providing that returns of Councillors and designated persons be released as part of local councils' open access information as follows:

- The returns should be made publicly available for inspection free of charge;
- Copies may be made in accordance with the GIPA Regulation Part 2[4](b);
- Councils should clearly note on their website that the returns are available for inspection at Council offices during ordinary business hours; and
- Information contained in the returns should not be placed on the website of a local council.

The OLG Program recommends that councils:

- Clearly identify the officers, other than senior staff, who are designated persons;
- Clearly identify the position-holders of section 355 committees who are designated persons;

- Maintain a record of disclosures and written disclosures of pecuniary interest made by staff other than designated persons; and
- Develop and implement procedures to inform Councillors and staff, including staff who are not designated persons, of their obligations in relation to pecuniary interest.

k) Develop a Designated Persons Register identifying the officers within Council's organisation structure and position-holders of committees formed under section 355 of the Act.	
Action Timeframe	April 2019
Responsibility	Coordinator Governance and Risk

l) Maintain a record of disclosures and written disclosures of pecuniary interest made by staff other designated persons.	
Action Timeframe	April 2019
Responsibility	Coordinator Governance and Risk

m) Incorporate information about accessing pecuniary interest disclosures in Council's Agency Information Guide.	
Action Timeframe	August 2018
Responsibility	Coordinator Governance and Risk

n) Incorporate pecuniary interest training into Council's staff induction program.	
Action Timeframe	April 2019
Responsibility	Manager Human Resources Coordinator Governance and Risk

#### **6.4. Business Ethics**

The OLG Program recommends that councils develop a Statement of Business Ethics to guide external parties, such as suppliers and contractors, on the standards that are required when dealing with Council or acting on Council's behalf. Further, the OLG Program recommends that Council:

- Provide the Statement of Business Ethics to all suppliers, contractors and business partners; and
- Requires parties to contracts with Council to abide by the Statement of Business Ethics.

Council's current Statement of Business Ethics is published on Council's website. It is unknown when the Statement of Business Ethics was adopted. The Statement of Business Ethics should be scheduled for review to ensure currency and consistency with industry best practice.

o) Review the Statement of Business Ethics.	
Action Timeframe	April 2019
Responsibility	Coordinator Governance and Risk

p) Provide the Statement of Business Ethics to all new suppliers, contractors and business partners engaged by Council.	
Action Timeframe	Ongoing
Responsibility	Director Infrastructure and Regulation Coordinator Governance and Risk

## 6.5. Risk Management Planning

The OLG Program recommends that Council develop a Risk Management Plan that addresses all key business risks facing its organisation, identifying both insurable and non-insurable risks. In developing its Risk Management Plan, councils are advised to undertake a comprehensive risk management process to:

- Establish organisational context;
- Identify risks, including business, insurance and fraud risks;
- Analyse risks;
- Evaluate existing controls; and
- Outline strategies to manage risks.

Following the development of its Risk Management Plan, Council should assign responsibility for implementation of the Risk Management Plan across the organisation and implement review processes to ensure Council monitors the implementation of the Risk Management Plan and its progress against risk management strategies.

Council's current risk management policy, titled *Policy: Risk Management 2018*, was adopted by Council at its Ordinary Meeting in April 2018 [19.04]. At the time of this Plan's adoption, further work in preparing Council's Enterprise Risk Management framework was being undertaken.

## 6.6. Fraud and Corruption Control

The OLG Program recommends that Council develop a Fraud Control Strategy that is linked to the overall Risk Management Plan. Council's current strategy, titled *Strategy: Fraud and Corruption Control 2018*, and policy, titled *Policy: Fraud and Corruption Prevention 2018*, were adopted by Council at its Ordinary Meeting [19.04/18].

## 6.7. Business Continuity Planning

The OLG Program recommends that councils develop a Business Continuity Plan to manage the impact of adverse events on its operations. Council does not currently have a Business Continuity Plan in place.

q) Develop a Business Continuity Plan	
Action Timeframe	June 2020
Responsibility	Coordinator Technology and Information Risk Management and Safety Officer

## 6.8. Internal Audit

The OLG Program recommends that councils develop and implement an internal audit program supported by:

- An Internal Audit Charter;
- An Audit Committee, which in turn is supported by a Charter and has a clearly defined membership, business role and function; and
- An Internal Audit Plan that identified and examines key risks in the Risk Management Plan.

Council constituted an Audit and Risk Committee at its Ordinary Meeting in April 2014 [329/14], which was later renamed the Audit, Risk and Improvement Committee and constituted under the *Charter: Audit, Risk and Improvement Committee 2018* (the Charter) at the Ordinary Meeting of Council in March 2018 [24.03/18]. The Charter clearly defines the membership, business role and function of Council's Audit, Risk and Improvement Committee.

At its meeting in April 2018, Council's Audit, Risk and Improvement Committee endorsed the *Charter: Internal Audit 2018*, which establishes the organisation's internal auditing function, and adopted an Internal Audit Program for the 2018 calendar year.

## 6.9. Legislative Compliance

The OLG Program recommends that councils develop and implement a system or process to ensure its legislative and regulatory obligations are met. The legislative compliance system should:

- Identify legislation applying to Council's activities;
- Comply with the applicable Australian Standard (AS ISO 19600:2015 Compliance Management Systems); and
- Detail the process by which staff will be trained and resources to identify and respond to changes to legislation affecting Council.

r) Develop and adopt a Legislative Compliance Plan.	
Action Timeframe	December 2018
Responsibility	Coordinator Governance and Risk

## 6.10. Legal Services

The OLG Program recommends that councils develop a framework for the selection of its legal practitioners. While the OLG Program does not mandate the appointment of a panel for the provision of legal services; councils are encouraged to regularly review the spread of work among legal service providers and to implement a process by which legal work is allocated and monitored.

Additionally, councils are recommended to ensure:

- The elected Council receives regular reports on the progress of legal matters; and
- Legal service providers and the legal services budget is overseen by a specific committee or panel.

s) Provide a regular legal services report to Council's Audit, Risk and Improvement Committee.	
Action Timeframe	Every six months
Responsibility	Coordinator Governance and Risk

t) Provide a regular legal services report to Council.	
Action Timeframe	Every six months
Responsibility	Coordinator Governance and Risk

### 6.11. Procurement, Disposal and Tendering

Section 55 of the Act outlines the tendering requirements imposed on councils. The OLG Program recommends that councils respond to these legislative requirements by developing documented policies and procedures for:

- Purchasing and tendering;
- Disposal of assets; and
- Monitoring contractor performance.

Council does not currently have policies or documented procedures in place regarding purchasing and tendering, disposal of assets, or monitoring contractor performance. Policies should be scheduled for development.

u) Develop a Purchasing and Tendering Policy and accompanying procedures.	
Action Timeframe	December 2018
Responsibility	Chief Financial Officer

v) Develop a Disposal of Assets Policy and accompanying procedures.	
Action Timeframe	June 2019
Responsibility	Chief Financial Officer

w) Develop a Monitoring Contractor Performance Policy and accompanying procedures.	
Action Timeframe	December 2019
Responsibility	Director Infrastructure and Regulation

### 6.12. Privacy Management

Section 33 of the PPIP Act requires all public sector agencies, including councils, to prepare a Privacy Management Plan to deal with:

- The devising of policies and practices to ensure compliance by Council with the requirements of the PPIP Act and the HRIP Act;
- The dissemination of those policies and practices to persons within Council;
- The procedures that Council proposes for internal review of privacy complaints; and
- Such other matters as are considered relevant by Council in relation to privacy and the protection of personal information held by it.

Council's current Privacy Management Plan was adopted by Council at its Ordinary Meeting in August 2013 [248/13]. The plan should be scheduled for review to ensure currency and consistency with industry best practice.

x) Develop and adopt a revised Privacy Management Plan.	
Action Timeframe	August 2018
Responsibility	Coordinator Governance and Risk

y) Incorporate privacy management training into Council's staff induction program.	
Action Timeframe	July 2019



<b>y) Incorporate privacy management training into Council's staff induction program.</b>	
Action Timeframe	July 2019
Responsibility	Manager Human Resources Coordinator Governance and Risk

### **6.13. Records Management**

Council has certain records management obligations under the State Records Act, including an obligation under section 12(1) of the State Records Act to make and keep full and accurate records of its activities, including, but limited to:

- Council committee records;
- Executive Management team meetings;
- Councillor records; and
- File notes of telephone discussions/meetings.

The OLG Program recommends that all councils develop a suite of records management documents, including:

- Records Management Policy;
- Records Management Procedure/Guidelines; and
- Records Disposal Plan/Schedule.

Council does not currently have a documented Records Management Policy, Records Management Procedure/Guidelines or Records Disposal Plan/Schedule. All should be scheduled for development and implementation.

<b>z) Develop and adopt a Records Management Policy.</b>	
Action Timeframe	June 2019
Responsibility	Coordinator Technology and Information

<b>aa) Develop and adopt Records Management Procedures/Guidelines.</b>	
Action Timeframe	December 2019
Responsibility	Coordinator Technology and Information

<b>bb) Develop a Records Disposal Plan/Schedule.</b>	
Action Timeframe	December 2020
Responsibility	Coordinator Technology and Information

### **6.14. Information Technology**

The OLG Program recommends that councils develop an Information and Communications Technology (ICT) Strategic Plan. Council does not currently have an ICT Strategy.

<b>cc) Develop and adopt an Information and Communications Technology Strategic Plan.</b>	
Action Timeframe	June 2020
Responsibility	Coordinator Technology and Information



## 6.15. Access to Information by the Public

Under the GIPA Act and GIPA Regulation, all NSW agencies, including councils, are required to make a range of open access information publicly available, unless there is an overriding public interest against public disclosure of the information. Open access information includes, but is not limited to:

- Council's Policy Register and other policy documents, including rules, guidelines and statements of how administered schemes will operate;
- A disclosure log of information released under formal access applications that may be of general public interest;
- A register of contracts Council has with private sector entities for \$150,000 or more; and
- A record of the open access information that is not made public due to an overriding public interest against disclosure.

Council is also required under section 20 of the GIPA Act to have an Agency information Guide, which must be reviewed and adopted at intervals of not more than 12 months. The Agency Information Guide must be made available for public viewing from Council's website.

Council's Agency information Guide must satisfy the requirements of Section 20(1) of the GIPA Act, which lists the following minimum elements of an Agency Information Guide:

- A description of the structure and functions of the agency;
- A description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;
- Specify any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions;
- The various kinds of government information held by the agency, the kinds of government information it makes (or will make) publicly available, and specify the manner in which it makes (or will make) it publicly available; and
- The kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed must be identified.

At the time of this Plan's adoption, Council did not maintain a Contracts Register or a disclosure log of information released under formal access applications that may be of general public interest. The development of both a Contracts Register and formal access information disclosure log is, however, listed for completion in Council's combined Delivery Program 2017-2021 and Operational Plan 2018-2019.

Council's current Agency Information Guide was last reviewed and adopted by Council at its Ordinary Meeting on 20 December 2010 **[470/10]**. The Agency Information Guide should be scheduled for review to ensure currency and compliance with the requirements of the GIPA Act.

dd) Develop and maintain a disclosure log of information released under formal access applications that may be of general public interest, and publish to Council's website.	
Action Timeframe	December 2018
Responsibility	Coordinator Technology and Information

ee) Develop a Contracts Register detailing all contracts Council has with private sector entities for \$150,000 or more, and publish to Council's website.	
Action Timeframe	June 2019
Responsibility	Coordinator Governance and Risk

ff) Develop and adopt a revised Agency information Guide, and publish to Council's website.	
Action Timeframe	August 2018
Responsibility	Coordinator Governance and Risk Coordinator Technology and Information

#### 6.16. Complaint Handling

The NSW Ombudsman has published various resources, including a publication titled *Effective Complaint Handling Guidelines*, which, read alongside the OLG's *Practice Note for Complaints Management in Council*, provides a best practice framework for complaint handling in local government.

Council's Complaint Handling Policy should:

- Define 'complaint';
- Make clear who will deal with a complaint and how;
- Include the three-tiered review system suggested by the NSW Ombudsman;
- Detail performance targets for complaint handling turnaround;
- Include proper recording of complaints and outcomes; and
- Deal with complaints separately from requests for service.

The OLG Program further recommends that all Council staff be trained in the application of the organisation's Complaint Handling Policy and procedures, and that the Executive Management team regularly prepare and receive regular reports on the number, progress and outcome of complaints.

Additionally, the OLG Program recommends that Council make information about the complaint process available to the community through ensuring that its Complaint Handling Policy is published on its website, with complaints forms available in public areas of the organisation.

Council's current policy, titled *Handling of Complaints Policy*, was adopted by Council at its Ordinary Meeting in June 2015 [8.06/15]. The policy should be scheduled for review to ensure currency and consistency with industry best practice.

gg) Develop and adopt a revised Complaint Handling Policy.	
Action Timeframe	August 2018
Responsibility	Coordinator Governance and Risk

hh) Incorporate complaint handling into Council's staff induction program.	
Action Timeframe	June 2019
Responsibility	Manager Human Resources Coordinator Governance and Risk

## **7. DECISION MAKING FRAMEWORK**

### **7.1. Executive Management Meetings**

All councils are encouraged under the OLG Program to have a formal structure for meetings of its Executive Management team, made up of the General Manager and other senior staff. The OLG Program recommends that meetings of the Executive Management team be used to review and set direction in key operational areas and monitor the organisation's programs and operational performance.

At the time of this Plan's adoption, Council facilitated regular Executive Management Meetings. The General Manager chairs meetings of the Executive Management Meetings, with the Senior Executive Officer preparing meeting agendas and minutes and capturing meeting documents in Council's Electronic Records Management system.

### **7.2. Delegations of Authority**

Council may, by resolution, delegate to the General Manager or any other person or body (not including another employee of Council), any of the functions of the council under the Act or any other legislation, other than specific functions detailed under 377 of the Act.

All delegations and sub-delegations should be documented:

- From the Council to the Mayor;
- From the Council to the General Manager;
- From the General Manager to staff and others; and
- From Council to Committees of Council.

Council's Delegations Register should be made publicly available and be actively maintained and regularly updated. As part of the maintenance of its Delegations Register; Council must review all delegations within the first 12 months following the local government election elections and should continue to review its delegations at least once every two years.

At the time of this Plan's adoption, Council maintained a Delegations Register, which was not available for inspection by members of the public. The purchase and implementation of new Delegations Register management software was included in Council's 2018/19 budget as part of the organisation's Virtuous Circle Project.

<b>a) Implement the Local Government Software Solutions Delegations Register module.</b>	
Action Timeframe	December 2018
Responsibility	Coordinator Governance and Risk
<b>b) Publish a copy of Council's Delegations Register to Council's website.</b>	
Action Timeframe	December 2018
Responsibility	Coordinator Governance and Risk

c) Review Council's Delegations Register once every two years and within 12 months of the 2020 local government elections.	
Action Timeframe	September 2021
Responsibility	Coordinator Governance and Risk

### 7.3. Council Meetings

Section 9 of the Act requires Council to:

- Give notice to the public of the times and places of its meetings, and meetings of those of its committees of which all the members are Councillors;
- Have available for the public at its offices and at each meeting, copies of the agenda (for inspection of taking away by any person) and associated business papers;
- Ensure copies of meeting agendas and business papers are made available to members of the public as close as possible to the time they are made available to Councillors; and
- Ensure copies of meeting agendas and business papers are made available free of charge.

Additionally, section 375A of the Act requires the General Manager to keep a public register of planning and development decisions made at Council or Committee meetings, and record the name of Councillors who voted for and against the decisions. The rule applies to the following planning decisions:

- Development applications;
- Environmental planning instruments;
- Development control plans; and
- Development contribution plans.

The Act requires all councils to adopt a Code of Meeting Practice which must apply to all meetings of Council and its committees. The OLG has published a Model Code of Meeting Practice that reflects the meeting provisions of the Act and the Regulation, and councils must ensure that their Code of Meeting Practice incorporates the provisions of the Model Code of Meeting Practice.

The OLG Program recommends that a standard form for reports to Council be utilised, and that councils provide information in business papers and on their website promoting the right for members of the public to address Council meetings. The OLG Program further recommends that business papers be made available at Council offices and libraries, and on Council's website, at least 36 hours before meetings.

Council currently complies with all legislative requirements under section 9 of the Act. Additionally, as recommended by the OLG Program; Council currently utilises a standard form for reports to Council, which is applied consistently by staff across the organisation. Council does not currently maintain a Planning Decisions Register.

Council's adopted Code of Meeting Practice is modelled on the Model Code of Meeting Practice. In 2017, the OLG commenced consultation with the local government sector on a revised Model Code of Meeting Practice. At the time of this Plan's adoption, the revised Model Code of Meeting Practice was yet to come into force.

d) Adopt a new Code of Meeting Practice, incorporating the provisions of the revised Model Code of Meeting Practice, once adopted by the OLG.	
Action Timeframe	April 2019
Responsibility	Coordinator Governance and Risk

e) Develop a Planning Decisions Register in accordance with section 375A of the Act and publish to Council's website.	
Action Timeframe	April 2019
Responsibility	Senior Executive Support Officer

#### 7.4. Committees

Under section 355 of the Act, Council may delegate one or some of its functions to a committee of the Council. Committees established by Council for this purpose are referred to as 'Section 355 committees'. Council can also establish other committees, known as 'Advisory committees', which do not hold executive functions or exercise delegations of Council.

The OLG Program recommends that Council develops a clearly structured committee framework. Once established, committees should be provided with:

- A Constitution or Charter setting out their membership and function;
- A Code of Conduct;
- Documented procedures or operations manual; and
- Relevant training.

Importantly, all Committees of Council should also be required to keep records of their deliberations, with committee meeting documents, including agendas and minutes, publicly available.

At time of this Plan's adoption, Council operated two Section 355 committees, in addition to its Audit, Risk and Improvement Committee and one Project Reference Group. Each committee was constituted under a Charter, however, no documented procedures of operations manual had been provided to each committee.

f) Develop a Committees Handbook/Manual incorporating documented procedures for the operation of Section 355 and Advisory Committees.	
Action Timeframe	October 2018
Responsibility	Coordinator Governance and Risk

g) Develop a template Constitution/Charter for Section 355 Committees.	
Action Timeframe	October 2018
Responsibility	Coordinator Governance and Risk

h) Develop a template Constitution/Charter for Advisory Committees.	
Action Timeframe	October 2018
Responsibility	Coordinator Governance and Risk

i) Publish Constitutions/Charters of all Section 355 and Advisory Committees to Council's website.	
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Action Timeframe	October 2018
Responsibility	Coordinator Governance and Risk

### 7.5. Councillor Induction and Ongoing Development

In the lead-up to elections, councils are encouraged to facilitate information sessions for prospective Council candidates. Following local government elections; the OLG Program recommends that councils develop a comprehensive induction training program for Councillors, covering topics such as:

- Understanding of the legal and political context of local government;
- Roles of responsibilities of Councillors and staff;
- Overview of the organisation, its staffing, and major policy documents;
- Legal and ethical responsibilities of Councillors;
- Customer service and complaints handling;
- Teamwork, communication and conflict resolution in local government;
- Strategic planning, including community consultation and participation and change management;
- Decision making;
- Relationship between financial processes and other planning processes; and
- Key functional areas of Council operations.

In addition to the induction training program, the OLG Program recommends ongoing training provided to Councillors based on their individual identified training needs.

In 2017, the OLG commenced consultation with the local government sector on a draft Councillor Induction and Professional Development Guidelines, which aim to assist councils in developing and delivering induction and ongoing professional development activities for the Mayor and Councillors. Once finalised and adopted, the Councillor Induction and Professional Development Guidelines will require councils' induction and professional development programs to consist of three elements:

- Pre-election candidate sessions;
- Induction program; and
- Professional development program.

j) Design and deliver pre-election Councillor Candidate Information Sessions and candidate information resources ahead of the 2020 local government elections.	
Action Timeframe	June 2020
Responsibility	Coordinator Governance and Risk Coordinator Community Development and Engagement

k) Develop and implement a Councillor Induction Program.	
Action Timeframe	June 2020
Responsibility	Manager Human Resources Coordinator Governance and Risk

l) Develop and implement a Councillor Professional Development Program.	
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Action Timeframe	September 2021
Responsibility	Manager Human Resources Coordinator Governance and Risk

## 7.6. Councillor Expenses and Provision of Facilities

Section 252 of the Act requires Council to adopt, within the first 12 months of each term, a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, Deputy Mayor and Councillors in relation to discharging the functions of civic offices. A policy made under section 252 of the Act must comply with the provisions of the Act, the Regulation and any relevant guidelines issued by the OLG.

Council's current Councillor Expenses and Provision of Facilities Policy, titled *Councillor Expenses and Facilities Policy 2018*, was adopted by Council at its Ordinary Meeting in March 2018 [27.03/18]. The policy is consistent with both the provisions of the Act and industry best practice. In accordance with section 252 of the Act, the policy should be reviewed within 12 months of the 2020 local government elections.

m) Develop and adopt a revised Councillor Expenses and Provision of Facilities Policy.	
Action Timeframe	September 2021
Responsibility	Coordinator Governance and Risk

## 7.7. Councillor Staff Interaction

Clause 6.2 of the Model Code prohibits Councillors from:

- Directing Council staff other than by giving appropriate direction to the General Manager in the performance of Council's functions by way of Council or committee resolution, or by the Mayor or administrator exercising their power under section 226 of the Act (section 352);
- In any public or private forum, directing or influencing or attempting to direct or influence, any other member of the staff of the Council or a delegate of the Council in the exercise of the functions of the member or delegate (Schedule 6A of the Act);
- Contacting a member of the staff of the Council on Council-related business unless in accordance with the policy and procedures governing the interaction of Councillors and Council staff that have been authorised by the Council and the General Manager; and
- Contacting or issuing instructions to any of Council's contractors or tenderers, including Council's legal advisers, unless by the Mayor or administrator exercising their power under section 226 of the Act. This does not apply to Council's external auditors or the Chair of Council's Audit, Risk and Improvement Committee who may be provided with any information by individual councillors reasonably necessary for the external auditor or Audit, Risk and Improvement Committee to effectively perform their functions.

The OLG Program recommends that Council's Councillor Staff Policy covers the following key issues:

- Councillor access to information;
- Refusal of access to documents;
- Use of Council information; and



- Security of information.

Council's current policy, titled *Provision of Information to and Interaction Between Councillors and Staff Policy 2011*, was adopted by Council at its Ordinary Meeting in February 2011 [45/11]. The policy should be scheduled for review to ensure currency and consistency with industry best practice.

n) Develop and adopt a revised Councillor Staff Interaction Policy.	
Action Timeframe	October 2018
Responsibility	Coordinator Governance and Risk

## 7.8. Campaign Donations

Section 328A of the Act requires Council's General Manager to keep a register of copies of current declarations of disclosures of political donations lodged with the NSW Electoral Commission by or on behalf of Councillors (including in their capacity as candidates for election as Councillors).

o) Develop and maintain a register of political donations declarations lodged by or on behalf of Councillors.	
Action Timeframe	June 2019
Responsibility	Coordinator Governance and Risk



## APPENDIX A: GOVERNANCE FRAMEWORK RESPONSIBLE POSITIONS

Governance Framework	Directorate	Position/s Responsible
<b>Organisational Planning and Performance</b>		
Statement of adopted values	GM	General Manager
Organisational Performance	GM	General Manager
Organisational Structural Review	GM	General Manager
<b>Risk Management and Internal Controls</b>		
Gifts and benefits Policy, Procedures and Register	CG	Coordinator Governance and Risk
Communication devices Policy governing usage	CG	Coordinator Technology and Information
Conflict of interest Procedures (including Pecuniary Interest Register)	CG	Coordinator Governance and Risk
Statement of business ethics for external parties	CG	Coordinator Governance and Risk
Risk management strategy, plan and coordination (including for WHS)	CG	Risk Management and Safety Officer
Insurance Coordination - organisational risk insurance (except for Workers Comp)	CG	Risk Management and Safety Officer
Fraud and corruption prevention strategy, policy and procedures for reporting	CG	Coordinator Governance and Risk
Business Continuity Plan	CG	Coordinator Governance and Risk
ICT Disaster Recovery Plan	CG	Coordinator Technology and Information
Internal controls and audit committee and program	CG	Risk Management and Safety Officer
Legislative compliance calendar and reporting systems	CG	Coordinator Governance and Risk
Customer complaints handling policy and procedures	CG	Coordinator Community Development and Engagement
Legal services coordinator and panel contracts	CG	Coordinator Governance and Risk
Public interest disclosures and internal reporting	CG	Coordinator Governance and Risk
Code of conduct procedures and coordination	CG	Coordinator Governance and Risk
Procurement, Disposal and Tendering Framework	CG	Coordinator Governance and Risk
Privacy Management Plan and Coordination	CG	Coordinator Governance and Risk
Records Management Policy and Guidelines	CG	Records Coordinator
Access to information by the Public (GIPA) Policy, procedures and coordination	CG	Records Coordinator
Information Technology Strategic Planning	CG	Coordinator Technology and Information
Election Coordination and Campaign donations returns and register	CG	Coordinator Governance and Risk
Diversity Policy (EEO)	GM	Manager Human Resources
Secondary employment	GM	Manager Human Resources
Injury Management, Return to Work, and Workers Compensation	GM	Manager Human Resources
<b>Decision making processes</b>		
Executive Management accountability and remuneration fair and responsible	GM/Council	Mayor, Council and General Manager
Executive management meetings formal structure, agenda and minutes	GM	Senior Executive Support Officer
Delegations of authority register and compliance	CG	Coordinator Governance and Risk
Policies and procedures register and coordination	CG	Coordinator Governance and Risk
Code of meeting practice	CG	Coordinator Governance and Risk
Committee system coordination	GM	Senior Executive Support Officer

S.355 Committee Coordination	GM	Senior Executive Support Officer
PRG Coordination	Directorate	Directors
Business paper coordination and production (council and committees), including minute taking	GM	Senior Executive Support Officer
Councillor induction and training coordination	GM	Coordinator Governance and Risk
Expenses and provisions of facilities to councillors Policy	GM	Coordinator Governance and Risk
Councillor Services (including expense claims, travel arrangements etc)	GM	Senior Executive Support Officer
Councillors access to information policy	CG	Coordinator Governance and Risk
Councillor staff interaction policy	GM	Coordinator Governance and Risk
Strategic alliances with other councils	GM	GM / Directors
Council resolution status reporting coordination	GM	Senior Executive Support Officer
OLG Circulars and community partitions Coordination	CG	Coordinator Governance and Risk

# Uralla

URALLA SHIRE COUNCIL



## INFORMATION ABOUT THIS DOCUMENT

<b>Date Adopted by Council</b>		<b>Resolution No.</b>	
<b>Document Owner</b>	Director Community and Governance		
<b>Document Development Officer</b>	Coordinator Governance and Risk		
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### *Document History*

<b>Doc No.</b>	<b>Date Amended</b>	<b>Details/Comments eg Resolution No.</b>
<b>Version 1</b>	28 June 2018	Draft for consideration by Audit, Risk and Improvement Committee at meeting 10 July 2018
<b>Version 2</b>	12 July 2018	Revised draft for adoption by Council at meeting 24 July 2018

### *Further Document Information and Relationships*

<b>Related Legislation</b>	Government Information (Public Access) Act 2009 Privacy and Personal Information Protection Act 1998 and Regulation 2009
<b>Related Policies</b>	Plan: Privacy Management 2018
<b>Related Procedures/ Protocols, Statements, documents</b>	<a href="#">Information and Privacy Commission NSW Guideline 6: Agency Information Guides</a>

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## 1 Preface

This Information Guide has been produced by Uralla Shire Council in accordance with Section 20 of the *Government Information (Public Access) Act 2009* (GIPA Act).

Council's Information Guide is prescribed under section 20 of the GIPA Act. It must:

- Describe the structure and functions of the agency;
- Describe the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;
- Specify any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions;
- Identify the various kinds of government information held by the agency;
- Identify the kinds of government information held by the agency that the agency makes (or will make) publicly available;
- Specify the manner in which the agency makes (or will make) government information publicly available; and
- Identify the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

The Information Guide is available on Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) or from Council's Administration Centre at 32 Salisbury Street, Uralla during business hours.



**Uralla Shire Council Administration Centre**

**32 Salisbury Street, Uralla, NSW 2358**

## 2 Local Government Principles

Section 8 of the *Local Government Act 1993* (Local Government Act) comprises a series of principles that provide guidance to councils in carrying out their functions in a way that facilitates local communities that are strong, healthy and prosperous.

### Guiding Principles for Exercise of Functions

The following general principles apply to the exercise of functions by councils:

- a) Councils should provide strong and effective representation, leadership, planning and decision-making.
- b) Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.
- c) Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
- d) Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
- e) Councils should work co-operatively with other councils and the State government to achieve desired outcomes for the local community.
- f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
- g) Councils should work with others to secure appropriate services for local community needs.
- h) Councils should act fairly, ethically and without bias in the interests of the local community.
- i) Councils should be responsible employers and provide a consultative and supportive working environment for staff.

### Guiding Principles for Decision-Making

The following principles apply to decision-making by councils (subject to any other applicable law):

- a) Councils should recognise diverse local community needs and interests.
- b) Councils should consider social justice principles.
- c) Councils should consider the long term and cumulative effects of actions on future generations.
- d) Councils should consider the principles of ecologically sustainable development.
- e) Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

### Guiding Principles for Community Participation

Councils should actively engage with their local communities, through the use of the Integrated Planning and Reporting Framework and other measures.

### Principles of Sound Financial Management

The following principles of sound financial management apply to councils:



- a) Council spending should be responsible and sustainable, aligning general revenue and expenses.
- b) Councils should invest in responsible and sustainable infrastructure for the benefit of the local community.
- c) Councils should have effective financial and asset management, including sound policies and processes for the following:
  - (i) performance management and reporting,
  - (ii) asset maintenance and enhancement,
  - (iii) funding decisions,
  - (iv) risk management practices.
- d) Councils should have regard to achieving intergenerational equity, including ensuring the following:
  - (i) policy decisions are made after considering their financial effects on future generations,
  - (ii) the current generation funds the cost of its services.

### **Integrated Planning and Reporting Principles that apply to Councils**

The following principles for strategic planning apply to the development of the integrated planning and reporting framework by councils:

- a) Councils should identify and prioritise key local community needs and aspirations and consider regional priorities.
- b) Councils should identify strategic goals to meet those needs and aspirations.
- c) Councils should develop activities, and prioritise actions, to work towards the strategic goals.
- d) Councils should ensure that the strategic goals and activities to work towards them may be achieved within council resources.
- e) Councils should regularly review and evaluate progress towards achieving strategic goals.
- f) Councils should maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals.
- g) Councils should collaborate with others to maximise achievement of strategic goals.
- h) Councils should manage risks to the local community or area or to the council effectively and proactively.
- i) Councils should make appropriate evidence-based adaptations to meet changing needs and circumstances.



## 3 About Uralla Shire Council

Uralla Shire Council is constituted under the Local Government Act and was proclaimed on 5 December 1947, coming into effect on 1 January 1948.

Uralla Shire Council is a large and diverse organisation employing over 160 staff and is responsible for assets in excess of \$300 million, 32 different service areas and an annual budget of approximately \$20 million.

The Uralla Shire local government area covers an area approximately 3,229 square kilometres and is home to a permanent resident population of around 6,310 people. The main township is Uralla, which is located 22 kilometres south of Armidale and 89 kilometres north of Tamworth on the New England Highway.

Other localities in the Uralla Shire local government area include Abington, Arding, Bakers Creek, Balala, Boorolong, Briarbrook, Bundarra, Camerons Creek, Dangarsleigh, Dumaresq, Enmore, Gostwyck, Invergowrie, Kentucky, Kentucky South, Kingstown, Mihi, Rocky River, Salisbury Plains, Saumarez, Saumarez Ponds, Torryburn, Wollun and Yarrowyck.

### 3.2 Vision, Mission and Values

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Our Vision, Mission and Values are contained in our Community Strategic Plan 2017-2027.

#### Our Vision

In 2027, the Uralla Shire will continue to be an active, prosperous, welcoming and environmentally aware community.

#### Our Mission

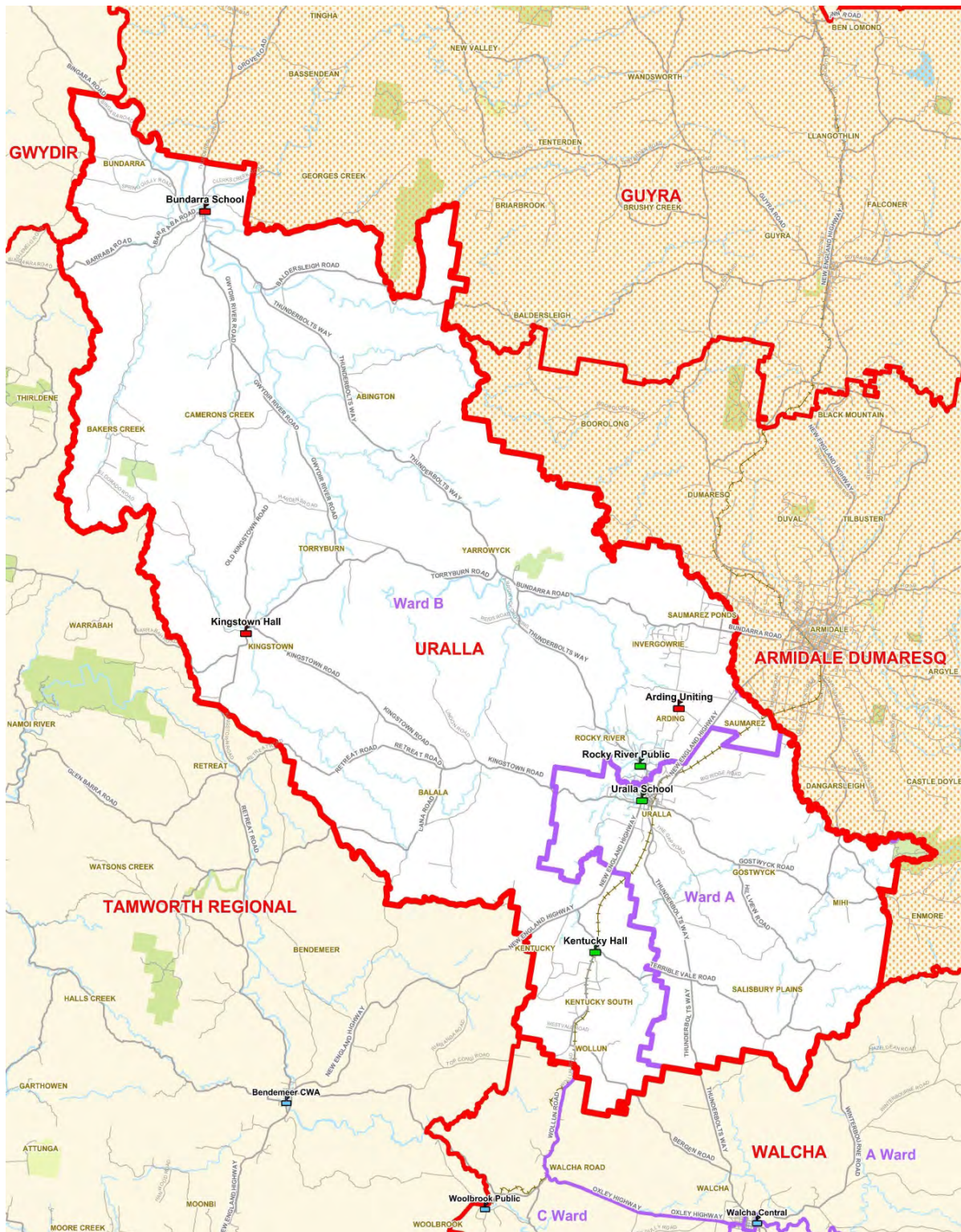
The Uralla Shire Council is committed to creating a unique environment which offers an excellent quality of life and economic opportunities for its people.

#### Our Values

The Uralla Shire community strives to:

- Enjoy a high quality of life;
- Have thriving business centres;
- Have educational and job opportunities available for people with a wide range of skills and aptitudes;
- Have an innovative, adaptive and diverse economy;
- Have access to good public services and relevant infrastructure;
- Have a continuing improvement in its socio-economic status;
- Treasure its natural and built heritage and continue to be progressive;
- Ensure sustainability;
- Provide security and safety for its residents;
- Have a growing population and a sound demographic structure; and
- Retain its independent community-based local government authority.

### 3.3 Map of the Uralla Shire Local Government Area





## 4 Structure of Council

Uralla Shire Council is governed by eight elected Councillors and a popularly elected Mayor, all of whom were elected at the 2016 Local Government Elections.

Together, the Mayor and Councillors comprise the governing body of Uralla Shire Council. The Local Government Act prescribes the collective role of Council's governing body as follows:

- To direct and control the affairs of the Council in accordance with the Local Government Act;
- To provide effective civic leadership to the local community;
- To ensure as far as possible the financial sustainability of the Council;
- To ensure as far as possible that the Council acts in accordance with the principles for local government (as described above) and the plans, programs, strategies and policies of the Council;
- To develop and endorse the Community Strategic Plan, Delivery Program and other strategic plans, programs, strategies and policies of the Council;
- To determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the Council's resources to implement the strategic plans (including the Community Strategic Plan) of the Council and for the benefit of the local area; and
- To keep under review the performance of the Council, including service delivery.



**Back Row (L to R): Cr Kevin Ward, Cr Levi Sampson, Cr Natasha Ledger, Cr Bob Crouch, Cr Mark Dusting.**  
**Front Row (L to R): Cr Isabel Strutt (Deputy Mayor), Cr Michael Pearce (Mayor), Cr Robert Bell, Cr Tara Toomey.**

## 4.1 Role of the Councillors

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Section 232 of the Local Government Act prescribes the role of individual Councillors as follows:

- To be an active and contributing member of the governing body;
- To make considered and well informed decisions as a member of the governing body;
- To participate in the development of the Integrated Planning and Reporting framework;
- To represent the collective interests of residents, ratepayers and the local community;
- To facilitate communication between the local community and the governing body;
- To uphold and represent accurately the policies and decisions of the governing body; and
- To make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.

## 4.2 Role of the Mayor

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Section 226 of the Local Government Act confers the following additional responsibilities upon the Mayor:

- Be the leader of the Council and a leader in the local community;
- Advance community cohesion and promote civic awareness;
- Be the principal member and spokesperson of the governing body, including representing the views of the Council as to its local priorities;
- Exercise, in cases of necessity, the policymaking functions of the governing body of the council between meetings of the Council;
- Preside at meetings of the Council;
- Ensure that meetings of the Council are conducted efficiently, effectively and in accordance with the Local Government Act;
- Ensure the timely development and adoption of the strategic plans, programs and policies of the Council;
- Promote the effective and consistent implementation of the strategic plans, programs and policies of the Council;
- Promote partnerships between the Council and key stakeholders;
- Advise, consult with and provide strategic direction to the General Manager in relation to the implementation of the strategic plans and policies of the Council;
- In conjunction with the General Manager, ensure adequate opportunities and mechanisms for engagement between the Council and the local community;
- Carry out the civic and ceremonial functions of the mayoral office;
- Represent the Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level;
- In consultation with the Councillors, to lead performance appraisals of the General Manager; and
- Exercise any other functions of the Council that the Council determines.

### 4.3 Role of the General Manager

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The General Manager is responsible for the efficient and effective operation of Uralla Shire Council and for ensuring the implementing, without undue delay, of decisions of the Council.

As the most senior employee of Council, the General Manager is the only member of staff selected and appointed by Councillors and is appointed on a renewable, fixed-term, performance-based contract for a maximum period of five years.

Section 335 of the Local Government Act confers the following functions on the General Manager:

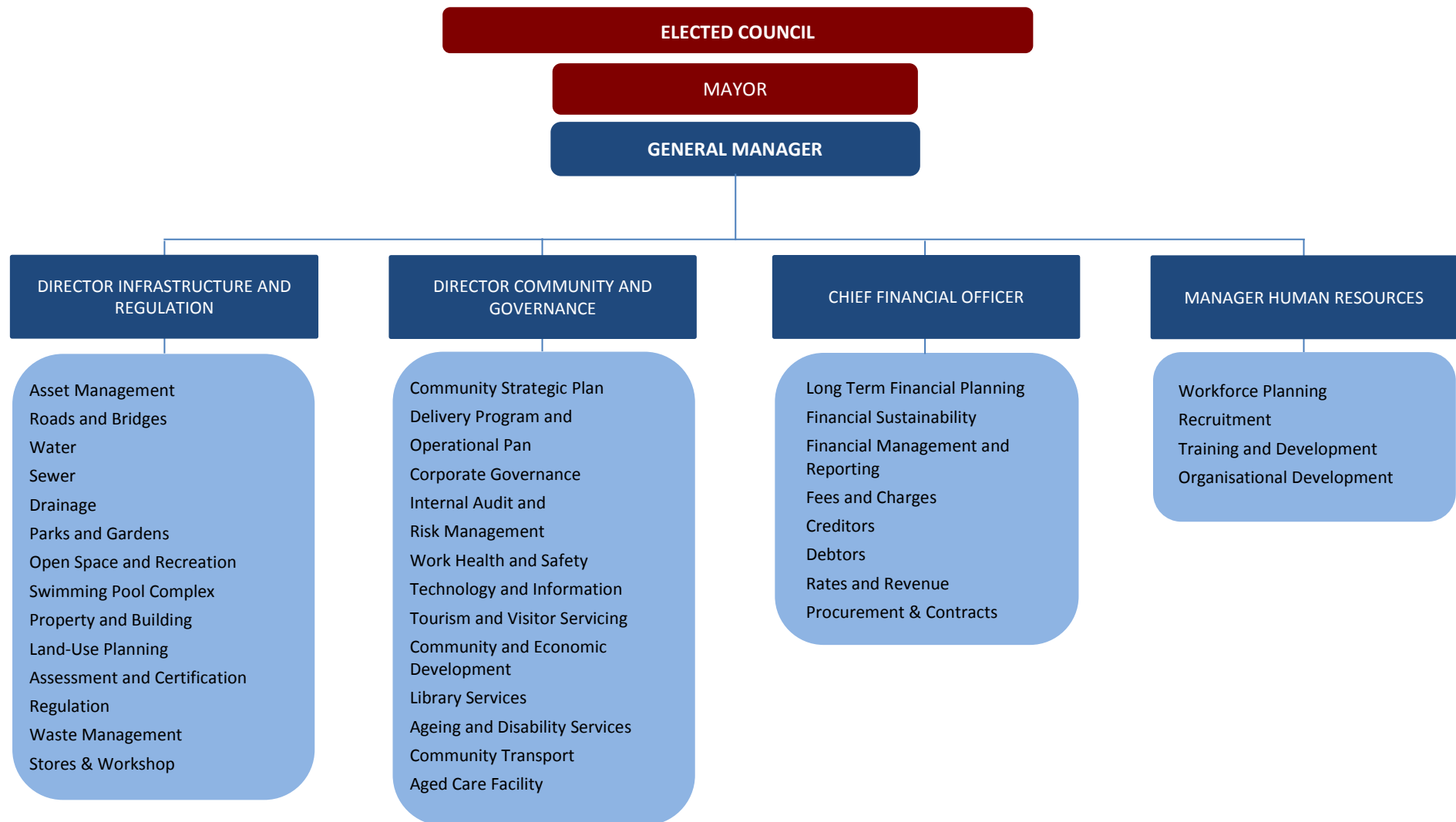
- To conduct the day-to-day management of the Council in accordance with the strategic plans, programs, strategies and policies of the Council;
- To implement, without undue delay, lawful decisions of the Council;
- To advise the Mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the Council;
- To advise the Mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the Council and other matters related to the Council;
- To prepare, in consultation with the Mayor and the governing body, the Council's Community Strategic Plan, Community Engagement Strategy, Resourcing Strategy, Delivery Program, Operational Plan and Annual Report;
- To ensure that the Mayor and other Councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions;
- To exercise any of the functions of the Council that are delegated by the Council to the General Manager;
- To appoint staff in accordance with the organisation structure determined and the resources approved by the Council;
- To direct and dismiss staff;
- To implement the Council's Workforce Management Strategy; and
- Any other functions that are conferred or imposed on the General Manager by or under the Local Government Act or any other Act.

### 4.4 Organisational Structure

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To ensure the efficient and effective operation of Uralla Shire Council and assist the General Manager in exercising his functions under the Local Government Act, Council's organisation structure consists of two departments - Community and Governance, and Infrastructure and Regulation – each of which is led by a Director. The General Manager is also supported by a Chief Financial Officer and Manager Human Resources.

## Uralla Shire Council Organisational Structure



## 5 Functions of Council

Under the Local Government Act, Council's functions can be grouped into the following categories:

<b>Service Functions</b>	Including: <ul style="list-style-type: none"> <li>• Providing community health, recreation, education and information services</li> <li>• Environmental protection</li> <li>• Waste removal and disposal</li> <li>• Land and property, industry and tourism development assistance</li> <li>• Civil infrastructure planning</li> <li>• Civil infrastructure maintenance and construction</li> </ul>
<b>Regulatory Functions</b>	Including: <ul style="list-style-type: none"> <li>• Approvals</li> <li>• Orders</li> <li>• Building certificates</li> </ul>
<b>Ancillary Functions</b>	Including: <ul style="list-style-type: none"> <li>• Resumption of land</li> <li>• Powers of entry and inspection</li> </ul>
<b>Revenue Functions</b>	Including: <ul style="list-style-type: none"> <li>• Rates</li> <li>• Fees and Charges</li> <li>• Borrowings</li> <li>• Investments</li> </ul>
<b>Administrative Functions</b>	Including: <ul style="list-style-type: none"> <li>• Employment of staff</li> <li>• Management plans</li> <li>• Financial reporting</li> <li>• Annual reports</li> </ul>
<b>Enforcement Functions</b>	Including: <ul style="list-style-type: none"> <li>• Proceedings for breaches of the Local Government Act and Local Government (General) Regulations and other Acts and Regulations</li> <li>• Prosecution of offences</li> <li>• Recovery of rates and charges</li> </ul>

While Council's functions are prescribed primarily by the Local Government Act, Council also has responsibilities under other legislation, including:

- *Anti-Discrimination Act 1977;*
- *Community Land Development Act 1989;*
- *Community Services (Complaints, Review & Monitoring) Act 1993;*
- *Companion Animals Act 1998;*
- *Disability Services Act 1993;*
- *Environmental Planning & Assessment Act 1979;*
- *Fines Act 1996;*
- *Food Act 2003;*

- *Government Information (Public Access) Act 2009;*
- *Heritage Act 1977;*
- *Home Care Services Act 1988;*
- *Impounding Act 1993;*
- *Library Act 1939;*
- *Noxious Weeds Act 1993;*
- *Police (Special Provisions) Act 1901;*
- *Protection of the Environment Operations Act 1997;*
- *Privacy and Personal Information Protection Act 1998;*
- *Public Health Act 1991;*
- *Recreation Vehicles Act 1983;*
- *Roads Act 1993 & Road General Regulation 2000;*
- *State Emergency and Rescue Management Act 1989;*
- *State Emergency Service Act 1989;*
- *Strata Schemes (Freehold Development) Act 1973;*
- *Swimming Pools Act 1992;* and
- *Unclaimed Money Act 1995.*

Council also has certain reporting responsibilities to the Office of Local Government (OLG). The OLG has the role of monitoring all councils' compliance with various legislative requirements and industry best practice.

## 5.1 How Council's Functions affect the Public

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As a service organisation, the majority of Uralla Shire Council's activities have an impact on the community. The following is an outline of how the broad functions of Council can affect the public:

- **Service functions** affect the community as Council provides services and facilities to the community. These include library services, customer and visitor services, halls and community centres, recreation facilities, infrastructure and waste management facilities, as well as the provision of human services by Tablelands Community Services and aged care services by McMaugh Gardens Aged Care Centre.
- **Regulatory functions** place restrictions on developments and buildings to ensure that they meet certain requirements affecting the amenity of the community and not endanger the lives and safety of any person. Members of the public must be aware of, and comply with, such regulations.
- **Ancillary functions** affect only some members of the community. These functions include, for example, the resumption of land or the power for Council to enter onto a person's land. In these circumstances, only the owner of the property would be affected.
- **Revenue functions** affect the public directly in that revenue from rates and other charges paid by the public is used to fund services and facilities provided to the community.
- **Administrative functions** do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.



- **Enforcement functions** only affect those members of the public who are in breach of certain legislation. This includes matters such as the non-payment of rates and charges, unregistered dogs and parking offences.

Community planning and development functions affect areas such as cultural development, social planning and community profile, and involves:

- Advocating and planning for the needs of our community. This includes initiating partnerships; participating on regional, State or Commonwealth working parties; and preparation and implementation of the Community Strategic Plan;
- Providing support to community and sporting organisations through provision of grants, training, information and access to facilities; and
- Facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events such as Australia Day celebrations, NAIDOC Week, Youth Week, Seniors Festival, art and cultural activities as well as promoting events of others.

## 5.2 How the Public can participate in Council's Policy Development and the Exercising of Functions

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Uralla Shire Council offers a number of methods for members of the public to participate in the formulation of Council's policies and the implementation of its functions.

### Council Meetings

Ordinary Council Meetings are held at 12.30pm on the fourth Tuesday of each month (except January) at the Uralla Shire Council Chambers, located at 32 Salisbury Street, Uralla. Extraordinary Council Meetings are held as and when required and the public is notified via Council's website. Members of the public may attend all Council meetings and meetings of its Committees.

Members of the public may also, at the discretion of the Council in each case, be permitted to address a Council Meeting on a particular issue which is listed on the Business Paper for that meeting. Anyone wishing to address a Council or Committee Meeting must make a request in writing to the General Manager (email, letter or fax) before 2.00pm on the day prior to the scheduled Council or Committee Meeting.

Business Papers are made available to the public on the Friday preceding the Council or Committee Meeting and can be accessed online from Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) or in person from Council's Administration Centre at 32 Salisbury Street, Uralla.

### Council Committees

There are also avenues for members of the public to personally participate in Council's policy development and exercising of functions through serving on a Council Committee. Council operates committees, including those constituted under Section 355 of the Local Government Act and delegated functions of Council pursuant to Section 377 of that Act. Vacancies on Council Committees are publicised on Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) when they arise.

## Community Consultations

When developing a project, policy or plan, Uralla Shire Council may undertake a community consultation to gather community input and seek feedback from members of the public. In carrying out community consultations, Council may employ a variety of consultation tools, such as public forums, stakeholder workshops, community surveys and community engagement activities with targeted sectors of the community. Community consultations are promoted on Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) and through Council's monthly community newsletter.

## Public Submissions

Prior to adoption; all significant plans, strategies and policies of Uralla Shire Council are placed on public exhibition in draft form so that interested members of the public may view them and make comments, should they wish to.

Documents on public exhibition are made available online from Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) and can be inspected in person at Council's Administration Centre at 32 Salisbury Street, Uralla.

Submissions must be made in writing, addressed to the General Manager, and returned to Council by the closing date specified.

## Representation

Local Government in Australia is based on the principle of representative democracy, meaning that citizens elect representatives to their local Council to make decisions on their behalf. In New South Wales, elections are held every four years. The next Local Government Elections are scheduled to be held in September 2020.

At each election, voters elect one popularly elected Mayor and eight Councillors. The Uralla Shire local government comprises two wards, with each ward returning four Councillors. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the Uralla Shire local government area and rate-paying lessees can also vote, but must register their intention to vote on the non-residential roll.

Residents are able to raise issues with, and make representations to, the elected Councillors. They Councillors, if they agree with the issue or representation, may pursue the matter on the resident's behalf. Councillors' contact details are available online from Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) and can be obtained from Council's Administration Centre at 32 Salisbury Street, Uralla.

## 6 Council Information

Uralla Shire Council holds information, contained in both hard copy and electronic document form, which relates to a number of issues concerning the Uralla Shire local government area. These documents are grouped into four categories:

- a) Electronic Documents;
- b) Physical Files;
- c) Policy Documents; and
- d) General Documents

### Electronic Documents

Council implemented the TRIM electronic document system in 2005. Following its introduction, hard copy, physical files were largely dispensed with, except for development/building/construction applications.

### Physical Files

Prior to 2005, the main type of physical files held by Council included general subject files, development and building files, property files, and street and park files.

### Policy Documents

Council maintains a Policy Register, which is available for inspection on Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) or in person at Council's Administration Centre at 32 Salisbury Street, Uralla.

### General Documents

The following list of general documents held by Council has been divided into four sections as outlined in Clause 3 and Schedule 1 of the GIPA Act:

- a) Information about Council;
- b) Plans and Policies;
- c) Information about Development Applications; and
- d) Approvals, Orders and Other Documents.

Under the GIPA Act, these documents are considered Open Access Information. In accordance with Council's legislative responsibilities, these documents held by Council are made publicly available for inspection on Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) or in person at Council's Administration Centre at 32 Salisbury Street, Uralla. Any current or previous documents of this type may be inspected by the public free of charge.

Copies can be supplied, where copyright provisions do not apply, for reasonable copying charges, in accordance with Council's adopted Fees and Charges.

## 6.1 Open Access Information

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Under the GIPA Act, the following list of documents or categories of documents are available for public access, free of charge:

### Information about Council

- Annual Reports;
- Annual financial reports;
- Auditor's report;
- Council Code of Conduct;
- Community Strategic Plan;
- Council's Land Register;
- Customer requests for service and complaints;
- Committee Terms of Reference, Reports, Agendas and Minutes;
- Community Directories;
- Equal Employment Opportunity (EEO) management plan;
- Financial Management Records;
- Register of investments;
- Register of delegations;
- Register of graffiti removal work (in accordance with s13 of the *Graffiti Control Act 2008*);
- Register of Councillor voting on planning matters (in accordance with s375A of the Local Government Act); and
- Rates Management Information.

### Plans and Policies

- Council Policies;
- Plans of Management for Community Land; and
- Environmental Planning Instruments, Development Control Plans and Contribution Plans.

### Information about Development Applications

Development Applications and any associated documents received in relation to a proposed development:

- Home Warranty Insurance documents;
- Construction Certificates;
- Occupation Certificates;
- Structural Certification documents;
- Town Planner Reports;
- Submissions received on Development Applications;
- Heritage Consultant reports;
- Tree Inspections Consultant reports;
- Acoustic Consultant reports;

- Land Contamination Consultant reports;
- Records of decisions on Development Applications including decisions on appeals; and
- Records describing general nature of documents that Council decides to exclude from public view including internal specifications and configurations of residential buildings and commercially sensitive information.

### Approvals, Orders and Other Documents

- Applications for approvals under part 7 of the Local Government Act;
- Applications for approvals under any other Act and any associated documents received;
- Records of approvals granted or refused, variation from Council Policies with reasons for variation, and decisions made on appeals concerning approvals;
- Orders given under Part 2 of Chapter 7 of the Local Government Act, and any reasons given under section 136 of the Local Government Act;
- Orders given under the authority of any other Act;
- Records of Building Certificates under the *Environmental Planning and Assessment Act 1979*; and
- Compulsory Acquisition notices.

## 6.2 Authorised Proactive Release

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In addition, Council will make as much other information as possible publicly available in an appropriate manner, including on its website. The information will be available free of charge or at the lowest reasonable cost. It includes frequently requested information or information of public interest that has been released as a result of other requests.

## 6.3 Informal Release

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Access to information which is not available as Mandatory Release or Authorised Proactive Release information may be provided through Informal Release. In this regard, applications should be made to Council by submitting the appropriate 'Informal Access to Information' application form. Council will endeavour to release information in response to such a request, subject to any reasonable conditions as Council deems fit to impose.

**Note:** Copyright law applies to most plans and reports. Council cannot reproduce copies of these documents without written permission of the person or company that created them (section 36 *Commonwealth Copyright Act 1969*). If possible, Council will attempt to supply details of copyright owners of plans and reports to assist an applicant to obtain the necessary copyright permission. Council will continue to allow "view only" access for the purposes of the GIPA Act (unless the copyright owner has authorised other uses).

## 6.4 Formal Access Applications

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Notwithstanding the lodgement of an informal application, Council may require a formal access application to be submitted where the information sought:

- Is of a sensitive nature that requires careful weighing of the considerations in favour of and against disclosure; or

- Contains personal or confidential information about a third party that requires consultation; or
- Would involve an unreasonable amount of time and resources to produce.

To make a formal request for access to information a 'Formal Access Information' application form should be completed. In accordance with the GIPA Act, an application fee of \$30.00 is payable, and additional processing charges may be applicable. An acknowledgement of such application will be provided by Council within five working days.

## **6.5 Other Matters**

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Any fees for photocopies of documents provided under the GIPA Act are listed in Council's adopted Schedule of Fees and Charges.

Copies of documents provided are given for information purposes only and are provided by Council to meet its requirements under relevant legislation. Copyright laws still apply to each document. The copyright owner's consent is required if any part of a copyright document is used for any other purpose.

Where information is released to an applicant under a formal access application and Council considers that it will be of interest to other members of the public, Council will provide details of the information in a disclosure log for inspection by the public.

## 7 Personal Information

Uralla Shire Council collects, stores and uses a broad range of information. A significant part of that information is personal information. Council is required to comply with the Information Privacy Principles (IPPS) in the *Privacy and Personal Information Protection Act 1998* (PPIP Act), which regulate the collection, storage, use and disclosure of personal information held by Council.

Any personal information you provide to us will be used and disclosure for Uralla Shire Council purposes, or a directly related purpose, unless you consent to another use or disclosure, in emergencies or as otherwise required or authorised by law.

The provision of information to Uralla Shire Council is voluntary; no law requires you to provide any personal information to Uralla Shire Council, however, failure to provide certain personal information to Uralla Shire Council may inhibit our ability to provide you with the services you require.

Under the PPIP Act, you have the right to access your personal information held by Uralla Shire Council, without excessive delay or expense. You also have the right to have your personal information corrected in certain circumstances (e.g. if it is inaccurate). Should you wish to access or correct your personal information, please make a written request to the Privacy Contact Officer by:

- **Post:** PO Box 106, Uralla NSW 2358
- **Email:** [council@uralla.nsw.gov.au](mailto:council@uralla.nsw.gov.au)



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**Plan:**

**Privacy Management**

**2018**

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## INFORMATION ABOUT THIS DOCUMENT

<b>Date Adopted by Council or Endorsed by General Manager</b>		<b>Resolution No. or Document Reference for Endorsement No.</b>	
<b>Document Owner</b>	Director Community and Governance		
<b>Document Development Officer</b>	Coordinator Governance and Risk		
<b>Review Timeframe</b>	Two years		
<b>Last Review Date:</b>	July 2018	<b>Next Scheduled Review Date</b>	July 2020

### *Document History*

<b>Doc No.</b>	<b>Date Amended</b>	<b>Details/Comments eg Resolution No.</b>
<b>Version 1</b>	28 June 2018	Draft for consideration by Audit, Risk and Improvement Committee at meeting 10 July 2018
<b>Version 2</b>	12 July 2018	Revised draft for consideration by Council at meeting 24 July 2018

### *Further Document Information and Relationships*

<b>Related Legislation</b>	Government Information (Public Access) Act 2009 Health Records and Information Privacy Act 2002 Local Government Act 1993 Privacy and Personal Information Protection Act 1998 Public Interest Disclosures Act 1994
<b>Related Policies</b>	Uralla Shire Council Code of Conduct
<b>Related Procedures/ Protocols, Statements, documents</b>	Guide to Making Privacy Management Plans (IPC, August 2012) Model Privacy Management Plan for Local Government (Office of Local Government, January 2013) Privacy Management Plans – Checklist (IPC, June 2014)

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## PREFACE

The *Privacy and Personal Information Protection Act 1998* (PIIP Act) requires that all NSW councils prepare a Privacy Management Plan (Plan) outlining their policies and practices to ensure compliance with the requirements of the PIIP Act and the *Health Records and Information Privacy Act 2002* (HRIP Act).

In particular, the purpose of this Privacy Management Plan (Plan) is to inform:

- The community about how their personal information will be used, stored and accessed after it is collected by Uralla Shire Council (Council); and
- Council Officials, Contractors and Volunteers of their obligations in relation to handling personal information and when they can and cannot disclose, use or collect it.

## DEFINITIONS

<b>Contractors</b>	Includes contractors, consultants and suppliers engaged by Council under contract to provide goods, services or specialist or professional advice to Council.
<b>Council Officials</b>	Includes Councillors, members of staff of Council, administrators, Council committee members and delegates of Council.
<b>Health Information</b>	Defined in section 6 of the HRIP Act and at clause 1.4 of this Plan.
<b>Personal Information</b>	Defined in section 4 of the PIIP Act and at clause 1.1 of this Plan.
<b>Public Officer</b>	A member of Council's senior staff, appointed under the <i>Local Government Act 1993</i> . The functions of the Public Officer include dealing with complaints from the public concerning Council's affairs.
<b>Public Register</b>	Defined in section 3 of the PIIP Act and at clause 2.1 of this Plan.
<b>Volunteers</b>	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.

## SCOPE

This Plan applies to:

- Council Officials
- Contractors; and
- Volunteers

Council Officials, Contractors and Volunteers should be aware of the general provisions of the PIIP Act and the Information Protection Principles, the HRIP Act and the Health Privacy Principles, the Public Register provisions, the Privacy Code of Practice for Local Government (Privacy Code), this Plan and any other applicable information.

## **PART 1 - INTRODUCTION**

The PPIP Act provides for the protection of personal information and for the protection of the privacy of individuals.

Section 33 of the PPIP Act requires all public sector agencies, including councils, to prepare a Privacy Management Plan to deal with:

- The devising of policies and practices to ensure compliance by Council with the requirements of the PPIP Act and the HRIP Act;
- The dissemination of those policies and practices to persons within Council;
- The procedures that Council proposes for internal review of privacy complaints; and
- Such other matters as are considered relevant by Council in relation to privacy and the protection of personal information held by it.

This Plan has been prepared for the purpose of section 33 of the PPIP Act.

The PPIP Act provides for the protection of personal information by means of the following 12 Information Protection Principles:

- Principle 1 – Collection of personal information for lawful purposes
- Principle 2 - Collection of personal information directly from individual
- Principle 3 - Requirements when collecting personal information
- Principle 4 - Other requirements relating to collection of personal information
- Principle 5 - Retention and security of personal information
- Principle 6 - Information about personal information held by agencies
- Principle 7 - Access to personal information held by agencies
- Principle 8 - Alteration of personal information
- Principle 9 - Agency must check accuracy of personal information before use
- Principle 10 - Limits on use of personal information
- Principle 11 - Limits on disclosure of personal information
- Principle 12 - Special restrictions on disclosure of personal information

This Plan has been developed to incorporate the requirements of the *Government Information (Public Access) Act 2009* (GIPA Act). The GIPA Act extends the right of the community to have access to information held by State Government departments and local and public authorities with a view to achieving more open, accountable and transparent government.

This Plan has also been developed to incorporate the requirements of the HRIP Act. The HRIP Act regulates the collection and handling of people's health information by New South Wales public and private sector organisations. As with the PPIP Act, the HRIP Act provides protection for health information by means of the following 15 Health Privacy Principles:

- Principle 1 – Purposes of collection of health information
- Principle 2 – Information must be relevant, not excessive, accurate and not intrusive
- Principle 3 – Requirements when collecting personal information
- Principle 4 – Individual to be made aware of certain matters

- Principle 5 – Retention and security
- Principle 6 – Information about health information held by organisations
- Principle 7 – Access to health information
- Principle 8 – Amendment of health information
- Principle 9 – Accuracy
- Principle 10 – Limits on use of health information
- Principle 11 – Limits on disclosure of health information
- Principle 12 – Identifiers
- Principle 13 – Anonymity
- Principle 14 – Transborder data flows and data flow to Commonwealth Agencies
- Principle 15 – Linkage of health records

This Plan outlines how Council will incorporate the 12 IPPs and 15 HPPs into its everyday functions.

Nothing in this Plan is to:

- Affect any matter of interpretation of the Privacy Code, the Information Protection Principles or the Health Privacy Principles as they apply to the Council;
- Affect any obligation at law cast upon Council by way of representation or holding out in any manner whatsoever; or
- Create, extend or lessen any obligation at law which Council may have.

This Plan is designed to introduce policies and procedures to maximise compliance with the PPIPA and the HRIPA. Where Council has the benefit of an exemption, it will nevertheless describe procedures for compliance in this Plan. By doing so, it is not to be bound in a manner other than that prescribed by the Privacy Code.

Council collects, stores and uses a broad range of information. A significant part of that information is personal information including health information. This Plan applies to that part of Council's information that is personal information and/or health information.

It may mean in practice that any information that is not personal or health information will receive treatment of a higher standard; namely treatment accorded to personal or health information where the information cannot be meaningfully or practicably separated.

### **1.1 What is Personal Information?**

Personal information is defined in section 4 of the PPIP Act as:

*“information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This information can be on a database and does not necessarily have to be recorded in a material form”*

### **1.2 What is not Personal Information?**

Personal information does not include information about an individual that is contained in a publicly available publication. Personal information, once it is contained in a publicly available publication, ceases to be covered by the PPIP Act.

Where Council is requested to provide access or make a disclosure and that information has already been published, then the Council will rely on the provisions of the relevant Act that authorises Council to hold that information and not the PPIP Act - (for example, a formal or informal request under the GIPA Act).

### **1.3 What is Health Information?**

Health information is defined in section 6 of the HRIP Act as:

*“personal information that is information or an opinion about the physical or mental health or a disability (at any time) of an individual or an individual’s express wishes about the future provision of health services to him or her or a health service provided or to be provided to an individual”.*

### **1.4 What is not Health Information?**

Some health information is not protected by the HRIP Act:

- Health information about a person who has been dead for more than 30 years;
- Some employee-related health information, namely information or an opinion about an individual’s suitability for appointment or employment as a Council Official;
- Health information that is generally available to the public (for example, in a generally available publication, library or the NSW State Archives);
- Health information that might be specifically protected under other laws, such as Protected Disclosure, information about a witness on a protected witness program, or information obtained during special police operations.

### **1.5 Personal and Health Information held by Council**

Council holds personal information concerning Councillors, such as:

- Personal contact information;
- Complaints and disciplinary matters;
- Pecuniary interest returns; and
- Entitlements to fees, expenses and facilities.

Council holds personal information concerning its customers, ratepayers and residents, such as:

- Rates records;
- Customer requests;
- Library lending records;
- Burial and cremation records;
- Community service utilisation (e.g. community transport, aged and disability support services);
- CCTV footage;
- Donation, grant and sponsorship applications;
- Submissions and information collected as part of Council’s community engagement and consultation activities; and
- DA applications and objections.

Council holds personal and health information concerning current and former employees in records such as:

- Recruitment material;

- Pre-employment medical information;
- Workers compensation investigations;
- Public interest disclosure investigations;
- Leave and payroll data
- Personal contact information;
- Performance management plans;
- Disciplinary matters;
- Disclosure of interest returns; and
- Wage and salary entitlements.

Council holds personal and health information concerning current and former residents of McMaugh Gardens Aged Care Centre and current and former clients of Tablelands Community Support, such as:

- Personal contact information;
- Date of Birth;
- Aged Care Assessment Team reports;
- Financial details, including income and asset information;
- Information pertaining to guardianship, attorney or person responsible;
- Health status and services provided, including any information required to complete and update care and treatment plans;
- Clinical care information, including images and scans;
- Relevant demographic and social information;
- Name and contact number of any contacts or relevant family members;
- Name and contact information of the resident's general practitioner and other relevant health care providers;
- Financial institution information;
- Government-related identifiers (including, but not limited to, Medicare, Centrelink and Department of Veterans Affairs numbers);
- Details on family history, interests, hobbies and activities; and
- Details of food preferences and allergies.

We also request our residents of McMaugh Garden's Aged Care Centre to volunteer their religious affiliations to better support the delivery of chaplaincy services as and when required.

#### **1.6 Suppression of information available for public inspection (not held in Public Registers)**

Under section 739 of the *Local Government Act 1993* (the Local Government Act) a person can make an application to suppress certain material that is available for public inspection in circumstances where the material discloses or would disclose the person's place of living if the person considers that the disclosure would place the personal safety of the person or their family at risk.

Section 739 of the Local Government Act relates to publicly available material other than public registers. As such, it limits disclosure in those circumstances where an application for suppression is successful. An application for suppression must be verified by statutory declaration and otherwise meet the requirements of section 739. When in doubt, Council will err in favour of suppression.



For more information regarding disclosure of information (other than public registers) see the discussion of IPPs 11 and 12 in Part 3 of this Plan. For information regarding suppression of information on public registers, see Part 2 of this Plan.

## PART 2 – PUBLIC REGISTERS

### 2.1 What is a Public Register?

A Public Register is defined in section 3 of the PPIP Act as:

*“a register of personal information that is required by law to be, or is made, publicly available or open to public inspection (whether or not on payment of a fee).”*

A distinction needs to be drawn between Public Registers within the meaning of Part 6 of the PPIP Act and “non-public registers”. A “non-public register” is a register but it is not a Public Register for the purposes of the PPIP Act. For example, the register might not be publicly available or it may not contain personal information.

Disclosure in relation to Public Registers must comply with Part 6 Public Registers of the PPIP Act and the Privacy Code. Council will not give personal information to a person about another person unless the personal information is contained in a Public Register. Where personal information is contained in a Public Register, then Part 6 of the PPIP Act applies to determine whether access to that information will be given to another person.

Disclosure in relation to all other personal information must comply with the IPPs as outlined in this Plan and the Privacy Code where it includes personal information that is not published.

### 2.2 Application of the PPIP Act and the HRIP Act to Public Registers

A Public Register generally confers specific rights or privileges, a benefit, or status, which would not otherwise exist. It may be required by law to be made publicly available or open to public inspection, or it is simply made publicly available or open to public inspection (whether or not payment is required).

Despite the exclusion of “health information” from the definition of “personal information” under section 4A of the PPIP Act, section 56A of the PPIP Act includes as personal information, health information held on public registers.

Section 57 of the PPIP Act requires very stringent controls over the disclosure of personal information contained in a Public Register. It provides broadly that where Council is responsible for keeping a public register, it will not disclose any personal information kept in that register unless it is satisfied that the information is to be used for a purpose relating to the purpose of the register or the Act under which the register is kept.

Section 57(2) provides that in order to ensure compliance with section 57(1), Council may require any person who applies to inspect personal information contained in the public register to give particulars in the form of a statutory declaration as to the proposed use of that information.

Council also needs to consider the Privacy Code which has the effect of modifying the application of Part 6 of the PPIP Act (the Public Register provisions). If the stated purpose of the applicant does not conform with the purpose for which the public register is kept, access to the information sought will not be given.

Where personal information is contained in a publicly available publication, that information will not be regarded as personal information covered by the PPIP Act or as health information for the purposes of Part 6 of the PPIP Act.

### **2.3 Effect on mandatory proactive release of information under section 6 of the GIPA Act**

Section 6 of the GIPA Act requires that certain government information held by Council must be made publicly available unless there is an overriding public interest against disclosure of the information. At least one of the ways in which this information is made available must be free of charge.

Section 18 of the GIPA Act requires that Council provide open access to those documents listed under Schedule 1 of the Government Information (Public Access) Regulations 2009 (GIPA Regs).

In the event of any inconsistencies that exist between the PPIP Act and the GIPA Act, section 57 of the PPIP Act will prevail over clause 1(3) of Schedule 1 of the GIPA Regs. In other words:

1. If a register is listed in Schedule 1 of the GIPA Regs, access must not be given except in accordance with section 57(1) of the PPIP Act.
2. If a register is not listed in Schedule 1 of the GIPA Regs, access must not be given except:
  - (i) if it is allowed under section 57(1) of the PPIP Act; and
  - (ii) there is no overriding public interest against disclosure of the information under section 6 of the GIPA Act.

*(Note: Both 1 and 2 are amended with regard to specific public registers in the Privacy Code)*

### **2.4 Disclosure of Personal Information contained in the Public Registers**

A person seeking a disclosure concerning someone else's information from a Public Register must satisfy Council that the intended use of the information is for a purpose relating to the purpose of the register or the Act under which the register is kept.

In the section 'Purposes of Public Registers', by way of guidance only, what might be called the "primary purpose" (or "the purpose of the register") has been specified for each identified register. In some cases a "secondary purpose" has also been specified, by way of guidance as to what might constitute "a purpose relating to the purpose of the register".

### **2.5 Purposes of Public Registers**

Council holds the following Public Registers:

<b>Under the Local Government Act 1993</b>		
<b>Name of Register</b>	<b>Relevant Section</b>	<b>Purpose of Register</b>
Land Register	Section 53	To identify all land vested in Council, or under its control. The secondary purpose includes a consideration of public accountability as to the land held by Council. Third party access is therefore a secondary purpose.
Record of Approvals	Section 113	To identify all approvals granted under the LG Act.

Register of Pecuniary Interests	Section 450A	To determine whether or not a Councillor or a member of a council committee has a pecuniary interest in any matter with which Council is likely to be concerned. There is a corresponding public accountability purpose and third party access is a secondary purpose.
Record of Rates and Charges	Section 602	<p>To record the value of a parcel of land and record rate liability in respect of that land. The secondary purpose includes recording the owner or lessee of each parcel of land. For example, that a disclosure on a section 603 (of the Local Government Act) rating certificate that a previous owner was a pensioner is considered to be allowed, because the secondary purpose is "a purpose relating to the purpose of the register".</p> <p>Exceptions will be permitted for property owners requesting the adjoining property owner's personal information for fencing purposes under the Dividing Fences Act 1991. For fencing purposes, a written request must be made to Council accompanied by the property owner's authority (i.e. the property owner who is seeking to do or to contract the fencing work) requesting the adjoining owner's details. In this case, Council will only provide the names and postal address of the adjoining owners.</p>

***Under the Environmental Planning and Assessment Act 1979***

Name of Register	Relevant Section	Purpose of Register
Register of Consents and Approvals	Section 100	To identify applications for development consent and other approvals, confirm determinations on appeal and identify applications for complying development certificates.
Record of Building Certificates	Section 149G	To identify all building certificates.

***Under the Protection of the Environment Operations Act 1997***

Name of Register	Relevant Section	Purpose of Register
Public Register of Licenses Held	Section 308	To identify applications for development consent and other approvals, confirm determinations on appeal and identify applications for complying development certificates.

<b>Under the Impounding Act 1993</b>		
<b>Name of Register</b>	<b>Relevant Section</b>	<b>Purpose of Register</b>
Record of Impounding	Sections 30 & 31	Identify any impounding action by Council.

## **2.6 Secondary Purpose of all Public Registers**

Due to the general emphasis (to be found in the Local Government Act and the GIPA Act) on local government processes and information being open and accountable, it is considered that a secondary purpose for which all public registers are held by Council includes the provision of access to members of the public. Therefore, disclosure of specific records from public registers would normally be considered to be allowable under section 57 of the PPIP Act.

However, requests for access, copying or the sale of the whole or a substantial part of a public register held by Council will not necessarily fit within this purpose. Council will be guided by the Privacy Code in this respect. Where Council Officials have doubt as to the intended use of information requested from a public register, an applicant may be requested to provide a statutory declaration so that Council may satisfy itself as to the intended use of the information.

Council will make its assessment as to the minimum amount of personal information that is required to be disclosed with regard to any request.

## **2.7 Other purposes**

Persons or organisations who apply to Council to access information contained in any public register for a purpose not related to the purpose of the register, may be given access at the discretion of Council but only in accordance with the Privacy Code concerning Public Registers.

## **2.8 Applications for access to own records on a Public Register**

A person wishing to have access to a Public Register to confirm their own details needs only to prove their identity to Council before having access to their own personal information.

## **2.9 Suppression of information in relation to a Public Register**

An application for suppression in relation to a Public Register will be dealt with under the PPIP Act rather than section 739 of the Local Government Act.

A person about whom personal information is contained (or proposed to be contained) in a Public Register, may request Council under section 58 of the PPIP Act to have the information removed from, or not placed on the register.

If Council is satisfied that the safety or well-being of any person would be affected by not suppressing the personal information as requested, Council will suppress the information in accordance with the request unless Council is of the opinion that the public interest in maintaining public access to the information outweighs any individual interest in suppressing the information, in accordance with section 58(2) of the PPIP Act.

When in doubt, Council will err in favour of suppression.

Any information that is removed from, or not placed on, that aspect of a public register to be made public may be kept on the register for other purposes. That is, the information may still be used for council functions, but it cannot be disclosed to other parties.

An application for suppression should be made in writing addressed to the General Manager and must outline the reasons for the request. Council may require supporting documentation where appropriate.

#### **2.10 Other Registers**

Council may have other registers that are not public registers. The IPPs, HPPs, this Plan, any applicable Codes and the PPIP Act apply to those registers and databases.

## PART 3 – THE INFORMATION PROTECTION PRINCIPLES

The 12 IPPs are set out in [Part 2 Division 1 of the PPIP Act](#).

### **IPP 1 – Lawful Purposes**

#### **The Privacy Code**

The Privacy Code makes no provision to depart from this principle.

#### **Council Policy**

Council will only collect personal information for a lawful purpose directly related to its functions and activities. The Local Government Act governs Council's major obligations and functions.

Section 22 of the Local Government Act provides other functions under other Acts. Some of those Acts are as follows:

- *Community Land Development Act 1989*
- *Companion Animals Act 1998*
- *Conveyancing Act 1919*
- *Environmental Planning and Assessment Act 1979*
- *Fire Brigades Act 1989*
- *Fluoridation of Public Water Supplies Act 1957*
- *Food Act 2003*
- *Impounding Act 1993*
- *Library Act 1939*
- *Protection of the Environment Operations Act 1997*
- *Public Health Act 2010*
- *Public Interest Disclosures Act 1994*
- *Recreation Vehicles Act 1983*
- *Roads Act 1993*
- *Rural Fires Act 1997*
- *State Emergency Service Act 1989*
- *Strata Schemes (Freehold Development) Act 1973*
- *Strata Schemes (Leasehold Development) Act 1986, and*
- *Swimming Pools Act 1992.*

The list is not exhaustive.

Additionally, the exercise by Council of its functions under the Local Government Act may also be modified by the provisions of other Acts. Some of those Acts follow:

- *Coastal Protection Act 1979*
- *Environmental Offences and Penalties Act 1989*
- *Government Information (Public Access) Act 2009*
- *Heritage Act 1977*

- *State Emergency and Rescue Management Act 1989*
- *Unclaimed Money Act 1995.*

Collection of information under the *Companion Animals Act 1998* and Council's use of the Companion Animals Register should be guided by the Chief Executive of the Office of Local Government guidelines, which have been developed with the PPIP Act in mind.

### **Role of the Privacy Contact Officer**

Where Council requires an individual to provide their personal information, whether this be by submission of a form or a written request by which personal information is collected by Council, the individual must be provided with a copy of, or link to, Council's Privacy Statement.

Where it is not appropriate to use Council's Privacy Statement, in circumstances where an individual is required to provide Council with their personal information, either by way of a form utilised by Council or written requests by which personal information is collected by Council, the proposed alternative will be referred to the Privacy Contact Officer to review prior to adoption or use in order to ensure compliance with the IPPs.

Should Council have any residual doubts, the opinion of the Information and Privacy Commission (IPC) will be sought. Any further concerns of a legal nature will be referred to Council's solicitor.

The Public Information Officer will also provide advice as to:

1. Whether the personal information is collected for a lawful purpose;
2. If that lawful purpose is directly related to a function of Council; and
3. Whether or not the collection of that personal information is reasonably necessary for the specified purpose.

### **IPP 2 – Collection of Personal Information directly from individual**

#### **The Privacy Code**

Council may depart from this principle where indirect collection of personal information is reasonably necessary when an award, prize, benefit or similar form of personal recognition is intended to be conferred upon the person to whom the information relates.

#### **Council Policy**

The compilation or referral of registers and rolls are the major means by which Council collects personal information. For example, the information Council receives from NSW Land Registry Services would fit within section 9(a) of the PPIP Act shown above.

Other means include forms that customers may complete and lodge with Council for development consent, companion animal registration, applications for specific inspections or certifications or applications in respect of tree preservation orders.

In relation to petitions, Council will treat the personal information contained in petitions in accordance with the PPIP Act.

Where Council or a Councillor requests or requires information from individuals or groups, that information will be treated in accordance with the PPIP Act.



Council regards all information concerning its customers as information protected by PPIP Act. Council will therefore collect all personal information directly from its customers except as provided in section 9 of the PPIP Act or under other statutory exemptions or Codes of Practice. Council may collect personal information from other public sector agencies in respect of specific statutory obligations where it is authorised by law to do so.

Where Council anticipates that it may otherwise need to collect personal information indirectly it will first obtain the authorisation of each individual under section 9(a) of the PPIP Act.

### **Investigative Functions**

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIP Act that may affect the application of IPP 2.

### **Existing Statutory Exemptions under the Act**

Compliance with IPP 2 is also subject to certain exemptions under the PPIP Act. If one of those exemptions applies Council need not comply. The statutory exemption will be relied upon only in very obvious and limited circumstances and legal advice should normally be obtained. The relevant statutory exemptions follow.

Section 23(2) of the PPIP Act permits non-compliance with IPP 2 if the information concerned is collected in connection with proceedings (whether or not actually commenced) before any court or tribunal.

Section 24(4) of the PPIP Act permits non-compliance with IPP 2 if:

- (i) investigating a complaint that could be referred or made to, or has been referred from or made by, an investigative agency; and
- (ii) if compliance might detrimentally affect (or prevent the exercise of) Council's complaint handling or investigative functions.

Section 25(a) of the PPIP Act permits non-compliance with IPP 2 where the agency is lawfully authorised or required not to comply with the principle.

Section 25(b) of the PPIP Act permits non-compliance with IPP 2 where non-compliance is "necessarily implied" or "reasonably contemplated" under any Act or law.

Section 26(1) of the PPIP Act permits non-compliance with IPP 2 if compliance would prejudice the interests of the individual concerned.

### **Further Explanation regarding IPP 2**

Where Council cannot collect personal information directly from the person, it will ensure one of the following:

1. Council has obtained authority from the person under section 9(a) of the PPIP Act.
2. The collection of personal information from a third party is permitted under an Act or law. (For example, the indirect collection from NSW Land Registry Services.)
3. The collection of personal information from a parent or guardian is permitted provided the person is less than 16 years of age.
4. The collection of personal information indirectly where one of the above exemptions applies.

5. The collection of personal information indirectly is permitted under the Privacy Code of Practice for Local Government or the Investigative Code of Practice.

The only other exception to the above is in the case where Council is given unsolicited information.

### **IPP 3 – Requirements when collecting Personal Information**

#### **The Privacy Code**

The Privacy Code makes provision for Council to depart from this principle where personal information is collected about an individual for the purpose of conferring upon that person, an award, prize, benefit or similar form of personal recognition without prior or subsequent notification.

#### **Council Policy**

Where Council proposes to collect personal information directly from the person, it will inform that person that the personal information is being collected, what is done with that information and who the intended recipients will be.

Council will inform persons if the information is required by law or voluntarily given. Council will also inform individuals which department or section within Council holds their personal information, and of the right to access and correct that information. Council will provide the individual Council's Privacy Statement or an alternative that has been reviewed for compliance with the IPPs by the Privacy Access Officer.

#### **Existing Statutory Exemptions under the Act**

Section 23(3) permits non-compliance with IPP 3 where information is collected for law enforcement purposes. Law enforcement means a breach of the criminal law and criminal law enforcement. This section does not remove the rights of an accused person.

Section 24(4) extends the operation of section 24(1) to councils and permits non-compliance with IPP3 if Council is:

- (i) investigating or otherwise handling a complaint or other matter that could be referred or made to, or has been referred from or made by, an investigative agency; and
- (ii) if compliance might detrimentally affect (or prevent the exercise of) Council's complaint handling and investigative functions.

Section 25(a) permits non-compliance with IPP3 where the agency is lawfully authorised or required not to comply with the principle.

Section 25(b) permits non-compliance with IPP3 where non-compliance is "necessarily implied" or "reasonably contemplated" under any Act or law.

Section 26(1) permits non-compliance with IPP3 if compliance would prejudice the interest of the individual concerned.

Section 26(2) permits non-compliance where the person expressly consents to such non-compliance.

#### **Disclosure of information for research purposes**

The disclosure of personal information for research purposes will be allowed only in accordance with any applicable Direction made by the Privacy Commissioner under section 41 of PPIP Act or any Research Code of Practice made by the Attorney General as may be in force for the time being.

#### **IPP 4 – Other requirements relating to collection of Personal Information**

##### **The Privacy Code**

The Privacy Code makes no provision to depart from this principle.

##### **Council Policy**

Council will seek to ensure that no personal information is collected which is not directly relevant to its proper functions.

Council may use public place video surveillance in accordance with 'NSW Government policy statement and guidelines for the establishment and implementation of closed circuit television (CCTV) in public places'. Council will comply with the provisions of the *Work Place Surveillance Act 2005* and any relevant Council Policy.

Council collects personal information through the various forms that customers may complete and lodge with Council. All forms are required to contain a link Council's Privacy Statement (for electronic forms) or a copy of Council's Privacy Statement (for paper based forms), as a minimum. Where it is not appropriate to use Council's Privacy Statement, the proposed alternative will be sent to the Privacy Contact Officer to review prior to adoption or use to ensure compliance with the IPPs.

Should Council have any residual doubts, the opinion of the IPC will be sought. Any further concerns of a legal nature will be referred to Council's solicitor.

#### **IPP 5 – Retention and security of Personal Information**

##### **The Privacy Code**

The Privacy Code makes no provision to depart from this principle.

##### **Council Policy**

Council stores personal information securely, keeps it no longer than necessary, and destroys the information appropriately.

Council may comply with this principle by using any or all of the following or similar documents:

- Council Policies;
- General Records Disposal Schedule for Local Government; and
- *State Records Act 1998*

##### **Disclosure of Information for Research Purposes**

The disclosure of personal information for research purposes will be allowed only in accordance with any applicable Direction made by the Privacy Commissioner under section 41 of PPIP Act or any Research Code of Practice made by the Attorney General as may be in force for the time being.

#### **IPP 6 – Information held by Agencies**

### **The Privacy Code**

The Privacy Code makes no provision to depart from this principle.

### **Council Policy**

Section 13 of the PPIP Act requires a council to take reasonable steps to enable a person to determine whether the council holds personal information about them. If Council holds any information about a person, upon request it will advise them the nature of that information, the main purposes for which it is held, and that person's entitlement to access. As a matter of practicality, not every item of personal information, however insignificant, will be capable of ascertainment.

IPP 6 is modified by section 20(5) of the PPIP Act. Council must consider the relevant provisions of the GIPA Act.

Any person can make application to Council by completing an Informal Access to Information Request form and submitting it to Council. Following investigation into the request, the applicant may be required to lodge a Formal Access to Information Request.

Where Council receives an application or request by a person as to whether Council holds information about them, Council will undertake a search of its records to answer the enquiry. Council may ask the applicant to describe what dealings the applicant has had with Council in order to assist Council to conduct the search.

Council will ordinarily provide a response to applications of this kind in line with our Customer Service Charter. Requests of this nature will be charged in accordance with Council's GIPA Act rates structure.

### **Investigative Functions**

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIP Act that may affect the application of IPP 6.

### **Existing Statutory Exemptions under the Act**

Compliance with IPP 6 is also subject to certain exemptions under the Act. If one of those exemptions apply Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

Section 25(a) of the PPIP Act permits non-compliance with IPP 6 where Council is lawfully authorised or required not to comply with the principle. Section 25(b) of the PPIP Act permits non-compliance with IPP 6 where non-compliance is "necessarily implied" or "reasonably contemplated" under any Act or law.

### **Reporting Matters**

Council will issue a statement to be included on our webpage concerning the nature of personal information we regularly collect, the purpose for which the personal information is used, and an individual's right to access their own personal information.

### **IPP 7 – Access to Personal Information held by Agencies**

#### **The Privacy Code**

The Privacy Code makes no provision to depart from this principle.

### **Council Policy**

Section 14 of the PPIP Act requires a council, at the request of any person, to give access to that person to personal information held about them.

Compliance with IPP 7 does not allow disclosure of information about other people. If access to information that relates to someone else is sought, the application must be made under the GIPA Act, unless IPPs 11 and 12 or the Public Register provisions apply.

Where a person makes an application for access under the PPIP Act and it is involved or complex, it may be referred, with the written consent of the applicant, as an application under the GIPA Act. However use of the GIPA Act is to be a last resort. The applicant has the right to insist on being dealt with under the PPIP Act.

Under section 20(5) of the PPIP Act, IPP 7 is subject to any applicable conditions or limitations contained in the GIPA Act. Council must consider the relevant provisions of the GIPA Act.

Customers wishing to exercise their right to access their own personal information should apply in writing to:

General Manager

Uralla Shire Council

Post: PO Box 106 Uralla NSW 2358

Email: [council@uralla.nsw.gov.au](mailto:council@uralla.nsw.gov.au)

Members of staff wishing to exercise their right to access their personal information should apply in writing and direct their enquiries to the Privacy Contact Officer, who will deal with the application.

In order to comply with the requirement to provide the requested information “without excessive delay or expense”, Council will ordinarily provide a response to applications of this kind in line with our Customer Service Charter. Requests of this nature will be charged in accordance with Council’s GIPA Act rates structure.

### **Existing Statutory Exemptions under the Act**

Compliance with IPP 8 is also subject to certain exemptions under the Act. If one of those exemptions applies, Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

### **Investigative Functions**

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIP Act that may affect the application of IPP 7.

### **Existing exemptions under the Act**

Compliance with IPP 7 is also subject to certain exemptions under the Act. If one of those exemptions apply, Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

Section 25(a) of the PPIP Act permits non-compliance with IPP 7 where Council is lawfully authorised or required not to comply with the principle.

Section 25(b) of the PPIP Act permits non-compliance with IPP 7 where non-compliance is “necessarily implied” or “reasonably contemplated” under any Act or law.

### **IPP 8 – Alteration of Personal Information**

#### **The Privacy Code of Practice for Local Government**

The Privacy Code makes no provision to depart from this principle.

#### **Council Policy**

Section 15 of the PPIP Act allows a person to make an application to Council to amend personal information held about them so as to ensure the information is accurate, and, having regard to the purpose for which the information is collected, relevant to that purpose, up to date and not misleading.

Council wishes to have its information current, accurate and complete. Proposed amendments or changes to the personal information held by Council are welcomed. Where there are complaints that are or could be the subject of a staff complaint or grievance, they will be referred to the Manager Human Resources in the first instance and treated in accordance with Council’s Complaints Management Policy.

Any alterations to personal information that are or could be the subject of a customer complaint or grievance will be referred to the Privacy Contact Officer, who will make a recommendation in relation to the matter.

#### **Investigative Functions**

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIP Act that may affect the application of IPP 8.

#### **Existing Statutory Exemptions under the Act**

Compliance with IPP 8 is also subject to certain exemptions under the Act. If one of those exemptions applies, Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

Section 25(a) of the PPIP Act permits non-compliance with IPP 8 where Council is lawfully authorised or required not to comply with the principle.

Section 25(b) of the PPIP Act permits non-compliance with IPP 8 where non-compliance is “necessarily implied” or “reasonably contemplated” under any Act or law.

#### **Procedure**

Where information is requested to be amended (either by way of correction, deletion or addition), the individual to whom the information relates must make a request. That request should be accompanied by appropriate evidence as to the cogency of the making of the amendment, sufficient to satisfy Council that the proposed amendment is factually correct and appropriate. Council may require further documentary evidence to support certain amendments. Council will not charge to process and application to amend a record under section 15.

### **Where an amendment is made**

If personal information is amended in accordance with this section, the individual to whom the information relates is entitled, if it is reasonably practicable, to have the recipients of that information notified of the amendments made by Council. Council will seek to notify recipients of information as soon as possible, of the making of any amendment, where it is reasonably practicable.

### **State Records Act**

The State Records Act does not allow for the deletion of records. However, as a result of section 20(4) of the PPIP Act, some deletions may be allowed in accordance with IPP 8.

### **IPP 9 – Agency must check accuracy of Personal Information before use**

#### **The Privacy Code of Practice for Local Government**

The Privacy Code makes no provision to depart from this principle.

#### **Council Policy**

The steps taken to comply with section 16 will depend on the age of the information, its likelihood of change and the particular function for which the information was collected.

The more significant the information, the greater the necessity that checks to ensure its accuracy and currency be undertaken prior to its use.

For example, each employee's record should be updated when there is any change of circumstances or when the employee's contact details change.

### **IPP 10 – Limits on use of Personal Information**

#### **The Privacy Code**

The Privacy Code makes provision that Council may use personal information for a purpose other than the purpose for which it was created in the following circumstances:

- (i) where the use is in pursuance of Council's lawful and proper function/s and Council is satisfied that the personal information is reasonably necessary for the exercise of such function/s; or
- (ii) where personal information is to be used for the purpose of conferring upon a particular person, an award, prize, benefit or similar form of personal recognition.

#### **Explanatory Note**

For example, with respect to exemption (i) above, the Rates Record that Council holds under section 602 of the Local Government Act may also be used to:

- Notify neighbours of a proposed development;
- Evaluate a road opening; or
- Evaluate a tree preservation order.

#### **Council Policy**

Council will seek to ensure that information collected for one purpose will be used for that same purpose. Where Council may need to use personal information collected for one purpose for another purpose, it will first gain the consent of the individual concerned, unless an exemption applies.



### **Investigative Functions**

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIP Act that may affect the application of IPP 10.

### **Existing Statutory Exemptions under the Act**

Compliance with IPP 10 is also subject to certain exemptions under the Act. If one of those exemptions applies, Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

Section 23(4) of the PPIP Act permits Council not to comply with IPP 10 where the use of the information for another purpose is reasonably necessary for law enforcement purposes or for the protection of the public revenue. *Law enforcement purposes* mean a breach of the criminal law and criminal law enforcement. This section does not remove the rights of an accused person. *Protection of the public revenue* means a fraud with respect to taxes or other revenue earning processes such as avoidance of stamp duty.

Section 24(4) of the PPIP Act permits non-compliance with IPP 10 if:

- (i) investigating or otherwise handling a complaint or other matter that could be referred or made to, or has been referred from or made by, an investigative agency; and
- (ii) the use of the information concerned for a purpose other than the purpose for which it was collected is reasonably necessary in order to enable the Council to exercise its complaint handling functions or any of its investigative functions.
- (iii) Section 25(a) of the PPIP Act permits non-compliance with IPP 10 where Council is lawfully authorised or required not to comply with the principle.
- (iv) Section 25(b) of the PPIP Act permits non-compliance with IPP 10 where non-compliance is “necessarily implied” or “reasonably contemplated” under any Act or law.
- (v) Section 28(3) of the PPIP Act permits non-compliance where a disclosure is to be made to a public sector agency under the administration of the Minister for Local Government (e.g. the Office of Local Government) or a public sector agency under the administration of the Premier for the purpose of informing the Minister (or Premier) about any matter within the Minister’s (or Premier’s) administration.

### **IPP 11 – Limits on disclosure of Personal Information**

#### **The Privacy Code**

The Privacy Code makes provision for Council to depart from this principle in the circumstances described below:

1. Council may disclose personal information to public sector agencies or public utilities on condition that:
  - (i) the agency has approached Council in writing;
  - (ii) Council is satisfied that the information is to be used by that agency for the proper and lawful function/s of that agency, and
  - (iii) Council is satisfied that the personal information is reasonably necessary for the exercise of that agency’s function/s.
2. Where personal information which has been collected about an individual is to be disclosed for the purpose of conferring upon that person, an award, prize, benefit or similar form of personal recognition.



3. Where Council is requested by a potential employer, it may verify that a current or former employee works or has worked for Council, the duration of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless Council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.

### **Council Policy**

Council will not disclose the information to another person or other body, unless the disclosure is directly related to the purpose for which the information was collected or where the Council has no reason to believe that the individual concerned would object to the disclosure.

Council may disclose personal information to another person or other body where this disclosure is directly related to the purpose for which the personal information was collected and the individual concerned is reasonably likely to have been aware, (or has been made aware in accordance with section 10), of the intended recipients of that information.

"Directly related" can mean the disclosure to another person or agency to deliver a service which supplements that of Council or disclosure to a consultant for the purpose of assessing or reviewing the delivery of a program to which the original collection relates.

Council may disclose personal information to another person or other body where this disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person.

### **Public Registers**

Sections 18 and 57 of the PPIP Act should be read in conjunction in regard to Public Registers. Public Registers are discussed in Part B of this Plan.

### **Investigative Functions**

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIP Act that may affect the application of IPP 11.

### **Existing Statutory Exemptions under the Act**

Compliance with IPP 11 is also subject to certain exemptions under the Act. If one of those exemptions applies Council need not comply. The statutory exemption will be relied upon only in limited circumstance and legal advice should normally be obtained.

Section 23(5)(a) of the PPIP Act permits non-compliance with IPP 11 where disclosure is made to a law enforcement agency in connection with proceedings for an offence or for law enforcement purposes. *Law enforcement purpose* means a breach of the criminal law and criminal law enforcement. However, Council need not disclose material that it is entitled to refuse in the absence of a subpoena, warrant or other lawful requirement.

Section 23(5)(b) of the PPIP Act permits non-compliance with IPP 11 where the disclosure is made to a law enforcement agency for the purpose of ascertaining the whereabouts of a person reported to be missing.

However, Council need not disclose material that it is entitled to refuse in the absence of a subpoena, warrant or other lawful requirement.

Section 23(5)(c) of the PPIP Act permits non-compliance with IPP 11 where disclosure is authorised by subpoena, search warrant or other statutory instrument.

Section 23(5)(d)(i) of the PPIP Act permits non-compliance with IPP 11 where disclosure is reasonably necessary for the protection of the public revenue. *Protection of the public revenue* could mean a fraud with respect to taxes or other revenue earning processes such as avoidance of stamp duty. However, Council need not disclose material that it is entitled to refuse in the absence of a subpoena, warrant or other lawful requirement.

Section 23(5)(d)(ii) of the PPIP Act permits non-compliance with IPP 11 where disclosure is reasonably necessary to investigate an offence where there are reasonable grounds to believe an offence has been committed.

Section 24(4) of the PPIP Act permits non-compliance with IPP 11 if:

- (i) investigating a complaint that could be referred or made to, or has been referred from or made by, an investigative agency, and
- (ii) if the disclosure is to an investigative agency, as defined at Section 3 of the PPIP Act.

Section 25(a) of the PPIP Act permits non-compliance with IPP 11 where Council is lawfully authorised or required not to comply with the principle. Section 25(b) of the PPIP Act permits noncompliance with IPP 11 where non-compliance is “necessarily implied” or “reasonably contemplated” under any Act or law.

Section 26(2) of the PPIP Act permits non-compliance where the person expressly consents to such non-compliance.

Section 28(3) of the PPIP Act permits non-compliance where a disclosure is to be made to a public sector agency under the administration of the Minister for Local Government (e.g. the Office of Local Government) or a public sector agency under the administration of the Premier for the purpose of informing the Minister (or Premier) about any matter within the Minister’s (or Premier’s) administration.

It is anticipated that a disclosure of personal information for research purposes will be allowed under section 41 Direction made by the Privacy Commissioner until such time as a Research Code of Practice is made by the Attorney General.

### **Suppression**

Information held by Council may be suppressed such as to disallow disclosure that would otherwise be allowed in the circumstances outlined above. See Part A and Part B of this Plan for more details about suppression of personal information.

### **IPP 12 – Special Restrictions on disclosure of Personal Information**

#### **The Privacy Code**

The Privacy Code makes provision for Council to depart from this principle in the circumstances described below:

For the purposes of subsection 19(2) only, where Council is requested by a potential employer outside New South Wales, it may verify that a current or former employee works or has worked for Council, the duration

of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.

### **Council Policy**

Council will not disclose personal information relating to an individual's ethnic or racial origin, political opinions, religious or philosophical beliefs, trade union membership, health or sexual activities unless the disclosure is necessary to prevent a serious or imminent threat to the life or health of the individual concerned or another person.

### **Public Registers**

Sections 19 and 57 of the PPIP Act should be read in conjunction in regard to Public Registers. Public Registers are discussed further in Part B of this Plan.

### **Investigative Functions**

Where Council is conducting an investigation, it will have regard to any applicable Direction of the Privacy Commissioner under section 41 of the PPIP Act that may affect the application of IPP 12.

### **Existing Statutory Exemptions under the Act**

Compliance with IPP 12 is also subject to certain exemptions under the Act. If one of those exemptions applies, Council need not comply. The statutory exemption will be relied upon only in limited circumstances and legal advice should normally be obtained.

Section 23(7) of the PPIP Act permits non-compliance with IPP 12 where the disclosure is necessary to investigate an offence or where there are reasonable grounds to believe an offence has been or may be committed.

Section 25(a) of the PPIP Act permits non-compliance with IPP 12 where Council is lawfully authorised or required not to comply with the principle.

Section 25(b) of the PPIP Act permits non-compliance with IPP 12 where non-compliance is "necessarily implied" or "reasonably contemplated" under any Act or law.

Section 26(2) of the PPIP Act permits non-compliance where the person expressly consents to such non-compliance.

Section 28(2) permits non-compliance with IPP 12 where, in the case of health information, the consent of the person cannot reasonably be obtained and the disclosure is made by an authorised person to another authorised person. "Authorised person" means a medical practitioner, health worker, or other official or employee providing health or community services who is employed or engaged by a public sector agency.

Section 28(3) of the PPIP Act permits non-compliance where a disclosure is to be made to a public sector agency under the administration of the Minister for Local Government (e.g. the Office of Local Government) or a public sector agency under the administration of the Premier for the purpose of informing the Minister (or Premier) about any matter within the Minister's (or Premier's) administration.

It is anticipated that a disclosure of personal information for research purposes will be allowed under a section 41 Direction made by the Privacy Commissioner until such time as a Research Code of Practice is made by the Attorney General.

### **Suppression**

Information held by Council may be suppressed such as to disallow disclosure that would otherwise be allowed in the circumstances outlined above. See Part A and Part B of this Plan for more details about suppression of personal information.

## **PART 4 – THE HEALTH PRIVACY PRINCIPLES**

The 15 HPPs are set out in [Schedule 1 of the HRIP Act](#).

Health information is defined at Section 6 of the HRIP Act and includes personal information that is information or an opinion about the physical or mental health or a disability of an individual. Health information also includes personal information that is information or an opinion about:

- A health service provided, or to be provided, to an individual;
- An individual's express wishes about the future provision of health services to him or her;
- Other personal information collected in connection with the donation of human tissue; or
- Genetic information that is or could be predictive of the health of an individual or their relatives or descendants.

As outlined in Part 1 of this Plan, Council holds health information concerning both:

- Current and former employees; and
- Current and former residents of McMaugh Gardens Aged Care Centre.

### **HPP 1 to 4 – Collection of Health Information**

#### **Council Policy**

Council will only collect health information for a lawful purpose that is directly related to Council's activities and is necessary for that purpose (HPP 1).

Council will ensure that the health information is relevant, accurate, up to date and not excessive and that the collection is not unnecessarily intrusive into the personal affairs of the individual (HPP 2).

Council will only collect health information directly from the individual that the information concerns, unless it is unreasonable or impractical for Council to do so (HPP 3).

Council will tell the person why the health information is being collected, what will be done with it, who else might see it and what the consequences are if the person decides not to provide it.

Council will also tell the person how he or she can see and correct the health information. If Council collects health information about a person from someone else, Council will take reasonable steps to ensure that the subject of the information is aware of the above points (HPP 4).

### **HPP 5 – Storage of Health Information**

#### **Council Policy**

Council will store health information securely and protect health information from unauthorised access, use or disclosure. Health information will not be kept for any longer than is necessary and will be disposed of appropriately (HPP 5).

### **HPP 6 to 9 – Access and Accuracy of Health Information**

#### **Council Policy**

Council will provide details about what health information Council is holding about an individual and with information about why Council is storing that information and what rights of access the individual has (HPP 6).

Council will allow the individual to access his or her health information without reasonable delay or expense (HPP 7).

Council will allow the individual to update, correct or amend his or her health information where necessary (HPP 8).

Council will make sure that the health information is relevant and accurate before using it (HPP 9).

#### **HPP 10 – Limits on use of Health Information**

##### **Council Policy**

Council will only use the health information for the purpose for which it was collected or for a directly related purpose that the individual to whom the information relates would expect. Otherwise, Council will obtain the individual's consent.

#### **HPP 11 – Limits on disclosure of Health Information**

##### **Council Policy**

Council will only disclose health information under the following circumstances:

- With the consent of the individual to whom the information relates; or
- For the purpose for which the health information was collected or a directly related purpose that the individual to whom it relates would expect; or
- If an exemption applies (HPP 11).

#### **HPP 12 – Identifiers**

##### **Council Policy**

Council will only give an identification number to health information if it is reasonably necessary for Council to carry out its functions effectively (HPP 12).

#### **HPP 13 – Anonymity**

##### **Council Policy**

Council will provide health services anonymously where it is lawful and practical (HPP 13).

#### **HPP 14 – Transborder data flows and data flow to Commonwealth Agencies**

##### **Council Policy**

Council will only transfer personal information out of New South Wales if all the requirements of HPP 14 are met.

#### **HPP 15 – Linkage of health records**

##### **Council Policy**

Council will only include health information in system to link health records across more than one organisation if the individual to whom the health information relates expressly consents to the link (HPP 15).

## **PART 5 – IMPLEMENTATION OF THE PRIVACY MANAGEMENT PLAN**

### **5.1 Council Officer Training**

During induction, all employees are made aware that personal information is held in their personnel files including information on their individual work performance or competency.

Council Officials, including Councillors, members of staff of Council, administrators, Council committee members and delegates of Council, are to be acquainted with the general provisions of the PPIP Act, the HRIP Act and in particular, the 12 IPPs, the 15 HPPs, the Public Register provisions, the Privacy Code, this Plan and any other applicable Code of Practice.

### **5.2 Privacy Contact Officer**

The Public Officer is assigned the role of Privacy Contact Officer, unless otherwise directed by the General Manager.

The role of the Privacy Contact Officer includes:

- Oversight of privacy training with Council Officers, contractors and volunteers;
- Review of all contracts and agreements, rates notices, application forms or other written requests by which personal or health information is collected by Council to ensure compliance with PPIP Act and HRIP Act; and
- Oversight of the Privacy Statement provided on Council's webpage and any privacy reporting matters including the Privacy Statement contained in Council forms and publications.

The Privacy Contact Officer will also provide opinions within Council as to:

- (i) Whether the personal or health information is collected for a lawful purpose;
- (ii) If that lawful purpose is directly related to a function of Council; and
- (iii) Whether or not the collection of that personal or health information is reasonably necessary for the specified purpose.

Any further concerns of a legal nature will be referred to Council's solicitor.

### **5.3 Distribution of Information to Public**

Council may prepare its own literature such as pamphlets on the PPIP Act, the HRIP Act or it may obtain and distribute copies of literature available from the NSW Information and Privacy Commission (IPC).



## **PART 6 – INTERNAL REVIEW**

### **6.1 How does the process of Internal Review operate?**

Under section 53 of the PPIP Act, a person (the applicant) who is aggrieved by the conduct of a council in relation to their personal information is entitled to a review of that conduct. An application for internal review is to be made within **six months** of when the person first became aware of the conduct.

The application is to be in writing and addressed to:

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

The Public Officer will appoint a Reviewing Officer to conduct the internal review. The Reviewing Officer must not be substantially involved in any matter relating to the application. The Reviewing Officer must be an employee and suitability qualified.

The review must be completed as soon as is reasonably practicable in the circumstances. If the review is not completed within **60 days** of the lodgement, the applicant is entitled to seek external review.

Council must notify the Privacy Commissioner of an application as soon as practicable after its receipt, keep the Commissioner informed of the progress of the application and inform the Commissioner of the findings of the review and of the action it proposes to take in relation to the application.

The Privacy Commissioner is entitled to make submissions in relation to internal reviews and Council is required to consider any relevant material submitted by the Privacy Commissioner. Council must provide the Privacy Commissioner with a draft of Council's internal review report to enable the Privacy Commissioner to make a submission. Council may provide a copy of any submission by the Privacy Commissioner, to the applicant.

Council must notify the applicant of the outcome of the review within **14 days** of its determination

A copy of the final review should also be provided to the Privacy Commissioner where it departs from the draft review.

The Privacy Commissioner must be notified of a complaint, briefed on progress and notified of the outcome of an internal review under the PPIP Act or HRIP Act.

### **6.2 What happens after an Internal Review?**

If the complainant remains unsatisfied, an appeal may be made to the NSW Civil and Administrative Tribunal (NCAT) which hears the matter afresh and may impose its own decision and can make a range of orders including an award of damages for a breach of an information protection principle or a health privacy principle.

## **PART 7 – OTHER RELEVANT MATTERS**

### **7.1 Confidentiality**

The obligation of confidentiality is additional to and separate from that of privacy. Nevertheless, a duty to withhold information lies at the heart of both concepts. Confidentiality attached to information per se, personal or health information to the person to whom that information relates.

An obligation of confidentiality exists for all employees whether express or implied as a matter of law.

Information which may be confidential is also likely to have a separate and independent obligation attaching to it in the form of privacy and in that regard, a release will be required and, in the case of privacy, the person to whom the information relates will be required to provide the release.

### **7.2 Misuse of Personal or Health Information**

Section 664 of the LGA makes it an offence for anyone to disclose information except in accordance with that section. Whether or not a particular disclosure is made with lawful excuse is a matter that requires legal opinion from case to case.

### **7.3 Regular Review of Uralla Shire Council Privacy Management Plan**

When information practices are reviewed from time to time, the Privacy Management Plan will be reviewed to ensure that the Plan is up to date. A copy of this Privacy Management Plan will be provided to the Privacy Commissioner as soon as is practicable whenever the plan is amended.

### **7.4 Further Information**

For assistance in understanding the processes under the PPIP Act and HRIP Act, please contact Council's Privacy Contact Officer or the IPC.

## **APPENDIX 1 – URALLA SHIRE COUNCIL PRIVACY STATEMENT**

Uralla Shire Council is required to comply with the Information Privacy Principles (IPPs) in the *Privacy and Personal Information Protection Act 1998* (PIIP Act). These regulate the collection, storage, use and disclosure of personal information held by us.

### **Your personal information**

Any personal information you provide to us will be used and disclosure for Uralla Shire Council purposes, or a directly related purpose, unless you consent to another use or disclosure, in emergencies or as otherwise required or authorised by law.

The provision of information to Uralla Shire Council is voluntary; no law requires you to provide any personal information to Uralla Shire Council, however, failure to provide certain personal information to Uralla Shire Council may inhibit our ability to provide you with the services you require.

Under the PIIP Act, you have the right to access your personal information held by Uralla Shire Council, without excessive delay or expense. You also have the right to have your personal information corrected in certain circumstances (e.g. if it is inaccurate). Should you wish to access or correct your personal information, please make a written request to the Privacy Contact Officer by:

- **Post:** PO Box 106, Uralla NSW 2358
- **Email:** [council@uralla.nsw.gov.au](mailto:council@uralla.nsw.gov.au)

For further information, please read our Privacy Management Plan.

If you have any enquiries about this Privacy Statement, please contact Uralla Shire Council.



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**Policy:**

**Complaint Handling**

**2018**

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## INFORMATION ABOUT THIS DOCUMENT

<b>Date Adopted by Council</b>		<b>Resolution No.</b>	
<b>Document Owner</b>	Director Community and Governance		
<b>Document Development Officer</b>	Coordinator Governance and Risk		
<b>Review Timeframe</b>	4 years		
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### *Document History*

<b>Doc No.</b>	<b>Date Amended</b>	<b>Details/Comments eg Resolution No.</b>
<b>Version 1</b>	26 June 2018	New draft Policy for Executive Review 3 July 2018
<b>Version 2</b>	4 July 2018	Draft for consideration by Audit, Risk and Improvement Committee at meeting 10 July 2018
<b>Version 3</b>	12 July 2018	Draft for adoption by Council at meeting 24 July 2018

<b>Related Legislation</b>	Government Information (Public Access) Act 2009 Health Records and Information Privacy Act 2002 Independent Commission Against Corruption Act 1988 Local Government Act 1993 Privacy and Personal Information Protection Act 1998 Public Interest Disclosures Act 1994
<b>Related Policies</b>	Uralla Shire Council Code of Conduct Plan: Privacy Management 2018 Policy: Internal Reporting 2017
<b>Related Procedures/ Protocols, Statements, documents</b>	Australian Standard 10002:2014 Guidelines for Complaint Management Office of Local Government Practice Note No. 9 'Complaints Management in Councils' NSW Ombudsman Effective Complaint Handling Guidelines

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## **1. OBJECTIVES**

The objectives of the Policy: Complaint Handling 2018 are to:

- Provide a consistent and effective mechanism for the management and prompt handling of Complaints;
- Improve customer service; and
- Identify trends and systemic issues to be addressed, if relevant, and information to be used in business improvement processes.

## **2. SCOPE**

The Policy: Complaint Handling 2018 applies to:

- Council Officials;
- Contractors; and
- Volunteers.

Nothing in this Policy overrides the General Manager's obligations to report under Section 11 of the Independent Commission Against Corruption Act 1998 (the ICAC Act).

This Policy does not apply to Council's aged, disability and community transport services provided by McMaugh Gardens Aged Care Centre, Tablelands Community Support and Tablelands Community Transport. Complaint handling processes for these services are contained in a separate policy.

## **3. DEFINITIONS**

<b>Complainant</b>	A person or organisation to whom Council provides or offers a service who makes a Complaint.
<b>Code of Conduct Complaints</b>	Complaints relating to breaches of Council's Code of Conduct.
<b>Competitive Neutrality Complaints</b>	Complaints that Council has not met its obligations under the National Competition Policy and has not abided by the spirit of competitive neutrality in the conduct of Council business.

<b>Complaint</b>	<p>An expression of dissatisfaction made to or about Council, including its policies, procedures, charges, staff, agents, or quality of service. Council categorises Complaints into two types:</p> <ol style="list-style-type: none"> <li><b>Standard Complaints</b> – Complaints about Council policies and practices, including failure to meet service standards and good customer service practices; and</li> <li><b>Formal Complaints</b> – Complaints of a serious nature such as those that allege corrupt activity, relate to alleged conflict of interest, are made under public interest disclosure or relate to competitive neutrality.</li> </ol> <p>A Complaint covered by this Policy can be distinguished from:</p> <ul style="list-style-type: none"> <li>• A request for service (Service Request), such as collection of kerbside waste or repairing a pothole. These should be lodged, and will be treated by Council as, Service Requests;</li> <li>• A request for information or an explanation;</li> <li>• A development application decision (except where the Complaint relates specifically to the manner in which the decision has been administered);</li> <li>• A request to have an infringement waived; and</li> <li>• Appeals against any previous outcomes of Complaints investigations.</li> </ul>
<b>Complaint Management System</b>	All policies, procedures, practices, staff, hardware and software used by Council in the management of Complaints.
<b>Contractors</b>	Includes Contractors, consultants and suppliers engaged by Council under contract to provide goods, services or specialist or professional advice to Council.
<b>Council Officials</b>	Includes Councillors, members of staff of Council, administrators, Council committee members and delegates of Council.
<b>Feedback</b>	Opinions, comments and expressions of interest or concern, made directly or indirectly, explicitly or implicitly, to or about us, about Council's services or Complaint handling where a response is not explicitly or implicitly expected or legally required.
<b>Privacy Complaints</b>	<p>Complaints made under the <i>Privacy and Personal Information Protection Act 1998</i>, under which a person may seek an internal review by Council of the following conduct:</p> <ul style="list-style-type: none"> <li>• A breach of any Information Protection Principles applying to Council;</li> <li>• A breach of the Privacy Code of Practice for Local Government;</li> <li>• Disclosure of certain information held on a public register in a manner inconsistent with that permitted under the Privacy Code of Practice for Local Government;</li> <li>• A breach of a Health Privacy Principle under the <i>Health Records and Information Privacy Act 2002</i> that applies to Council; and</li> <li>• A breach of a Health Privacy Code of Practice that applies to Council.</li> </ul>



<b>Public Officer</b>	A member of Council's senior staff, appointed under the <i>Local Government Act 1993</i> . The functions of the Public Officer include dealing with Complaints from the public concerning Council's affairs.
<b>Service Request</b>	Service Requests include: <ul style="list-style-type: none"> <li>• Requests for approval;</li> <li>• Requests for action;</li> <li>• Routine enquiries about Council;</li> <li>• Requests for the provision of services and assistance;</li> <li>• Reports of failure to comply with laws regulated by Council; and</li> <li>• Requests for explanation of policies, procedures and decisions.</li> </ul>
<b>Volunteers</b>	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 delivering quality customer services and to communicating effectively with its customers and the community it serves. From time to time, Council's performance may not be to the satisfaction of customers. In those circumstances, Council is committed to ensuring the opportunity is available to express dissatisfaction through an effective Complaints Management System and that any Complaint received is dealt with courteously, investigated fully, and acted on within an appropriate period of time.

Council has a zero tolerance approach towards any harm, abuse or threats directed to Council Officials. Any conduct of this kind will be dealt with under this Policy and in accordance with Council's duty of care and work health and safety responsibilities.

##### 4.1. Guiding Principles

Council will observe the following Complaints management guiding principles:

- Visibility – Council will provide information about the Complaint handling process to customers, including both how and where to complain;
- Organisational commitment – Council will demonstrate its commitment to the effective management of Complaints by providing sufficient resources, a defined Complaint management system, staff training, and support processes for staff;
- Customer focussed approach – Council will be customer focused, open to Feedback, including Complaints, and demonstrate a genuine commitment to resolving Complaints by its actions;
- Objectivity – Each Complainant will be addressed in an equitable, objective and unbiased manner throughout the Complaint handling process;
- Responsiveness – All Complainants will receive acknowledgement that their Complaint has been received. Complainants will be treated courteously and kept informed of the progress of their Complaint throughout the Complaint handling process;

- Confidentiality – Personally identifiable Complainant information will be actively protected from disclosure and only used for the purposes of addressing the Complaint within Council; and
- Continual improvement – Council is committed to the continual improvement of its Complaints management process and the quality of its services.

#### **4.2. Lodging and Handling Complaints**

Complaints may be lodged with Council in any of the following ways:

- Post:**  
The Public Officer  
Uralla Shire Council  
PO Box 106  
Uralla NSW 2358
- Email:**  
council@uralla.nsw.gov.au
- In Person:**  
Uralla Shire Council Chambers and Administration Centre  
32 Salisbury Street  
Uralla NSW 2358
- Telephone:**  
(02) 6778 6300

Complainants are encouraged to supply their name, address and contact phone number and as much information as possible about the Complaint to assist Council staff investigating and responding to the Complaint.

All Complaints will be acknowledged within ten (10) working days of receipt, and will be treated with equal seriousness, regardless of the form in which they are lodged.

Only anonymous Formal Complaints will be dealt with under this Policy, and will be dealt with in a similar manner to Complaints where the Complainant is known to Council provided there is sufficient information in the Complaint to enable an investigation to be conducted, except where there is a statutory requirement for identification of the Complainant.

#### **4.3. Recording of Complaints**

All Complaints are registered in Council's electronic documents management system and forwarded to the relevant staff member for action.

An assessment of the Complaint will be conducted to determine if it is a Standard Complaint or a Formal Complaint. Formal Complaints will be provided immediately to the Public Officer.

When a customer is requesting a service and there is no prior indication of failure to provide that service to the customer, the request will be recorded in the customer request management system as a Service Request.

#### 4.4. Standard Complaint Handling

Council has adopted a three-tiered approach to handling Standard Complaints. This approach aims to have the Complaint resolved as quickly as possible by the person who provided the service or who dealt with the issue.

Tier	Responsibility
<b>First- Frontline Standard Complaints Handling</b>	
Registration and attempted resolution by frontline staff. Complainants are encouraged to provide Feedback and/or to lodge their Complaint with the officer who provided the service or who dealt with the issue as this is more likely to result in a speedy resolution of the Complaint.	All staff
<b>Second – Internal Senior Officer Review</b>	
<p>If the Complainant remains unsatisfied after speaking to the officer who delivered the service or who dealt with the issue, or if they feel uncomfortable approaching the officer, then they may lodge the Complaint with a more senior officer or request that the matter be reviewed by a more senior officer.</p> <p>The name and contact details of the relevant Team Leader, Coordinator, Manager or Director can be obtained from Council's Customer Service branch.</p>	Team Leaders, Coordinators, Managers and Directors
<p>If the Complainant remains unsatisfied with the outcome – or if the Complaint is about a staff member – the Complaint will be submitted to the Public Officer.</p> <p>If the Complaint is about a Director or the Public Officer, then the Complaint will be submitted to the General Manager.</p> <p>If the Complaint is about the General Manager, then the Complaint will be submitted to the Mayor or an external agency.</p>	General Manager/Public Officer/Mayor
<b>Third – External Agency Review</b>	
If the Complaint cannot be resolved to the customer's satisfaction through Council's internal Complaints handling system, the Complainant may be referred to an outside agency such as the NSW Ombudsman, the Office of Local Government, to an alternative dispute resolution procedure, or as a last resort may be referred to a legal remedy.	External agency

Standard Complaints will be automatically referred to the appropriate officer on the next tier if:

- The Complainant requests it; or
- The problem is clearly outside the staff member's delegation or area of expertise.

When a Standard Complaint is referred on, the Complainant will be told the name and telephone number of the person to whom it has been referred, exactly what the Complainant needs to do, or what the staff member will do to refer the matter and what action the Complainant can expect.

#### **4.4.1. Standard Complaint Handling Service Levels**

Council's Standard Complaint handling service levels are:

<b>Timeframe</b>	<b>Action</b>
Within one (1) working day of receipt	Complaint recorded in Council's electronic document management system.
Within five (5) working days of receipt	In circumstances where a Complainant has provided contact details, the staff member responsible for handling the Complaint will provide acknowledgment of receipt of the Complaint to the Complainant. Such acknowledgement may be by telephone or in writing, as appropriate, and details of this contact will be recorded against the Complaint in Council's electronic document management system.
Within ten (10) working days of receipt	Council will attempt to address all Complaints within ten (10) working days of receipt of the Complaint, except where further information is waiting to be received. In the instance where resolution of the Complaint is delayed, then the staff member responsible for handling the Complaint will advise the Complainant of the progress of the Complaint within ten (10) working days and a full response to the Complaint will be provided within twenty-eight (28) working days.
More than twenty-eight (28) working days from receipt	The Complainant will be advised of the progress of the investigation at fourteen (14) working day intervals.

In circumstances where internal processes are unable to resolve a Standard Complaint or satisfy the Complainant, the Complaint may be referred to an appropriate external agency for review. Such agencies may include:

- Information and Privacy Commission NSW;
- NSW Office of Local Government; and
- NSW Ombudsman.

Alternatively, Council may seek to use alternative dispute resolution methods to resolve the Complaint in circumstances where the General Manager and/or Public Officer deem such a course of action appropriate.

#### **4.4.2. Confidentiality**

Council will ensure that confidentiality is maintained in regard to Standard Complaints received. Personally identifiable information concerning a Complainant will be used for the purposes of addressing and resolving the Complaint only. The Complainant's name will not be released to the person who is the subject of the Complaint without their consent and subject to privacy legislation and public interest principles of *Government Information (Public Access) Act 2009*. Council manages personal and private information collected by Council in accordance with Council's Privacy Management Plan.

Council will take all care that reporting of Standard Complaints about Council activities will not result in the Complainant experiencing any form of victimisation or retribution as a result of the Complaint.

#### **4.4.3. Options for Redress**

Complainants will be invited to identify what action they would like Council to take to resolve their Complaint. Options for redress that the Council can consider in responding to a Complainant who has been detrimentally affected by the actions of the Council include:

- a) Apologies;
- b) Rectification;
- c) Mitigation; and
- d) Refund of overcharged monies.

Council is also responsible for Contractors and where the contractor has inadequately redressed the Complainant, Council remains accountable directly to the customer and should provide redress while seeking its own redress from the contractor.

### **4.5 Formal Complaint Handling**

Formal Complaints are to be referred directly to the Public Officer and/or General Manager.

Staff receiving and recording Formal Complaints alleging corrupt conduct, pecuniary interest, maladministration or improper use of position must ensure that all allegations contained therein are not discussed other than with the Public Officer and/or General Manager

#### **4.5.1 Complaints Involving Allegations of Corrupt Conduct, Maladministration, Serious and Substantial Waste of Public Money, and/or Criminal Activity**

Complaints involving allegations of corrupt conduct, maladministration, serious and substantial waste of public monies, and/or criminal activity should be referred to the appropriate external agency. When reporting such matters, Complainants will be informed by the Council Officer of the name, telephone number and any other relevant details of the appropriate organisation (if known):

- Independent Commission Against Corruption (ICAC): Investigates Complaints concerning corrupt conduct;

- Information and Privacy Commission (IPC) New South Wales: Investigates Complaints concerning privacy and access to government information;
- NSW Ombudsman: Investigates Complaints concerning maladministration; and
- Office of Local Government (OLG): Investigates Complaints concerning serious and substantial waste of public monies, pecuniary interests and competitive neutrality.

#### 4.5.2. Code of Conduct Complaints

Complaints about alleged breaches of Council's Code of Conduct by Council Officials will be dealt with specifically via the Office of Local Government Procedures for Administration of the Model Code of Conduct (the Code).

Under the Code, the investigation of all Complaints about Councillors and the General Manager are managed by an independent conduct reviewer.

#### 4.5.3. Privacy Complaints

Privacy Complaints should be referred to the Public Officer and will be managed in accordance with the requirements of the *Privacy and Personal Information Protection Act 1998* and Council's Plan: Privacy Management 2018.

#### 4.5.4. Competitive Neutrality Complaints

Competitive Neutrality Complaints should be referred to the Public Officer and/or General Manager.

### 4.6. Unreasonable Conduct by Complainants

When Complainants behave unreasonably in their dealings with Council, their conduct can significantly affect Council. As a result, Council will take proactive and decisive action to manage any Complainant conduct that negatively and unreasonably affects Council, including vexatious Complainants, and will support Council staff to do the same.

### 4.7. Complaints Management and Reporting

Council will establish, implement and maintain a Complaints Management System.

On a twice-yearly basis, the Public Officer will provide a summary of Complaints received to the General Manager. This summary will comprise details on:

- a) The type and number of Complaints received;
- b) The issue at the centre of each Complaint;
- c) The outcome of the investigation in each instance;
- d) Action taken to address Complainants' issues;
- e) Whether the Complaint was justified; and
- f) Actions taken to improve policy, procedures and services as a result.

This summary will form the basis of an annual report to Council from the Public Officer.

On an annual basis, the Public Officer will prepare a statistical summary of Code of Conduct Complaints received for the statutory Annual Report.

#### **4.8. Complainant Obligations**

When communicating Complaints, Council requests our customers:

- a) Focus their dissatisfaction on the conduct or performance of Council and/or Council Officials rather than on personal criticism of Council Officials;
- b) Behave appropriately, avoiding the use of abusive language and/or threatening behaviour;
- c) Provide sufficient details to assist in resolving the Complaint;
- d) Provide Council with all relevant information in order that their opinion, concern or Complaint can be readily understood; and
- e) Accept that Council operates under resource constraints, noting that the allocation of resources is a matter for Council to determine.

For more information about a Complainant's rights and obligations refer to Appendix A: Individual Rights and Mutual Responsibilities of the parties to a Complaint.

#### **4.9. Responsibility and Accountability**

All Council Officials, Volunteers and Contractors are required to comply with the provisions of this Policy.

Managers and Directors are responsible for supporting staff in applying this Policy, as well as any related guidelines/procedures.

Managers and Directors are also responsible for ensuring compliance with the procedures identified in this Policy, ensuring that all staff members are trained to deal with Complaints handling in accordance with Council's duty of care and work health and safety responsibilities.

All Complaints received by councillors must be referred directly to the General Manager, unless it is a Formal Complaint about the General Manager, which must be referred to the Mayor.

Managers and Directors are responsible for investigating Standard Complaints, determining outcomes and an appropriate method(s) of redress.

The General Manager and/or Public Officer are responsible for coordinating the investigation of Formal Complaints.

Council's Public Officer is responsible for organising legal advice as required under this Policy.

The responsible Director and/or Public Officer are responsible reviewing Standard Complaints where the Complainant is not satisfied with the initial outcome.

### **5. LEGISLATIVE AND STRATEGIC CONTEXT**

#### **5.1. Government Information (Public Access) Act 2009 (GIPA Act)**



The GIPA Act provides an open and transparent process for giving the public access to information from NSW public sector agencies, including councils, and encourages the proactive public release of information. The GIPA Act imposes certain requirements on public sector agencies with respect to conducting internal reviews of decisions.

#### **5.2. Health Records and Information Privacy Act 2002 (HRIP Act)**

The HRIP Act applies to public sector agencies, including councils, and requires public sector agencies to properly collect, store, use and release the health information it collects about individuals via the Health Privacy Principles (HPPs). The HRIP Act allows individuals who believe a public sector agency has misused their health information or breached one of the HPPs to make a Complaint to the NSW Privacy Commissioner.

#### **5.3. Independent Commission Against Corruption Act 1988 (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.

#### **5.4. Local Government Act 1993 (Local Government Act)**

The 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.

#### **5.5. Privacy and Personal Information Protection Act 1998 (PPIP Act)**

The PPIP Act applies to public sector agencies, including councils, and requires public sector agency to properly collect, store, use and release the personal information it collects about individuals via the Information Protection Principles (IPPs). The PPIP Act allows individuals who believe a public sector agency has misused their personal information or breached one of the IPPs to make a Complaint to the NSW Privacy Commissioner.

#### **5.6. Public Interest Disclosures Act 1994 (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.

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## **APPENDIX A: INDIVIDUAL RIGHTS AND MUTUAL RESPONSIBILITIES OF THE PARTIES TO A COMPLAINT**

Note: The term 'rights' is used to demonstrate a guarantee of the standard of service and behaviour that all parties should meet if a Complaints process is to be effective. It is not used to depict a legally enforceable entitlement - although some are.

For Uralla Shire Council to ensure that all Complaints are dealt with fairly, efficiently and effectively and that work health and safety standards and duty of care obligations are adhered to, the following rights and responsibilities must be observed and respected by all parties to the Complaint process.

### **1. Individual Rights**

#### **1.1 Complainants have the right:**

- To make a Complaint and to express their opinions in ways that are reasonable, lawful and appropriate;
- To a fair and impartial assessment and, where appropriate, investigation of their Complaint based on the merits of the case;
- To a fair hearing;
- To be informed in at least general terms about the actions taken and outcome of their Complaint;
- To be given reasons that explain decisions affecting them;
- To be treated with courtesy and respect; and
- To communicate valid concerns and views without fear of reprisal or other unreasonable response.

#### **1.2 Staff managing Complaints under this Policy have the right:**

- To, within their Delegations of Authority, determine whether, and if so how, a Complaint will be dealt with;
- To finalise matters on the basis of outcomes they consider to be satisfactory in the circumstances;
- To expect honesty, cooperation and reasonable assistance from Complainants;
- To expect honesty, cooperation and reasonable assistance from organisations and people within jurisdiction who are the subject of a Complaint;
- To be treated with courtesy and respect;
- To a safe and healthy working environment; and
- To modify, curtail or decline service (if appropriate) in response to unacceptable behaviour by a Complainant.

#### **1.3 Subjects of a Complaint have the right:**

- To a fair and impartial assessment and, where appropriate, investigation of the allegations made against them;
- To be treated with courtesy and respect by staff of Uralla Shire Council;
- To be informed (at an appropriate time) about the substance of the allegations made against them that are being investigated;
- To be informed about the substance of any proposed adverse comment or decision;

- To be given a reasonable opportunity to put their case during the course of any investigation and before any final decision is made; and
- To be told the outcome of any investigation into allegations about their conduct, including the reasons for any decision or recommendation that may be detrimental to them.

## **2. Mutual Responsibilities**

### **2.1 Complainants are responsible for:**

- Clearly identifying to the best of their ability the issues of Complaint, or asking for help from Uralla Shire Council to assist them in doing so;
- Providing, to the best of their ability, Uralla Shire Council with all the relevant information available to them at the time of making the Complaint;
- Being honest in all communications with Uralla Shire Council;
- Informing Uralla Shire Council of any other action they have taken in relation to their Complaint;
- Cooperating with the staff who are assigned to assess/ investigate/resolve/determine or otherwise deal with their Complaint; and
- Treating staff of Uralla Shire Council with courtesy and respect.

If Complainants do not meet their responsibilities, Uralla Shire Council may consider placing limitations or conditions on their ability to communicate with staff or access certain services.

Uralla Shire Council has a zero-tolerance policy in relation to any harm, abuse or threats directed towards its staff. Any conduct of this kind may result in a refusal to take any further action on a Complaint or to have further dealings with the Complainant. In certain cases, legal action may also be considered.

### **2.2 Staff managing Complaints under this Policy have the right:**

- Providing reasonable assistance to Complainants who need help to make a Complaint and, where appropriate, during the Complaint process;
- Dealing with all Complaints, Complainants and people or organisations the subject of Complaint professionally, fairly and impartially;
- Giving Complainants or their advocates a reasonable opportunity to explain their Complaint, subject to the circumstances of the case and the conduct of the Complainant;
- Giving people or organisations the subject of Complaint a reasonable opportunity to put their case during the course of any investigation and before any final decision is made;
- Informing people or organisations the subject of investigation, at an appropriate time, about the substance of the allegations made against them and the substance of any proposed adverse comment or decision that they may need to answer or address;
- Keeping Complainants informed of the actions taken and the outcome of their Complaints;
- Giving Complainants reasons that are clear and appropriate to their circumstances and adequately explaining the basis of any decisions that affect them;
- Treating Complainants and any people the subject of Complaint with courtesy and respect at all times and in all circumstances;
- Taking all reasonable and practical steps to ensure that Complainants are not subjected to any detrimental action in reprisal for making their Complaint; and

- Giving adequate warning of the consequences of unacceptable behaviour.

If Uralla Shire Council fails to comply with these responsibilities, Complainants may complain to the General Manager.

### **2.3 Subjects of a Complaint are responsible for:**

- Cooperating with Uralla Shire Council staff who are assigned to handle the Complaint, particularly where they are exercising a lawful power in relation to a person or body within their jurisdiction;
- Providing all relevant information in their possession to Uralla Shire Council or its authorised staff when required to do so by a properly authorised direction or notice;
- Being honest in all communications with Uralla Shire Council and its staff;
- Treating the staff of Uralla Shire Council with courtesy and respect at all times and in all circumstances; and
- Refraining from taking any detrimental action against the Complainant in reprisal for them making the Complaint.

If subjects of a Complaint fail to comply with these responsibilities, action may be taken under relevant laws and/or Council's Codes of Conduct.

### **2.4 Uralla Shire Council is responsible for:**

- Having an appropriate and effective Complaint handling system in place for receiving, assessing, handling, recording and reviewing Complaints;
- Ensuring that all Complaints are dealt with professionally, fairly and impartially;
- Ensuring that staff treat all parties to a Complaint with courtesy and respect;
- Ensuring that the assessment and any inquiry into the investigation of a Complaint is based on sound reasoning and logically probative information and evidence;
- Finalising Complaints on the basis of outcomes that the organisation, or its responsible staff, consider to be satisfactory in the circumstances;
- Implementing reasonable and appropriate policies/procedures/practices to ensure that Complainants are not subjected to any detrimental action in reprisal for making a Complaint; and
- Giving adequate consideration to any privacy implications that may arise in the handling of Complaints and the conduct of investigations.

If Uralla Shire Council fails to comply with these responsibilities, Complainants may complain to the General Manager.



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**Strategy:**

**Fraud and Corruption  
Control**

**2018**

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**INFORMATION ABOUT THIS DOCUMENT**

<b>Date Adopted by Council</b>	24 April 2018	<b>Resolution No.</b>	19.04/18
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<b>Version 5</b>	10 July 2018	Revision to align with adopted 2018/19 Budget for consideration by Audit Risk, and Improvement Committee at meeting 10 July 2018
<b>Version 6</b>	12 July 2018	Revised draft for consideration by Council at meeting 24 July 2018

**Further Document Information and Relationships**

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

<b>Contractors</b>	Includes contractors, consultants and suppliers engaged by Council under contract to provide goods, services or specialist or professional advice to Council.
<b>Corruption</b>	Corruption and corrupt conduct are defined in the ICAC Act as: <ul style="list-style-type: none"> <li>• 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</li> <li>• Conduct of a public official that involves the dishonest or partial exercise of any of his or her public official functions; or</li> <li>• A breach of public trust; or</li> <li>• Misuse of information or material acquired in the course of a public official's functions.</li> </ul>



	<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"> <li>• Official misconduct (including breach of trust, fraud, oppression, extortion, or imposition);</li> <li>• Bribery;</li> <li>• Blackmail;</li> <li>• Obtaining secret commissions;</li> <li>• Fraud;</li> <li>• Election bribery, election funding offices and election fraud;</li> <li>• Forgery.</li> </ul> <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"> <li>• A criminal offence; or</li> <li>• A disciplinary offence; or</li> <li>• A situation where there are reasonable grounds for dismissal or dispensing or terminating the Councillor or a public official.</li> </ul>
<b>Council Officials</b>	Includes Councillors, members of staff of Council, administrators, Council committee members and delegates of Council.
<b>Fraud</b>	<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>
<b>Volunteers</b>	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 whistle-blowers 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

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>  Code of Conduct  Confidential Information  Fraud and Corruption control  Internal Reporting  Statement of Business Ethics  Responsible Council Officer: Coordinator Governance and Risk</p> <p><u>Governance</u>  Delegations of Authority  Conflicts of Interest  Gifts and Benefits  Councillors' Expenses and Facilities  Risk Management  Responsible Council Officer: Coordinator Governance and Risk</p> <p><u>Finance</u>  Corporate Credit Card  Out of Pocket Expenses  Cash Handling  Petty Cash  Purchasing and Tendering  Disposal of Assets  Timesheets  Responsible Council Officer: Chief Financial Officer</p> <p><u>Human Resources</u>  Recruitment and Selection  Secondary Employment  Discipline and Formal Warning  Discrimination, Harassment and Bullying and Grievance  Mobile Digital Devices  Email and Internet Usage  Leave and Overtime  Performance Review  Workers Compensation  Motor Vehicles  Responsible Council Officer: Manager Human Resources</p> <p><u>Others</u>  Complaints Management  Sponsorship  Records Management  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

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 December 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 2020
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 2019
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	Biennial
Human Resources Required	Human Resource Support Officer, Manager Human Resources, Coordinator Governance and Risk
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"> <li>• The canvassing of Councillors or Council staff in relation to requests for tender or quotations will result in automatic disqualification.</li> <li>• Statement of Business Ethics</li> <li>• Fraud and Corruption Prevention Policy</li> <li>• Code of Conduct</li> </ul> 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

<b>a) Implement an internal audit program.</b>	
Action Timeframe	30 June 2018, Ongoing
Budget	\$15,000 for 2018-19 and \$30,000 per annum from 2019-20 onwards
Relevant Areas	Contracted internal audit program Responsible Officer: Coordinator Governance and Risk

<b>b) Internal audit findings and status of implementing recommendations are reported to Council and the Executive Team regularly</b>	
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 Disclosures Act 1994 – Procedure for Assessing Disclosures and Investigations)	
Action Timeframe	Investigation Panel – Ongoing Staff training – June 2020
Human Resources Required	Director Community and Governance, Coordinator Governance and Risk, Consultant
Budget	\$10,000 per annum external investigations \$10,000 in 2019-20 for staff training in investigation techniques and standards
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 for the period 2018-2020, of which \$25,000 is included in the 2018/19 adopted Budget. An additional \$40,000 per annum (indexed) should be included in the Long Term Financial Plan commencing from 2019/20 to complete the implementation of the actions contained within this strategy document.



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Director – Infrastructure & Regulation
<b>Reference/Subject::</b>	<b>Report 10 - Regulatory Statistics Ending 30 June 2018</b>

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1	An attractive environment for business, tourism and industry
<b>Strategy:</b>	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial and residential development
<b>Activity:</b>	2.1.4.1	Process building and development applications
<b>Action:</b>	2.1.4.1.1	Assess and determine development, construction, and other regulatory applications

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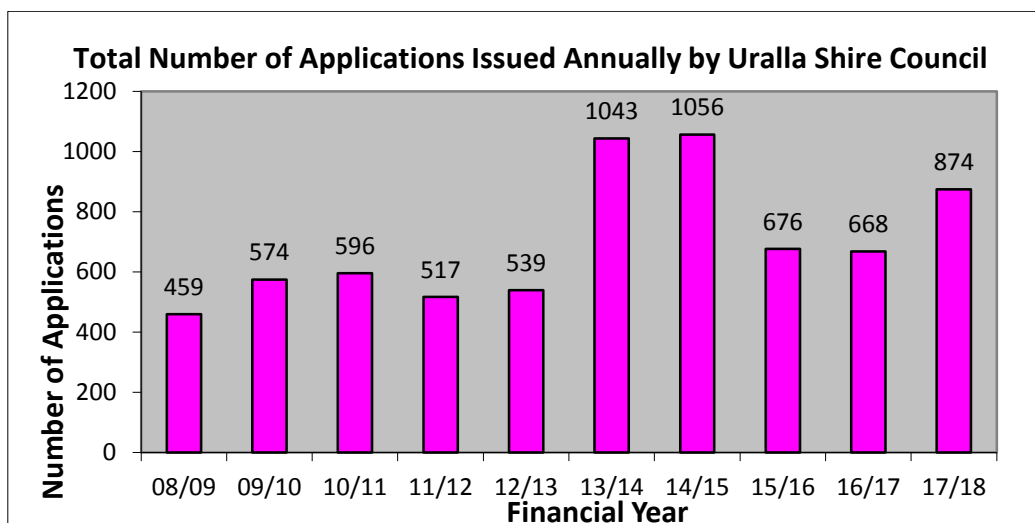
### SUMMARY:

The following contains the Statistical Reporting on the Processed Regulatory Applications of Uralla Shire Council for the financial year ending 30 June 2018. It also gives a six-monthly check on the calendar year figures.

### OFFICER'S RECOMMENDATION:

That Council receive and note the Regulatory Function Statistics for the year ending 30 June 2018.

### REPORT:



### Uralla Shire Total Development Value

**Note: Total Development Value includes Complying Development**

#### Calendar Year Totals

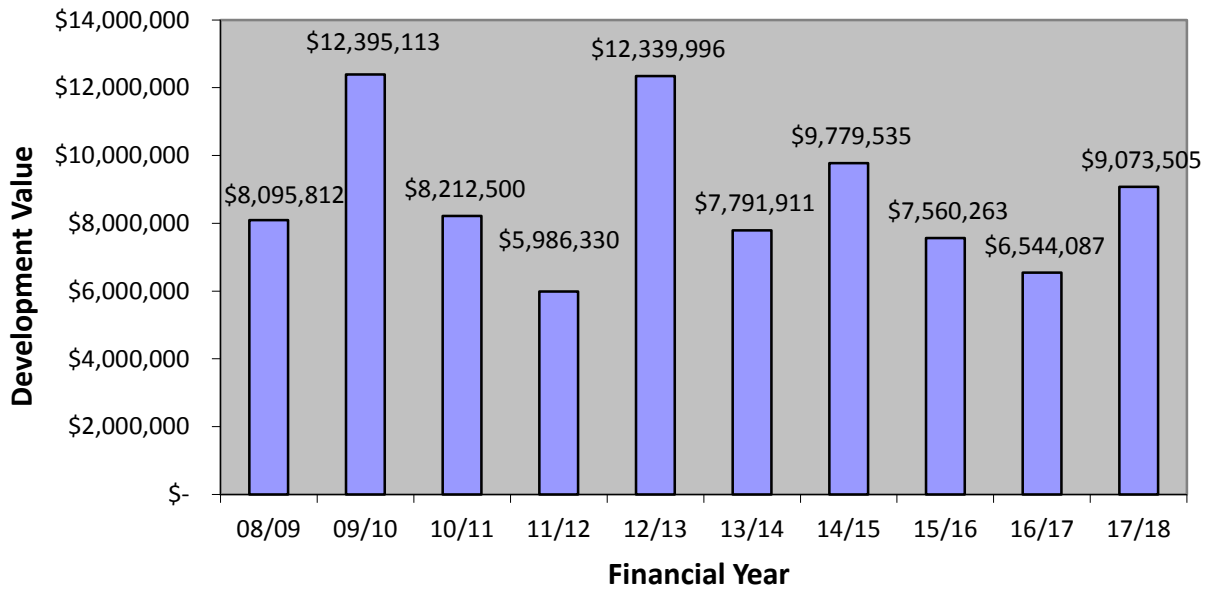
	Total Development Value	Average Development Value	Development Application Value	Complying Development Value
<b>2006</b>	\$ 6,310,059	\$ 42,349	\$ 6,310,059	—
<b>2007</b>	\$ 7,211,361	\$ 44,515	\$ 7,211,361	—
<b>2008</b>	\$ 9,155,533	\$ 56,169	\$ 7,393,239	\$ 1,762,294
<b>2009</b>	\$ 9,290,046	\$ 72,578	\$ 5,749,162	\$ 3,540,884
<b>2010</b>	\$ 10,586,972	\$ 80,817	\$ 5,958,887	\$ 4,628,085
<b>2011</b>	\$ 6,584,483	\$ 51,846	\$ 3,449,607	\$ 3,134,876
<b>2012</b>	\$ 11,390,780	\$ 104,503	\$ 6,158,718	\$ 5,232,062
<b>2013</b>	\$ 9,259,318	\$ 76,523	\$ 4,678,720	\$ 4,580,598
<b>2014</b>	\$ 8,246,689	\$ 69,300	\$ 5,657,845	\$ 2,588,844
<b>2015</b>	\$ 9,137,065	\$ 85,393	\$ 6,980,198	\$ 2,156,867
<b>2016</b>	\$ 5,958,716	\$ 62,723	\$ 3,997,389	\$ 1,961,327
<b>2017</b>	\$ 8,131,959	\$ 82,979	\$ 5,953,666	\$ 2,178,293
<b>2018</b>	\$ 4,342,853	\$ 83,516	\$ 2,557,043	\$ 1,785,810

First 6 months only for Calendar Year

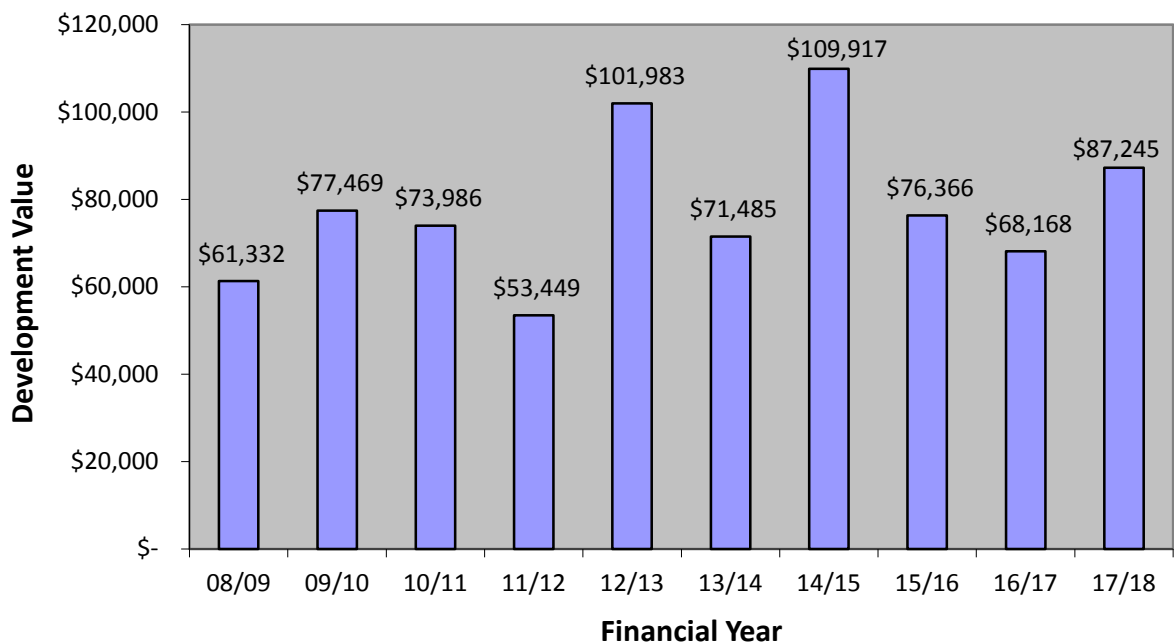
#### Financial Year Totals

	Total Development Value	Average Development Value	Development Application Value	Complying Development Value
<b>2005/2006</b>	\$ 6,090,640	\$ 39,808	\$ 6,090,640	-
<b>2006/2007</b>	\$ 6,302,833	\$ 38,668	\$ 6,302,833	-
<b>2007/2008</b>	\$ 8,128,806	\$ 52,444	\$ 8,128,806	-
<b>2008/2009</b>	\$ 8,095,812	\$ 61,332	\$ 4,588,050	\$ 3,507,762
<b>2009/2010</b>	\$ 12,395,113	\$ 77,469	\$ 7,121,590	\$ 5,273,523
<b>2010/2011</b>	\$ 8,212,500	\$ 73,986	\$ 5,023,347	\$ 3,189,153
<b>2011/2012</b>	\$ 5,986,330	\$ 53,449	\$ 3,667,764	\$ 2,318,566
<b>2012/2013</b>	\$ 12,339,996	\$ 101,983	\$ 6,100,857	\$ 6,239,139
<b>2013/2014</b>	\$ 7,791,911	\$ 71,485	\$ 4,697,885	\$ 3,094,026
<b>2014/2015</b>	\$ 9,779,535	\$ 109,917	\$ 6,392,261	\$ 3,387,274
<b>2015/2016</b>	\$ 7,560,263	\$ 76,366	\$ 6,393,433	\$ 1,166,830
<b>2016/2017</b>	\$ 6,544,087	\$ 68,168	\$ 4,186,513	\$ 2,357,574
<b>2017/2018</b>	\$ 9,073,505	\$ 87,245	\$ 6,057,412	\$ 3,016,093

**Uralla Shire Total Development Value by Financial Year**



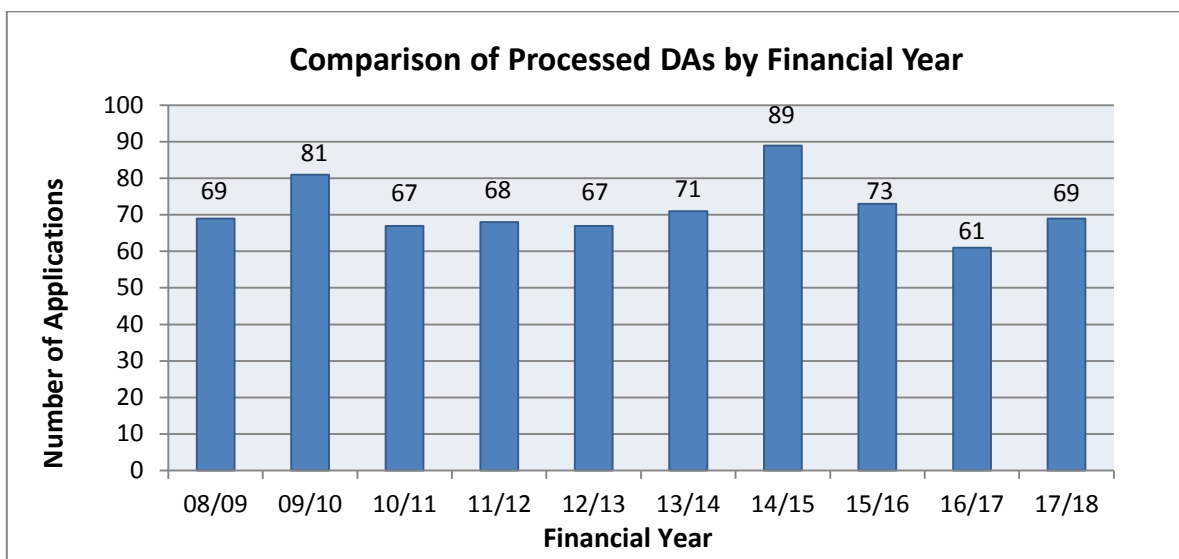
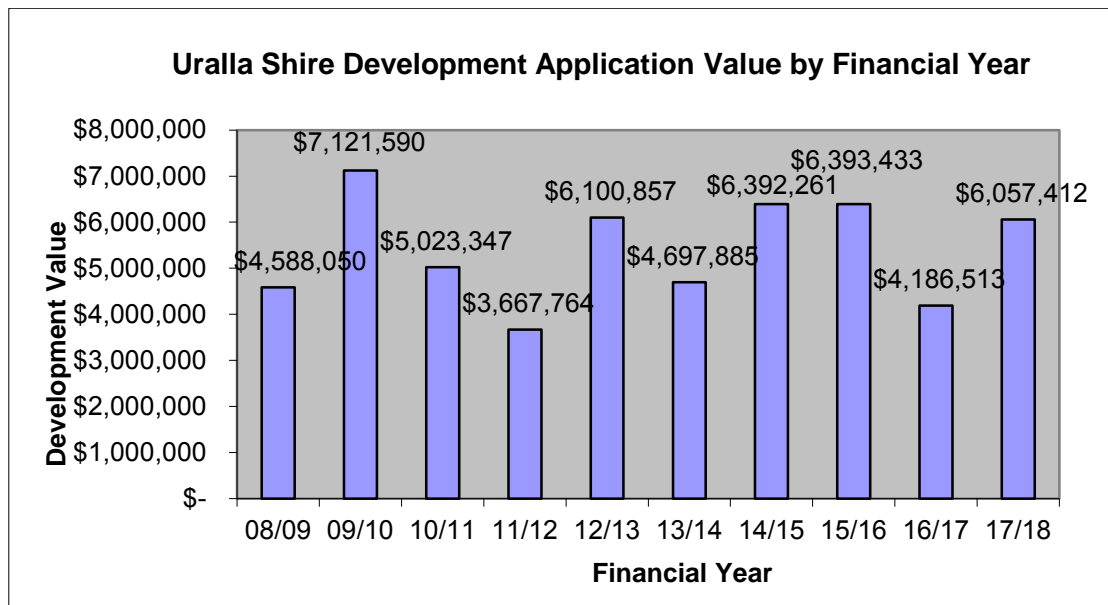
**Uralla Shire Average Development Value by Financial Year**



### Development Applications

Calendar Year			Financial Year		
	Number of Applications	Value of Application		Number of Applications	Value of Application
2008	124	\$ 7,393,239	2007/2008	155	\$ 8,128,806
2009	69	\$ 5,749,162	2008/2009	69	\$ 4,588,050
2010	71	\$ 5,958,887	2009/2010	81	\$ 7,121,590
2011	75	\$ 3,449,607	2010/2011	67	\$ 5,023,347
2012	60	\$ 6,158,718	2011/2012	68	\$ 3,667,764
2013	70	\$ 4,678,720	2012/2013	67	\$ 6,100,857
2014	88	\$ 5,657,845	2013/2014	71	\$ 4,697,885
2015	78	\$ 6,980,198	2014/2015	89	\$ 6,392,261
2016	66	\$ 3,997,389	2015/2016	73	\$ 6,393,433
2017	61	\$ 5,953,666	2016/2017	61	\$ 4,186,513
2018	35	\$ 2,557,043	2017/2018	69	\$ 6,057,412

First 6 months only for Calendar Year

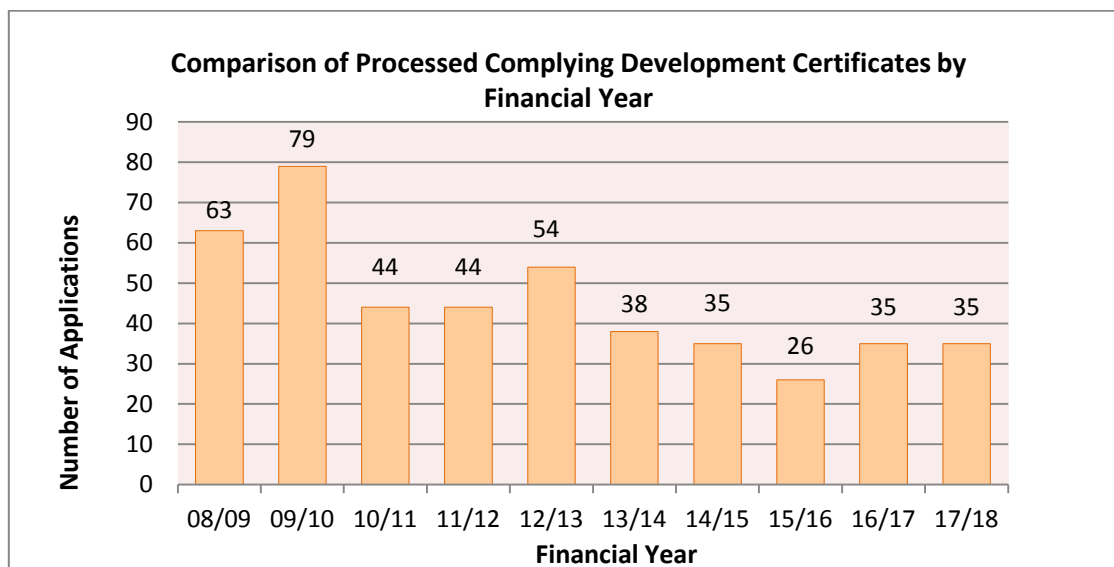
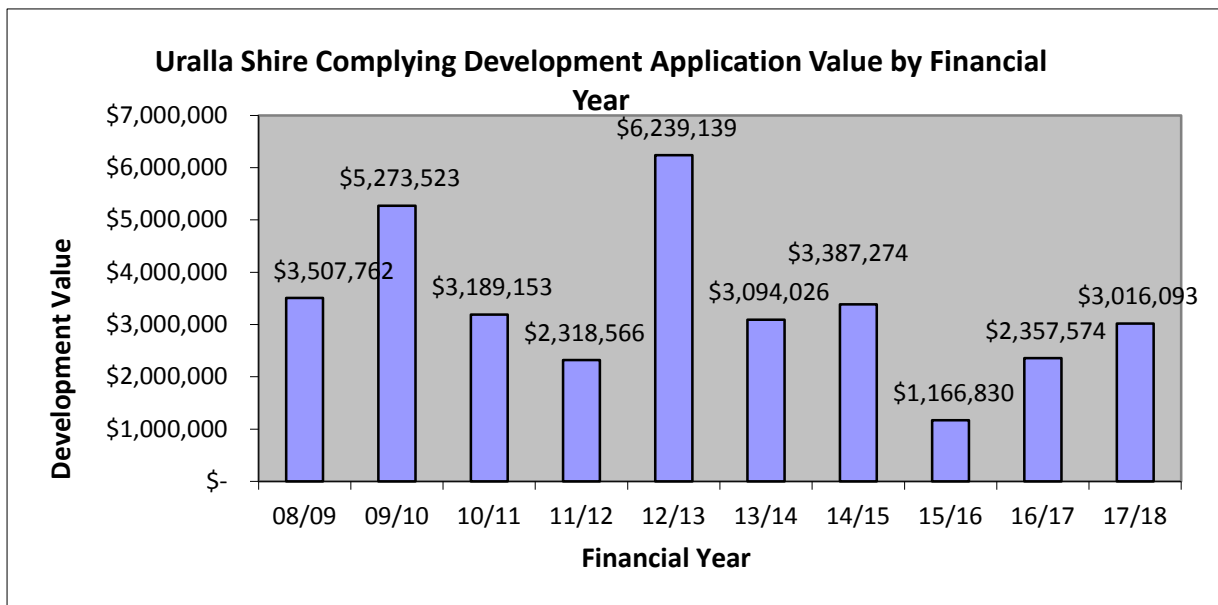




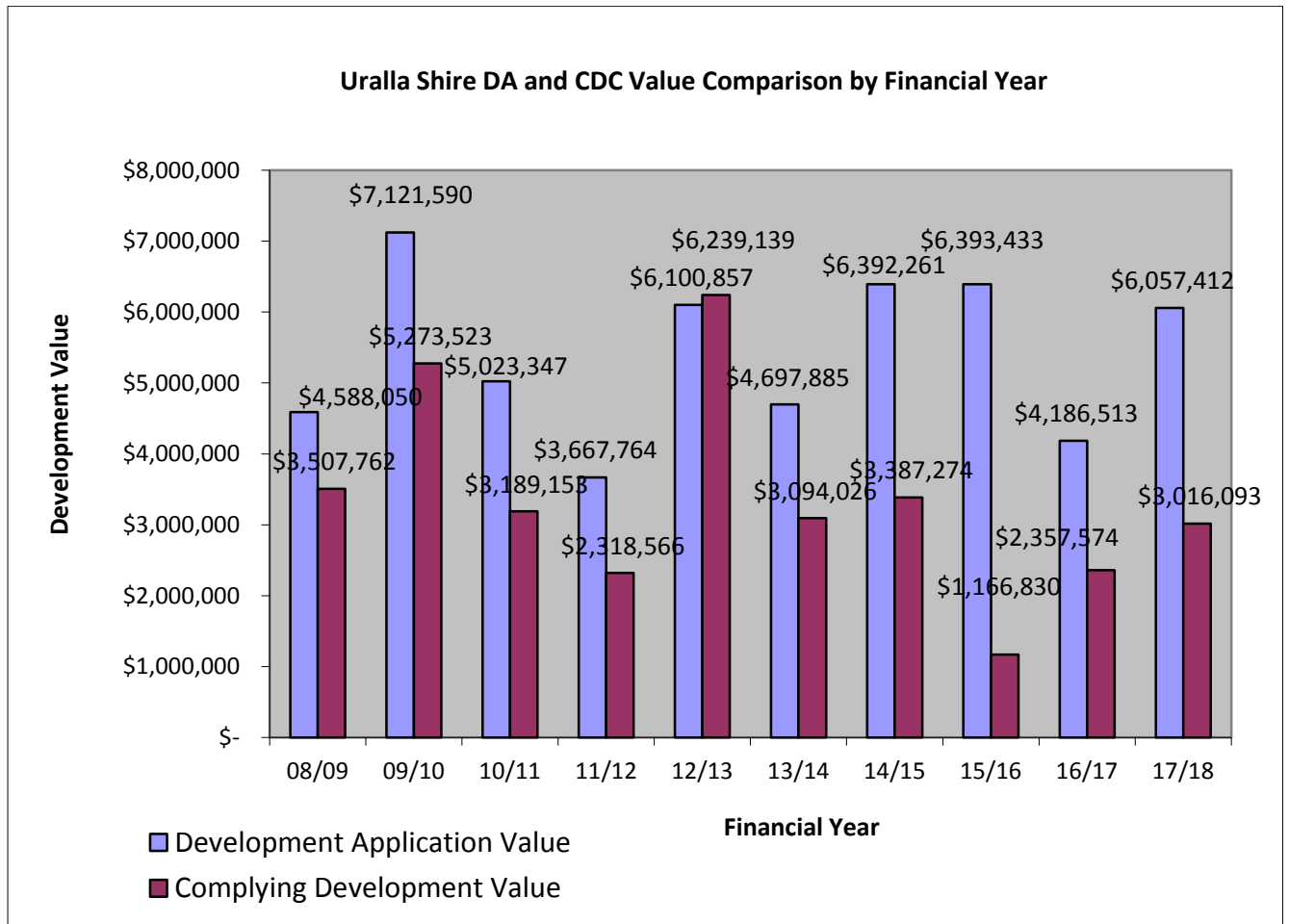
### Complying Development Applications

Calendar Year			Financial Year		
	Number of Applications	Value of Application		Number of Applications	Value of Application
2009	59	\$ 3,540,884	2008/2009	63	\$ 3,507,762
2010	60	\$ 4,628,085	2009/2010	79	\$ 5,273,523
2011	52	\$ 3,134,876	2010/2011	44	\$ 3,189,153
2012	49	\$ 5,232,062	2011/2012	44	\$ 2,318,566
2013	51	\$ 4,580,598	2012/2013	54	\$ 6,239,139
2014	31	\$ 2,588,844	2013/2014	38	\$ 3,643,425
2015	29	\$ 2,156,867	2014/2015	35	\$ 3,094,026
2016	29	\$ 1,961,327	2015/2016	26	\$ 1,166,830
2017	37	\$ 2,178,293	2016/2017	35	\$ 2,357,574
2018	17	\$ 1,785,810	2017-2018	35	\$ 3,016,093

First 6 months only for Calendar Year



### Comparison of Development and Complying Development Applications



### Section 96 Applications

**Note: Being Development Application Amendments**

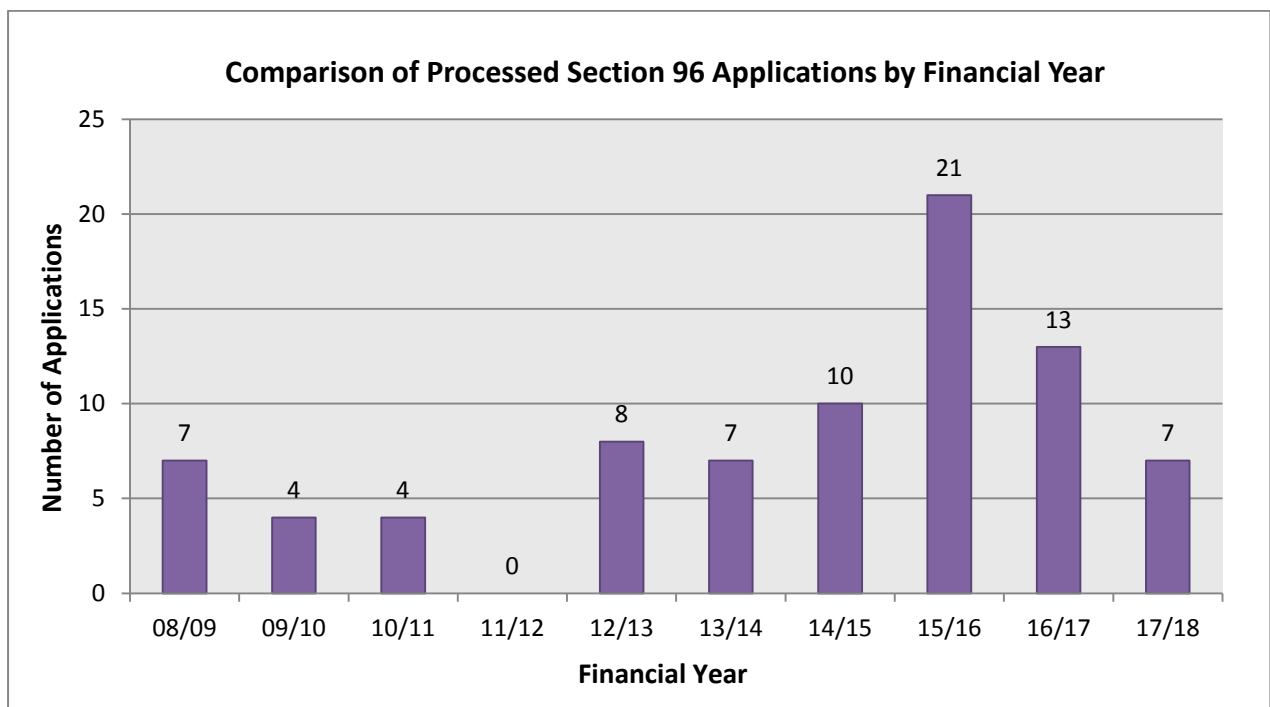
#### Calendar Year Totals

	Number of Applications
2008	11
2009	5
2010	5
2011	2
2012	4
2013	9
2014	3
2015	19
2016	11
2017	8
2018	6

#### Financial Year Totals

	Number of Applications
2007/2008	12
2008/2009	7
2009/2010	4
2010/2011	4
2011/2012	0
2012/2013	8
2013/2014	7
2014/2015	10
2015/2016	21
2016/2017	13
2017/2018	7

First 6 months only for Calendar Year



### Construction Certificates

**Calendar Year Totals**

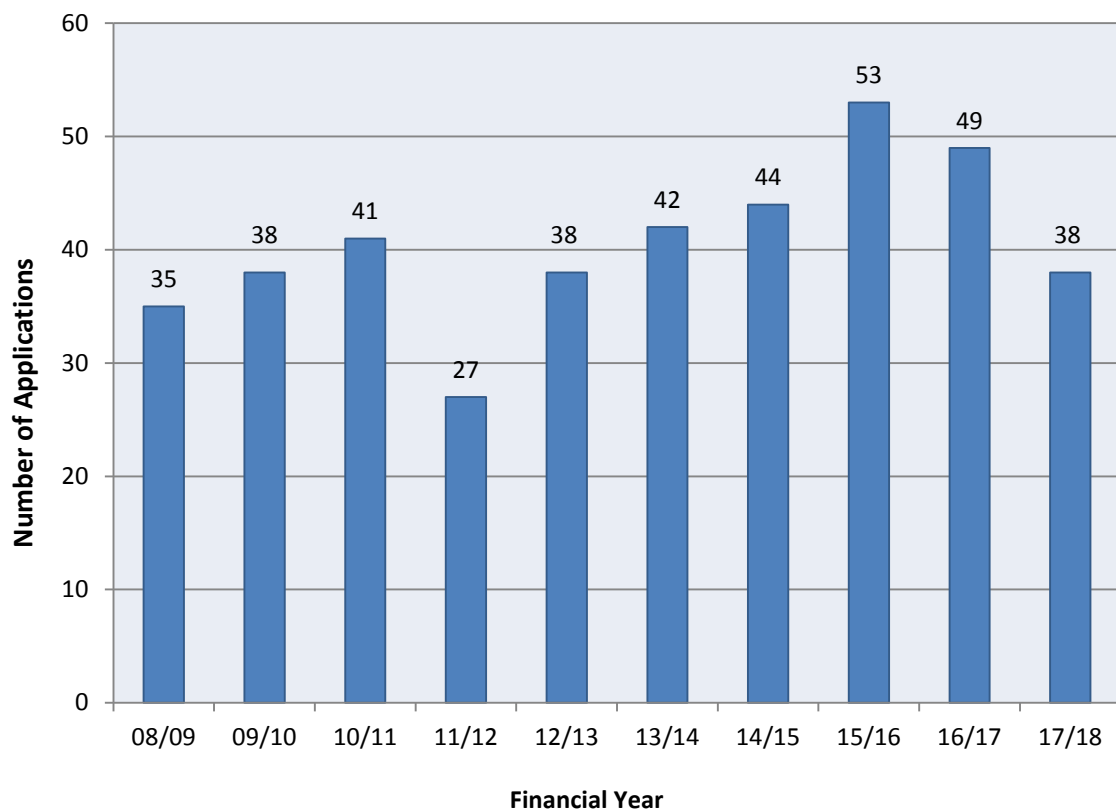
	Number of Applications
2008	82
2009	33
2010	28
2011	40
2012	28
2013	50
2014	40
2015	53
2016	43
2017	43
2018	20

**Financial Year Totals**

	Number of Applications
2007/2008	85
2008/2009	35
2009/2010	38
2010/2011	41
2011/2012	27
2012/2013	38
2013/2014	42
2014/2015	44
2015/2016	53
2016/2017	49
2017/2018	38

First 6 months only for Calendar Year

**Comparison of Processed Construction Certificates by Financial Year**



### Occupation Certificates

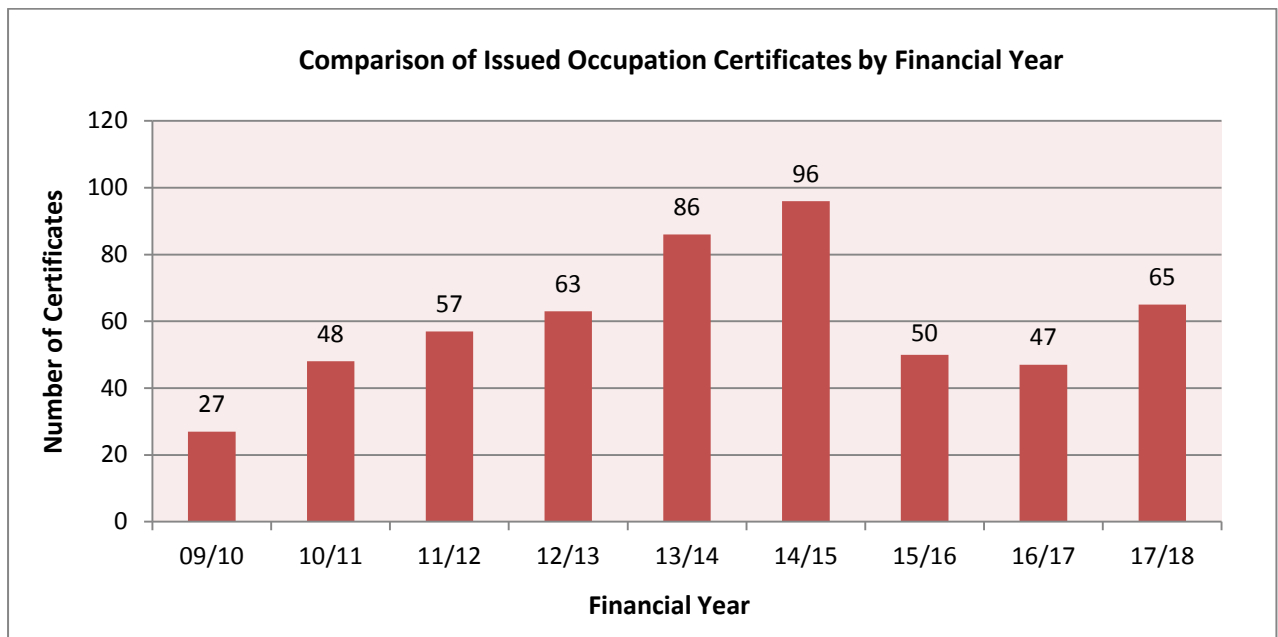
**Calendar Year Totals**

	Number of Applications
2010	45
2011	39
2012	69
2013	82
2014	70
2015	83
2016	42
2017	62
2018	29

**Financial Year Totals**

	Number of Applications
2009/2010	27
2010/2011	48
2011/2012	57
2012/2013	63
2013/2014	86
2014/2015	96
2015/2016	50
2016/2017	47
2017/2018	65

First 6 months only for Calendar Year



### Section 68 Certificates

**Calendar Year Totals**

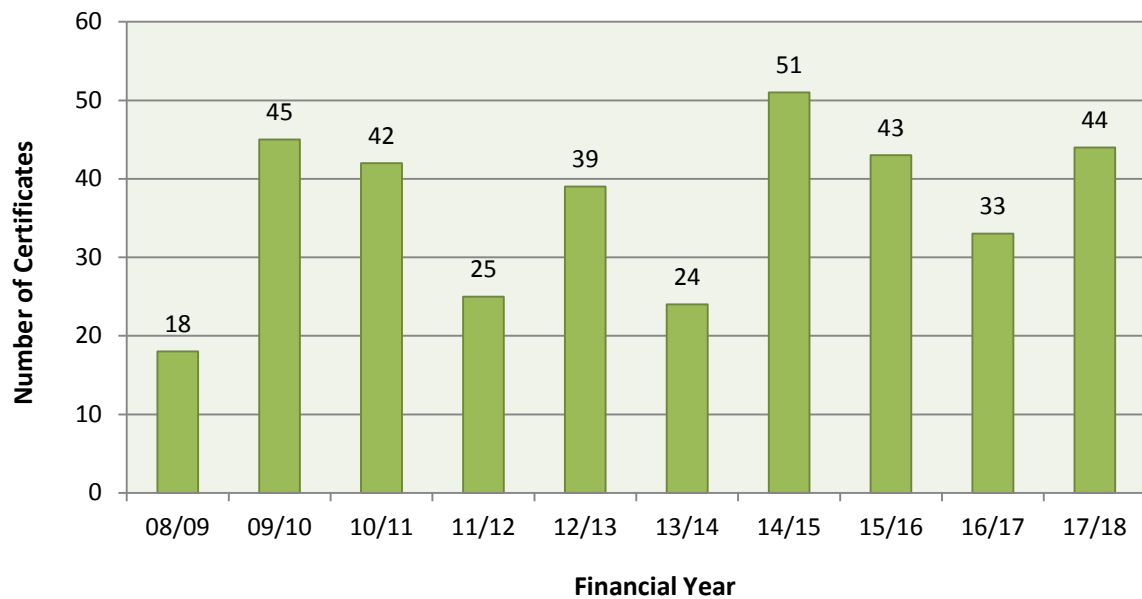
	Number of Applications
2008	35
2009	34
2020	37
2011	42
2012	33
2013	26
2014	46
2015	51
2016	31
2017	37
2018	22

**Financial Year Totals**

	Number of Applications
2008/2009	18
2008/2009	18
2009/2010	45
2010/2011	42
2011/2012	25
2012/2013	39
2013/2014	24
2014/2015	51
2015/2016	43
2016/2017	33
2017/2018	44

First 6 months only for Calendar Year

**Comparison of Processed Section 68 Certificates by Financial Year**



### Subdivision Certificates

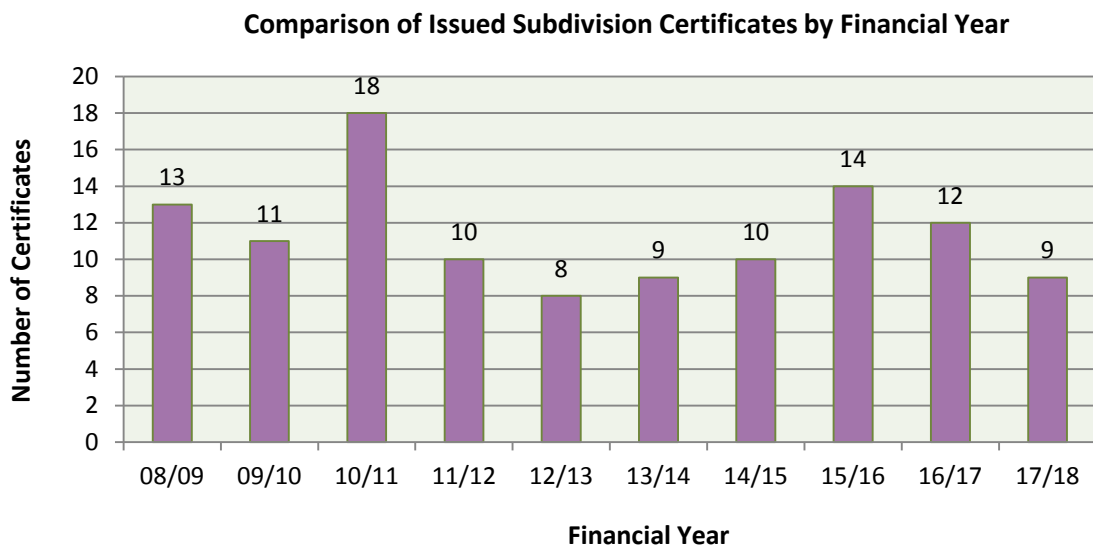
**Calendar Year Totals**

	Number of Applications
2008	15
2009	8
2010	17
2011	13
2012	8
2013	11
2014	8
2015	13
2016	13
2017	10
2018	4

**Financial Year Totals**

	Number of Applications
2007/2008	6
2008/2009	13
2009/2010	11
2010/2011	18
2011/2012	10
2012/2013	8
2013/2014	9
2014/2015	10
2015/2016	14
2016/2017	12
2017/2018	9

First 6 months only for Calendar Year



### Section 149 Certificates

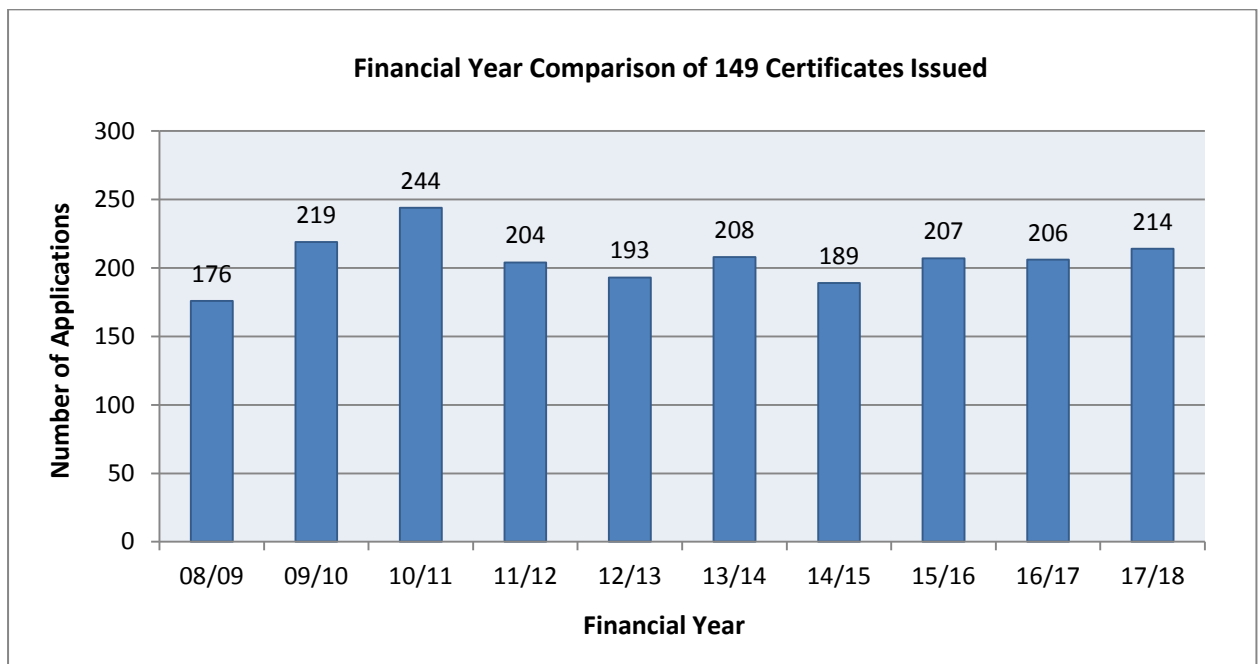
**Calendar Year Totals**

	Number of Applications
2007	258
2008	209
2009	210
2010	221
2011	244
2012	192
2013	180
2014	208
2015	195
2016	213
2017	208
2018	102

**Financial Year Totals**

	Number of Applications
2006/2007	245
2007/2008	262
2008/2009	176
2009/2010	219
2010/2011	244
2011/2012	204
2012/2013	193
2013/2014	208
2014/2015	189
2015/2016	207
2016/2017	206
2017/2018	214

First 6 months only for Calendar Year





### Drainage Diagrams

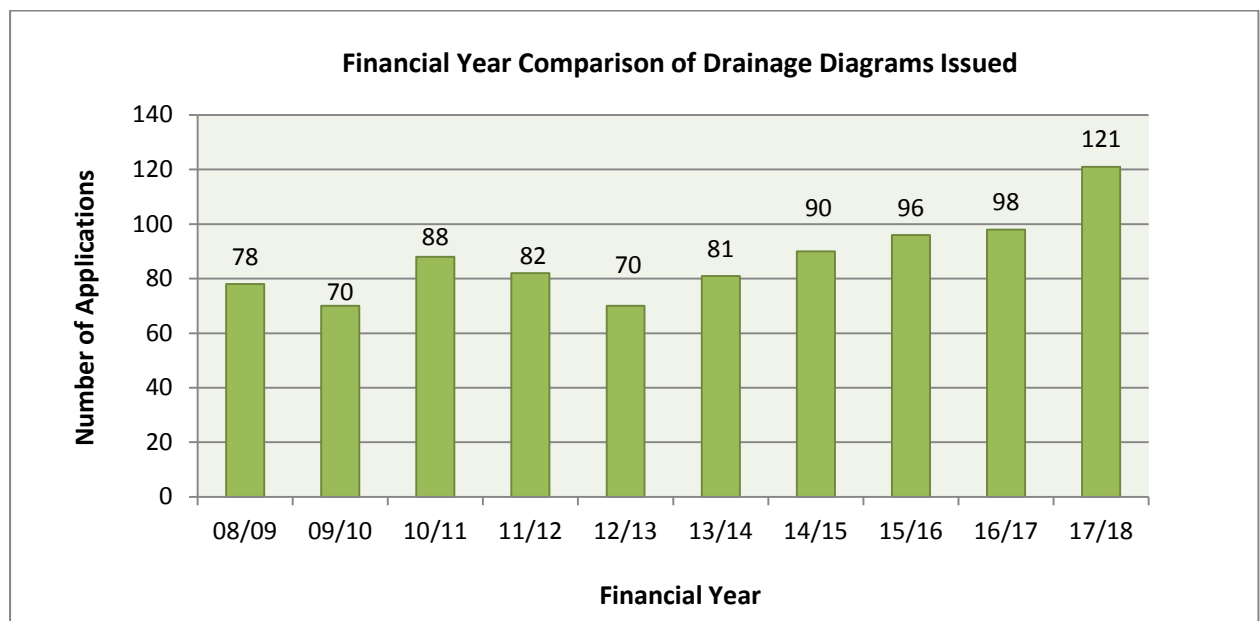
**Calendar Year Totals**

	Number of Applications
2008	99
2009	74
2010	76
2011	92
2012	71
2013	69
2014	101
2015	88
2016	109
2017	104
2018	60

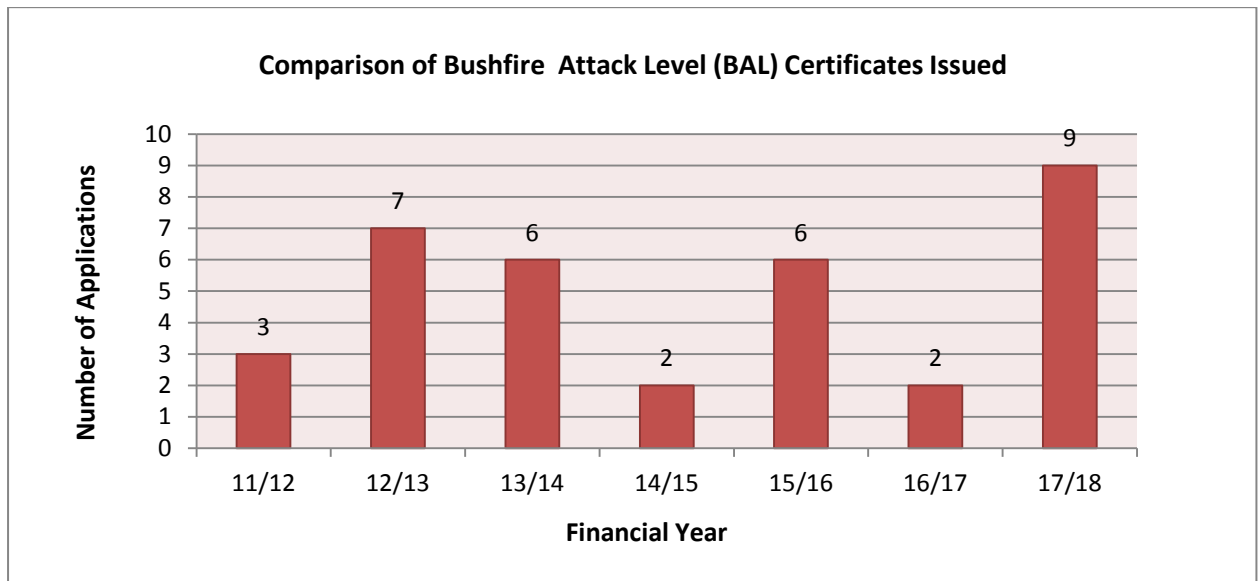
**Financial Year Totals**

	Number of Applications
2007/2008	130
2008/2009	78
2009/2010	70
2010/2011	88
2011/2012	82
2012/2013	70
2013/2014	81
2014/2015	90
2015/2016	96
2016/2017	98
2017/2018	121

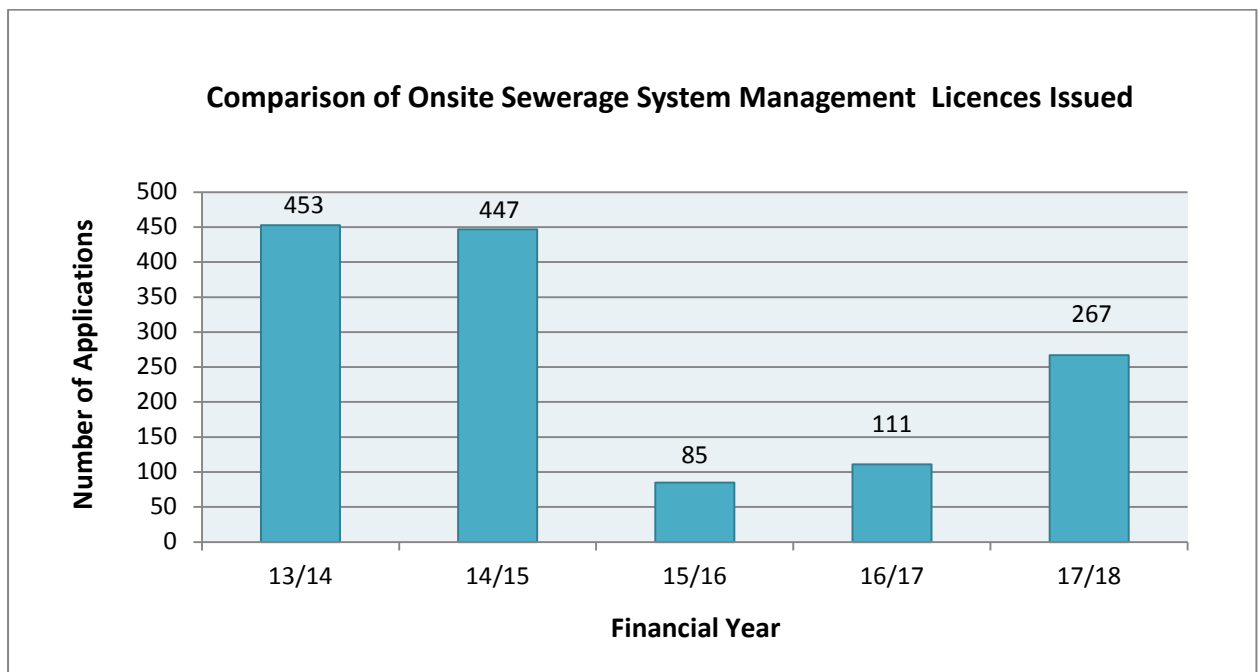
First 6 months only for Calendar Year



### Bushfire Attack Level (BAL) Certificates



### Onsite Sewerage Management Licences Issued



**Uralla Shire Council**  
**Council Business Paper – 24 July 2018**

**KEY ISSUES:**

**Please note:** These figures are for financial year 2017/2018 only and any increases or decreases relate to the 2016/2017 year and the term processed means either approved or refused. Applications not determined have not been taken into account.

Item	2016-2017	2017-2018	% Increase/ Decrease
Total Number of Applications Issued	668	874	30.8%
Total Development Value	\$6,544,087	\$9,073,505	38.7%
Average Total Development Value	\$68,168	\$87,245	28.0%
Number of Development Applications Processed	61	69	13.1%
Total Development Application Value	\$4,186,513	\$6,057,412	44.7%
Number of Complying Development Applications Processed	35	35	0.0%
Total Complying Development Application Value	\$2,357,574	\$3,016,093	27.9%
Number of Section 96 Applications Processed	13	7	-46.2%
Number of Construction Certificates Processed	49	38	-22.4%
Number of Occupation Certificates Processed	47	65	38.3%
Number of Section 68 Certificates Processed	33	44	33.3%
Number of Subdivision Certificates Processed	12	9	-25.0%
Number of 149 Certificates Processed	206	214	3.9%
Number of Drainage Diagrams Processed	98	121	23.5%
Number of Bushfire Attack Level Certificates Processed	2	9	350.0%
Number of Onsite Sewerage Management System Licences Processed	111	267	140.5%

**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:	Administration Officer
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Manager Waste, Water and Sewer Services
<b>Reference/Subject:</b>	<b>Report 11 - Bundarra Sewer Scheme Second Quarterly Report April – June 2018</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	3.4	Secure sustainable and environmentally sound water-cycle infrastructure and services
<b>Strategy:</b>	3.4.2	Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services
<b>Activity:</b>	3.4.2.1	Provide sewerage services
<b>Action:</b>	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 April - June 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 April - June 2018 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 from Restart NSW, Water Security for Regions. Council is funding approximately 23% of the scheme.

**REPORT:**

During this quarter GHD finalised the Options Study and commenced the Concept Design Phase. Land acquisition and individual property audits commenced. The geotechnical and topographical survey of the proposed site for the sewerage treatment plant was completed. Specifically:



1. April
  - a. Council accepted the Final Options Study Report.
  - b. Consultation with other agencies continued.
2. May:
  - a. GHD addressed the Councillor workshop to present the Final Options Report and answer questions regarding timeline management.
  - b. The Final Report was sent to DPI Water for their review.
  - c. The Concept Design was commenced.
  - d. Council initiated land acquisition proceedings.
  - e. GHD property audits commenced.
3. June:
  - a. Land acquisition process continues.
  - b. Geotechnical and topographical survey of the preferred site for the sewerage treatment plant was completed.
  - c. Property audits are 80% complete.
  - d. Environmental studies of the preferred sewerage treatment plant site are underway.

By 30 June 2018 PWA estimate that the project is 32% complete in respect to the total time allocated for delivery of the project to commissioning.

**COUNCIL IMPLICATIONS:**

1. **Community Engagement/ Communication (per engagement strategy)**  
As above
2. **Policy and Regulation**  
Nil
3. **Financial (LTFP)**  
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 Fourth Quarter Progress Report 2018 monthly progress reports from Public Works Advisory (PWA).

	<p align="center"><b>BUNDARRA SEWERAGE</b></p> <p align="center"><b>CONCEPT, DESIGN AND CONSTRUCTION</b></p>	<p>Proudly funded by the NSW Government in association with Uralla Shire Council</p> 
<b>Project Report</b>		<b>April 2018</b>
<b>Scope of Work</b>	The project consists of the provision of a reticulated sewerage system to a previously un-sewered village	
<b>Project Program</b>	Project Start Date : 14/2/2017 Target Completion Date : 30/6/2019 Forecast Completion Date : 28/2/2020	

#### PROGRAM MILESTONES

**Project Initiation:** 100%  
**Design and Approvals:** 45%

**Overall Project % Complete:** 35% by time

#### PROGRESS

The following key activities were undertaken during April 2018:

- Finalisation of Options Report and revision of cost estimates

The following key activities are anticipated during May 2018:

- Council acceptance of Final Options Study Report
- Council confirmation of preferred option
- Commence Concept Design Phase
- 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:** \$117,143  
**RestartNSW Total Exp:** \$78,486  
**Co-contribution Total Exp:** \$38,657  
**Contingency Spent:** \$0  
**Contingency Remaining:** \$710,000

#### WHS / ENVIRONMENTAL

- Nil issues this period





Typical Excavation for Low Pressure Pump Unit

#### KEY RISKS & ISSUES

- Determine appropriate and affordable allowances for population growth and servicing of vacant blocks
- Obtain community support for project
- Discussions with DPI Water, Essential Energy, EPA, RMS
- Determine bridge crossing requirements
- Confirm geotechnical conditions at STP site
- Further refinement of project estimate and assessment of appropriate contingencies



	<b>BUNDARRA SEWERAGE</b> <b>CONCEPT, DESIGN AND CONSTRUCTION</b>	Proudly funded by the NSW Government in association with Uralla Shire Council 
<b>Project Report</b>		<b>May 2018</b>
<b>Scope of Work</b>	The project consists of the provision of a reticulated sewerage system to a previously un-sewered village	
<b>Project Program</b>	Project Start Date : 14/2/2017 Target Completion Date : 30/6/2019 Forecast Completion Date : 28/2/2020	

#### PROGRAM MILESTONES

**Project Initiation:** 100%

**Design and Approvals:** 60%

**Overall Project % Complete:** 40% by time

#### PROGRESS

The following key activities were undertaken during May 2018:

- o Final Options Report presented to Council Workshop
- o Final Report sent to DoI Water for review
- o Concept Design Phase commenced
- o Land acquisition of STP site commenced
- o Property audits commenced

The following key activities are anticipated during June 2018:

- o Complete property audits
- o Produce draft on-property designs
- o Produce draft on-property assessment reports
- o Commence site survey and geotechnical investigations
- o Commence concept design of pressure sewer system

#### 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:** \$129,143

**RestartNSW Total Exp:** \$86,525

**Co-contribution Total Exp:** \$42,618

**Contingency Spent:** \$0

**Contingency Remaining:** \$710,000

#### WHS / ENVIRONMENTAL

- o Nil issues this period





Final Options Report Completed

#### KEY RISKS & ISSUES

- o Determine appropriate and affordable allowances for population growth and servicing of vacant blocks
- o Obtain community support for project
- o Discussions with DoI Water, Essential Energy, EPA, RMS
- o Determine bridge crossing requirements
- o Confirm geotechnical conditions at STP site
- o Further refinement of project estimate incl. contingencies at Concept Design Phase

**Program Delays:** nil this period

	<p align="center"><b>BUNDARRA SEWERAGE</b></p> <p align="center"><b>CONCEPT, DESIGN AND CONSTRUCTION</b></p>	<p align="center">Proudly funded by the NSW Government in association with Uralla Shire Council</p> 
<b>Project Report</b>		<b>June 2018</b>
<b>Scope of Work</b>	The project consists of the provision of a reticulated sewerage system to a previously un-sewered village	
<b>Project Program</b>	Project Start Date : 14/2/2017 Target Completion Date : 30/6/2019 Forecast Completion Date : 28/2/2020	

#### PROGRAM MILESTONES

**Project Initiation: 100% complete**

**Concept and Design:**

- Options Development: 100% complete
- Concept Design: 20% complete
- Detailed Design: not yet commenced

**Tendering: not yet commenced**

**Construction: not yet commenced**

**Overall Project Completion: 45% by time**

#### PROGRESS

The following key activities were undertaken during June 2018:

- Land acquisition negotiations continuing
- Complete STP site survey and geotechnical investigations
- Property audits 80% complete
- Commence environmental studies

The following key activities are anticipated during July 2018:

- Complete property audits
- Produce draft on-property designs
- Produce draft on-property assessment reports
- Commence concept design of STP, pressure sewer system and transfer pump station

#### 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:** \$129,143

**RestartNSW Total Exp:** \$86,525

**Co-contribution Total Exp:** \$42,618

**Contingency Spent:** \$0

**Contingency Remaining:** \$710,000

#### WHS / ENVIRONMENTAL

- Nil issues this period



Bundarra Main Street

#### KEY RISKS & ISSUES

- Determine appropriate and affordable allowances for population growth and servicing of vacant blocks
- Obtain community support for project
- Discussions with Dol Water, Essential Energy, EPA, RMS
- Determine bridge crossing requirements
- Confirm geotechnical conditions at STP site
- Further refinement of project estimate incl. contingencies at Concept Design Phase
- Completion of property audits dependent on available land owner information and successful contact being made – there are currently gaps in the process

**Program Impacts:** The design consultant has indicated that deferred access to the preferred STP site to undertake survey and geotechnical investigation has impacted on completion of the Concept Design phase by 2 weeks.

PWA is currently investigating possible scenarios to bring forward the forecast project completion date.





## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Director Infrastructure & Regulation
<b>Reference/Subject:</b>	<b>Report 12 - Works Progress Report as at 30 June 2018</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	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.
<b>Strategy:</b>	2.3.1	Provide an effective road network that balances asset conditions with available resources and asset utilisation.
<b>Activity:</b>	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 June 2018, and works programmed for July 2018.**

### BACKGROUND:

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

### REPORT:

#### A. Works Undertaken in June 2018

1. **Main Road Maintenance**  
MR73 Thunderbolts Way  
MR124 Bundarra Road  
MR132 Barraba Road  
Slashing, general maintenance  
General maintenance, slashing  
Maintenance and graded
2. **Sealed Roads Maintenance**  
Uralla Streets  
Bundarra Town Area  
Kentucky/Wollun Area  
Sealed Rural Roads  
Patching, mowing  
Patching, mowing  
Patching  
Patching, Slashing  
Commenced shoulder grading northern end  
Gwydir River Road

- |           |  |   |
|-----------|--|---|
| <b>3.</b> | <b>Unsealed Roads Maintenance Grading</b><br>Bingara Road<br>Dalveen Road<br>Allinghams Road<br>Balala Road<br>Lana Road | Completed grading<br>Graded<br>Graded<br>Graded<br>Completed grading  |
| <b>4.</b> | <b>Construction</b><br>Munsie Bridge, Gostwyck Road<br>MR124 Bundarra Road near Barloo Road                              | Completed wing walls<br>Completed reconstruction and sealed.  |
| <b>5.</b> | <b>Bridge / Sign</b><br>Uralla<br>Main and Rural Roads   | Completed Bridge Street kerb and gutter repairs<br>Lana bridge completed wing walls<br>Munsie bridge completed wing walls |
| <b>6.</b> | <b>Town Area</b><br>Uralla   | Park maintenance, Recreational area maintenance, Cemetery maintenance, Sporting field maintenance, tree pruning           |

**B. Works to be continued/undertaken in July 2018**

- |           |   |  |
|-----------|---|--|
| <b>1.</b> | <b>Main Road Maintenance</b><br>Bitumen patching<br>Guide posting<br>Sign maintenance<br>Linemarking<br>Slashing                  |  |
| <b>2.</b> | <b>Sealed Roads Maintenance</b><br>Bitumen patching<br>Guide posting<br>Slashing  |  |
| <b>3.</b> | <b>Unsealed Roads Maintenance</b><br>Bundarra, Balala and Uralla areas subject to available water supplies.                       |  |
| <b>4.</b> | <b>Bridge/Sign</b><br>Uralla  | Kerb and gutter maintenance<br>Bridge maintenance works<br>Railway crossing signage upgrade<br>Munsie Bridge guard rails |
| <b>5.</b> | <b>Construction</b><br>Munsie Bridge Gostwyck Road<br>Commence set out and construction for Bingara Road Upgrade (6.6km to 8.9km) | Approaches<br>Upgrade  |
| <b>6.</b> | <b>Town Area</b><br>Routine maintenance   |  |

**KEY ISSUES:**

Nil

**COUNCIL IMPLICATIONS:**

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

Nil

**2. Policy and Regulation**

Nil

**3. Financial (LTFF)**

Bundarra Rd/Barloo Rd exceeds the estimate and an analysis is being undertaken to determine why there is such disparity between the estimate and the actual costs for this and other construction projects previously undertaken by Council.

**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

Prepared by staff member:

Works Manager

Approved/Reviewed by Manager:

Director Infrastructure & Regulation

Department:

Infrastructure & Regulation

Attachments:

Works Program

Capital Works Program 30 June 2018																			
ID	Task Mode	Task Name	Text1	Cost	Estimate	ber	December	January	February	March	April	May	June	July	August	September	October	November	
1		Upgrades		\$2,266,591.00	\$2,490,000.00	20/11	4/12	18/12	1/01	15/01	29/01	12/02	26/02	12/03	26/03	9/04	23/04	7/05	21/05
2		Jacksons Road	Completed	\$163,268.00	\$150,000.00	4/06	18/06	2/07	16/07	30/07	13/08	27/08	10/09	24/09	8/10	22/10	5/11	19/11	
13		Munsie Bridge	Bypass constructed. New decking installed and decking guard rails installed.	\$625,607.00	\$800,000.00														
30		Saumarez War services Road	Completed	\$128,707.00	\$150,000.00														
42		Mihi Bridge	Open to Traffic	\$474,235.00	\$520,000.00														
55		Tulong Road	Completed	\$309,199.00	\$200,000.00														
66		Eastern Avenue	Design completed	\$24,432.00	\$320,000.00														
77		Bundarra Road - Barloo road	Pavement constructed and prime sealed. Signage and cleanup pending. Costing analysis underway.	\$541,143.00	\$350,000.00														
89		Bundarra Road - Invergowrie Road	Design Pending. Pricing to be reviewed. Scheduling to be determined.	\$0.00	\$302,000.00														
101		Bingara Road Upgrade (6.6km to 8.9km)	Design completed. Detailed costing to be undertaken. Rescheduled ahead of Eastern Avenue.	\$0.00	\$450,000.00														
114																			
115		Footpaths		\$96,488.00	\$87,160.00														
116		Liberty Swing path	Completed	\$4,353.00	\$5,560.00														
119		Shared path Maitland Street 200m	Completed	\$65,245.00	\$56,000.00														
125		Bundarra 110m	Completed	\$26,890.00	\$25,600.00														
130																			
131		Stormwater		\$626.00	\$45,000.00														
132		Rowan Avenue Stormwater	Design commencement delayed.	\$626.00	\$45,000.00														
142																			
143		Sports Complex	Completed and in use. Includes design costs from 15/16.	\$288,777.00	\$280,000.00														
Project: Works Program 1718 30 J Date: Tue 17/07/18		Task	External Tasks	Manual Task	Finish-only	Progress													
	Split	External Milestone	Duration-only	Deadline	Progress														
	Milestone	Inactive Task	Manual Summary Rollup	Baseline	Progress														
	Summary	Inactive Milestone	Manual Summary	Baseline Milestone	Progress														
	Project Summary	Inactive Summary	Start-only	Baseline Summary	Progress														
Page 1																			



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Manager Planning & Regulation
<b>Reference/Subject:</b>	<b>Report 13 - Gateway Determination for Planning Proposal, Rezoning of Land at The Gap Road, Uralla</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1	An attractive environment for business, tourism and industry
<b>Strategy:</b>	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial, and residential development
<b>Activity:</b>	2.1.4.1	Process building and development applications
<b>Action:</b>	2.1.4.1.1	Assess and determine development, construction, and other regulatory applications

### OFFICER'S RECOMMENDATION:

That Council:

1. Receive and note the advice regarding Gateway Determination outstanding matters lodged prior to the request for concurrence for the Planning Proposal, Rezoning of Land at The Gap Road, Uralla.
2. Receive and note the correspondence as submitted to the Department of Planning and Environment for the Planning Proposal, Rezoning of Land at The Gap Road, Uralla, as per Council's resolution 29.06/18.

### BACKGROUND:

At its meeting of 26 June 2018, at item 29.06/18, Council resolved to:

1. Receive the refusal by the Department of Planning and Environment of Gateway Determination for 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.
2. Write to the Department of Planning and Environment requesting an explanation as to why a decision on this matter has occurred months ahead of the other matter Council has submitted and when Council can expect a decision on the outstanding matter.
3. Are provided with copies of the Gateway Determination Application for the Gap Road rezoning.

This report is to respond accordingly to parts 2 and 3 of the resolution.

### REPORT:

#### Part 2

Council has been unable to identify any outstanding matters awaiting a response from the Department of Planning and Environment that were lodged prior to the request for concurrence for

the Planning Proposal, Rezoning of Land at The Gap Road, Uralla. Council's Planning Proposal for reclassification of two land parcels from community to operational was submitted April 2018, and is currently being assessed. No other matters are outstanding.

**Part 3**

Attached is the application as provided to the Department of Planning and Environment via email on the 27 March 2018.

**KEY ISSUES:**

Part 2 of the previous resolution cannot be complied with as Council has not been able to identify any historical outstanding matter referred to the Department of Planning and Environment.

**CONCLUSION:**

The above information and attachments concludes the requirement of resolution 29.06/18.

**COUNCIL IMPLICATIONS:**

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

Nil

**2. Policy and Regulation**

*Environmental Planning & Assessment Act 1979*

*Environmental Planning and Assessment Regulation 2000*

*State Environmental Planning Policy (Rural Lands) 2008*

*Uralla Local Environmental Plan 2012*

*New England Development Strategy 2010*

**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:

Terry Seymour, Director Infrastructure & Regulation  
Infrastructure & Regulation.

Department:

Attachments:

1. Council email lodging a Gateway Determination Application for The Gap Road, Uralla, rezoning – 9 April 2018
2. Email Attachment 1 – Planning Proposal – Doran – February 2018
3. Email Attachment 2 – Draft Planning Proposal Site Photographs
4. Email Attachment 3 – Open Minutes 27 March 2018 Ordinary Meeting

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**From:** Matt Clarkson <MClarkson@uralla.nsw.gov.au>  
**Sent:** Monday, 9 April 2018 1:49 PM  
**Subject:** TRIM: Lodgement of Planning Proposal - The Gap Road, Uralla  
**Attachments:** Planning Proposal - Doran - February 2018.doc; Planning Proposal - Doran - February 2018.pdf; Draft Planning Proposal - Attachment 1 - Site Photos.pdf; Open Minutes 27 March 2018 Ordinary Meeting.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Attn: Craig Diss

Hello Craig

As discussed today, Council resolved to endorse the attached planning proposal at the 27 March ordinary meeting.

Please find the Council resolution attached.

**Regards**  
**Matt Clarkson**  
**Manager Planning & Regulation**

Uralla Shire Council | Po Box 106 Uralla NSW 2358  
**p** 02 6778 6310 | **f** 02 6778 6349 | **m** 0419 861 719



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**From:** Croft Surveying Planning [mailto:planning@Croftsurveying.com]  
**Sent:** Friday, 16 February 2018 12:03 PM  
**To:** Matt Clarkson  
**Cc:** Michael Croft  
**Subject:** Lodgement Planning Proposal - The Gap Road, Uralla

Hi Matt

We would like to proceed with the lodgement of the attached Planning Proposal. Please advise of any further information required for lodgement and applicable fees.

I have updated the document to reflect the final version of the New England North West Regional Plan.

I note your comment below regarding smaller blocks. The planning proposal provides detailed consideration of the strategic merit of the proposed rezoning and minimum lot size alteration. Key points are as follows:

- Retaining the existing lot size will limit the future use of the site for grazing and limited broad acre cropping. The majority of the rural area of the LGA contains large rural holdings for these historical and more traditional forms of agriculture.
- The planning proposal seeks to provide suitable small rural lots that will encourage and promote diversity and employment opportunities related to primary industry and tourism enterprises in a location close to the Uralla township. This will assist in the provision of suitably sized and zoned lots to encourage opportunities for emerging intensive agriculture and agribusiness trends and emerging boutique food and tourism-based cottage retail enterprises.
- Rezoning the land to RU4 Small Primary Production Lots is consistent with the existing small primary production land uses adjoining and to the east of the Site. Altering the lot size standards from 200 ha to 20 ha is consistent with the existing lot sizes of the Site and allows for small primary production lots with dwelling entitlements. It is noted that two of the key drivers for the feasibility of intensive and tourism based agricultural uses is the lower land purchase price (price reflective of the area of land required, without purchasing surplus land) and the interconnection between running smaller operations/activities and the need to live onsite to attend to daily operational needs.
- The planning proposal achieves a more appropriate zoning and lot size that is reflective of its size, location, nature and the likely future uses for the surrounding locality.

It is hoped that USC endorses this proposal as it is consider in the public interest to capitalise on this opportunity and ensure the LEP has suitable provisions to cater for emerging land use trends.

Yours faithfully,

Karl Bock  
Town Planner



Croft Surveying & Mapping  
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p. 02 6772 1077  
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---

**From:** Matt Clarkson [<mailto:MClarkson@uralla.nsw.gov.au>]  
**Sent:** Monday, 12 February 2018 11:49 AM  
**To:** Croft Surveying Planning <[planning@Croftsurveying.com](mailto:planning@Croftsurveying.com)>  
**Subject:** RE: Draft PP for USC consideration - The Gap Road, Uralla

Hi Karl

Apologies, I thought I had gotten back to you on this one....

It will need to be amended to incorporate the New England North West Regional Plan.

Generally I'm not a fan of rezoning agricultural land to permit smaller blocks, however the Council may take a different view.

**Regards**  
**Matt Clarkson**  
**Manager Planning & Regulation**





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**From:** Croft Surveying Planning [<mailto:planning@Croftsurveying.com>]  
**Sent:** Friday, 9 February 2018 12:09 PM  
**To:** Matt Clarkson  
**Subject:** RE: Draft PP for USC consideration - The Gap Road, Uralla

Hi Matt

Could you please provide me an update on the progress of the below request.

Regards  
Karl

---

**From:** Croft Surveying Planning  
**Sent:** Monday, 30 October 2017 10:46 AM  
**To:** 'Matt Clarkson' <[MClarkson@uralla.nsw.gov.au](mailto:MClarkson@uralla.nsw.gov.au)>  
**Subject:** Draft PP for USC consideration - The Gap Road, Uralla

Hi Matt

Further to our discussion this morning, please find attached a draft PP for your consideration and comment.

The PP relates to land located along The Gap Road, Uralla.

Please do not hesitate to contact me if you have any questions or require further clarification.

Yours faithfully,

Karl Bock  
Town Planner



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## **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***

**February 2018**

Southall" 100 Barney Street  
PO Box 1563  
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“

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FIGURE 1: LOCALITY PLAN

FIGURE 2: SITE

FIGURE 3: CURRENT LAND USE ZONES APPLYING TO THE LAND

FIGURE 4: PROPOSED LAND USE ZONES APPLYING TO THE LAND

FIGURE 5: CURRENT MINIMUM LOT SIZE STANDARDS APPLYING TO THE LAND

FIGURE 6: PROPOSED MINIMUM LOT SIZE STANDARDS APPLYING TO THE LAND

## TABLES:

TABLE 1: APPLICABLE ACTIONS FROM NEW ENGLAND NORTH WEST REGIONAL PLAN

TABLE 2. KEY ASSESSMENT CRITERIA FOR SMALL RURAL HOLDINGS

TABLE 3: APPLICABLE STATE ENVIRONMENTAL PLANNING POLICIES

TABLE 4: APPLICABLE MINISTERIAL DIRECTIONS (SECTION 117 DIRECTIONS)

TABLE 5: PLANNING PROPOSAL PROCESS OUTLINE

## ATTACHMENTS:

ATTACHMENT 1 PHOTOS OF SITE

## INTRODUCTION

This planning proposal has been prepared in accordance with Section 55 of the *Environmental Planning and Assessment Act 1979* and the Department of Planning and Infrastructure's "*A guide to Preparing Planning Proposals*" (August 2016). The planning proposal seeks to amend the *Uralla Local Environmental Plan 2012* (LEP 2012).

This Planning Proposal relates to 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, The Gap Road, Uralla. It is proposed to rezone the land from RU1 Primary Production to RU4 Small Primary Production Lots and to reduce the current minimum lot size of 200 ha to 20 ha. The proposal seeks to create a more appropriate zoning and lot size that is reflective of emerging nature of the locality and its likely future use.

The Site has a total area of approximately 230 hectares and has the potential for the development of approximately 11 small primary production lots. The location of the Site is shown in Figure 1 and Figure 2.

The Planning Proposal seeks to amend the Zoning and Minimum Lot Size maps applicable to the land.

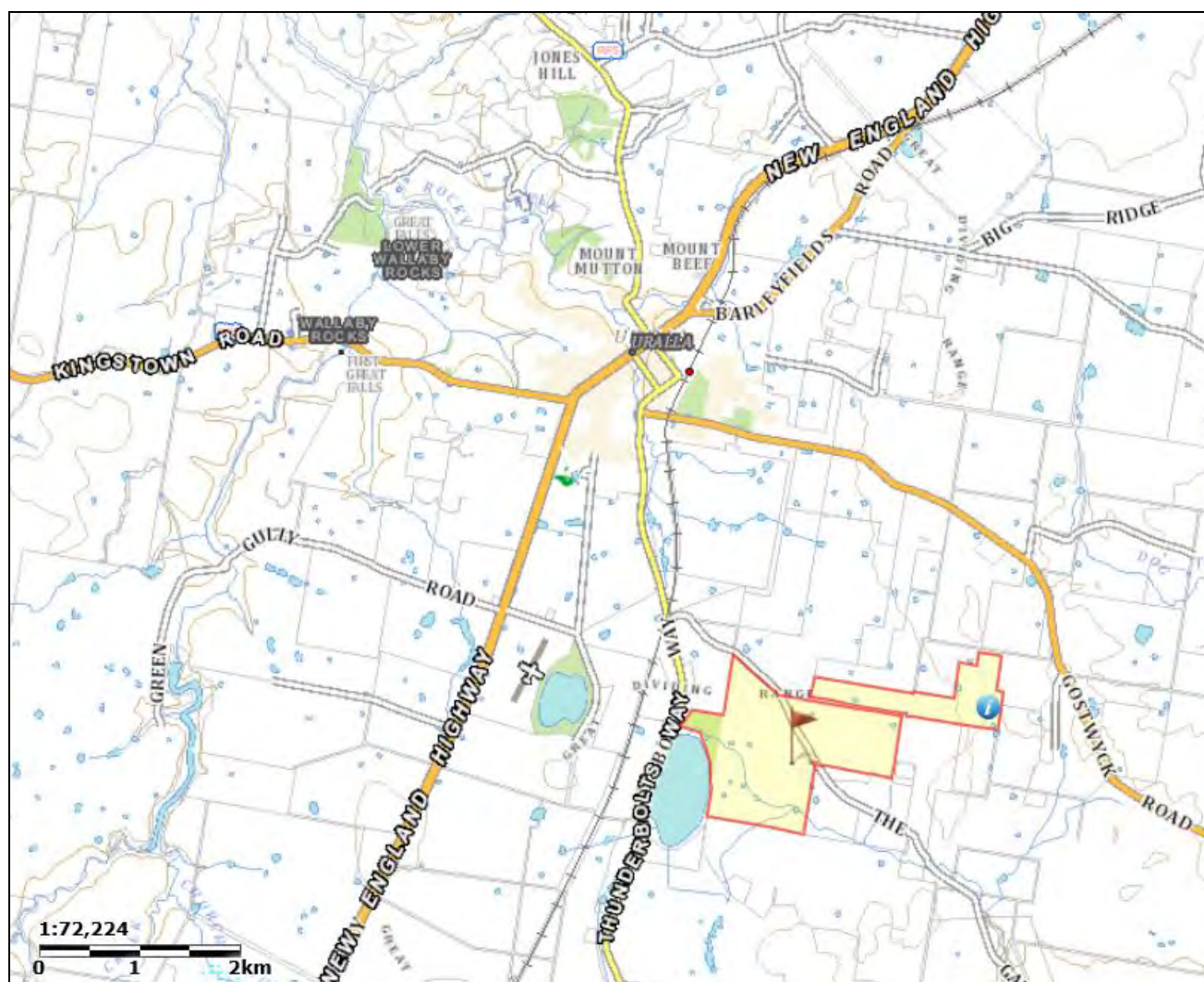


Figure 1: Locality Plan (sourced: SixMaps)





## **PART 1 – OBJECTIVES OR INTENDED OUTCOMES**

The objectives or intended outcomes of the Planning Proposal are to:

- provide suitable small rural lots that will encourage and promote diversity and employment opportunities related to primary industry and tourism enterprises in a location close to the Uralla township.
- rezone the site so that its zoning is consistent with the existing small primary production land uses adjoining and to the east of the Site.
- alter the lot size standards from 200 ha to 20 ha to be consistent with the existing lot sizes of the Site and to allow for small primary production lots with dwelling entitlements, similar to the lots adjoin and to the east of the Site.

## **PART 2 - EXPLANATION OF PROVISIONS**

The proposed outcomes of the Planning Proposal will be achieved by:

- amending the Uralla LEP 2012 Land Zoning Map by rezoning 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 (refer Figures 3 and 5).
- amending Uralla LEP 2012 Lot Size Map by altering the lot size standards for 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 200 ha to 20 ha (refer Figures 3 and 6).

## **PART 3 - JUSTIFICATION**

### **Section A. Need for the planning proposal.**

#### **Q1. Is the planning proposal a result of any strategic study or report?**

The subject Planning Proposal is not the direct result of any current strategic study or report by Council or the NSW Department of Planning and Environment.

#### **Q2. Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?**

Consideration has been given to alternative methods of achieving the objectives and intended outcomes of the Planning Proposal, including only varying the minimum Lot Size Map within the Uralla LEP 2012. This approach will prohibit uses such as food and drink premises, function centres, and transport and truck depot uses that are suitable on small rural lots and will encourage and promote diversity and employment opportunities related to primary industry and tourism enterprises, particularly those that require smaller lots or that are more intensive in nature.

The proposed rezoning and variation to the MLS standards is considered to be the best means of achieving the objectives or intended outcomes of the Planning Proposal.

## Section B. Relationship to strategic planning framework.

**Q3. Is the planning proposal consistent with the objectives and actions of the applicable regional or sub-regional strategy (including the Sydney Metropolitan Strategy and exhibited draft strategies)?**

### ***New England North West Regional Plan 2036***

The New England North West Regional Plan applies to 12 local government areas – Tenterfield, Glen Innes Severn, Inverell, Armidale Regional, Uralla, Walcha, Gwydir, Tamworth Regional, Liverpool Plains, Gunnedah, Narrabri and Moree Plains.

This Plan promotes a holistic approach to land, environmental, water and natural resource management. It aims to maintain the productive capacity of natural resources, improve the agriculture sector's capacity to cope with changes in markets and weather patterns, and maintain and preserve areas of high environmental value, water catchments and heritage. It provides an overarching framework to guide development and investment in the New England North West to 2036.

**Table 1: Applicable actions from New England North West Regional Plan**

<b>New England North West Regional Plan</b>	
<b>GOAL 1 – A strong and dynamic regional economy</b>	
Action	ACTION 1.2 Promote the expansion of agribusiness and associated value-adding activities through local plans.
Consistency	The planning proposal seeks to provide suitable small rural lots that will encourage and promote diversity and employment opportunities related to primary industry in a location close to the Uralla township. Therefore, the planning proposal is consistent with this action as it supports the development expansion of agribusiness and associated value-adding activities.
Action	ACTION 1.4 Encourage commercial, tourist and recreation activities that complement and promote a stronger agricultural sector, and build the sector's adaptability.
Consistency	The planning proposal seeks to provide suitable small rural lots that will encourage and promote diversity and employment opportunities related to primary industry and tourism enterprises in a location close to the Uralla township. Therefore, the planning proposal is consistent with this action as it supports the development of complementary tourism experiences associated with agriculture.
Action	ACTION 3.1 Map important agricultural land and develop guidelines to support the implementation of the important agricultural land mapping through local plans.
Consistency	<p>The planning proposal seeks to retain a rural zoning for the Site and aims to provide suitable small rural lots that will encourage and promote diversity and employment opportunities related to primary industries.</p> <p>The Site is not mapped strategic agricultural land. Therefore, the planning proposal is consistent with this action.</p>

The relevant priorities for Uralla that build on the directions and actions in this Plan, are listed as follows:

- *Grow and diversify the local agricultural base by encouraging opportunities for agribusiness and research and development institutions.*
- *Support emerging boutique food and tourism-based cottage retail enterprises.*

The planning proposal seeks to provide suitable small rural lots that will encourage and promote diversity and employment opportunities related to primary industry and tourism enterprises in a location close to the Uralla township. Rezoning the land to RU4 Small Primary Production Lots is consistent with the existing small primary production land uses adjoining and to the east of the Site. Altering the lot size standards from 200 ha to 20 ha is consistent with the existing lot sizes of the Site and allows for small primary production lots with dwelling entitlements. This will assist in achieving the above priorities.

### Assessment Criteria

#### a) Does the proposal have strategic merit? Is it:

- **Consistent with the relevant regional plan outside of the Greater Sydney Region, the relevant district plan within the Greater Sydney Region, or corridor/precinct plans applying to the site, including any draft regional, district or corridor/precinct plans released for public comment; or**

The planning proposal is consistent with the relevant actions identified in the New England North West Regional Plan, as discussed in Section B of this report.

- **Consistent with a relevant local council strategy that has been endorsed by the Department; or**

The planning proposal is consistent with the key land use policies and principles for small rural holdings as identified in the New England Development Strategy 2010, as discussed in Section B of this report. This strategy was endorsed by the then Director-General of the Department of Planning and Infrastructure.

- **Responding to a change in circumstances, such as the investment in new infrastructure or changing demographic trends that have not been recognised by existing planning controls.**

The planning proposal will provide for small rural holdings that will allow for the clustering of primary industry and tourism enterprises in a location close to the Uralla township. This will implement Councils objective to increase agricultural and tourism potential and meet demands for small rural holdings. This is consistent with trends identified in the New England North West Regional Plan.

The Uralla LEP 2012 makes provision for 82 hectares of RU4 Small Primary Production Lots. The site will allow for an additional 230 hectares of RU4 zoned land. This additional land is required to meet demand for small rural holdings on appropriately zoned land.

#### b) Does the proposal have site-specific merit, having regard to the following:

- **the natural environment (including known significant environmental values, resources or hazards) and**



The Site has been highly modified for rural purposes. The Site does not contain any significant environmental values, resources or hazards, as discussed in Section C of this report. The land is suitable for the intended small primary production lots.

- **the existing uses, approved uses, and likely future uses of land in the vicinity of the proposal and**

The planning proposal is consistent with the existing small primary production land uses adjoining and to the east of the Site. No surrounding land uses or likely future land uses are incompatible with the proposed RU4 Small Primary Production Lot zoning of the land.

- **the services and infrastructure that are or will be available to meet the demands arising from the proposal and any proposed financial arrangements for infrastructure provision.**

The Site has access to adequate infrastructure for future rural development of the site. Any required upgrading of infrastructure can adequately be addressed as part of the development stage for the subdivision of the land or at the time of future site specific developments.

#### **Q4. Is the planning proposal consistent with a Council's local strategy or other local strategic plan?**

##### ***New England Development Strategy (WorleyParsons, 2010)***

The New England Development Strategy (Worley Parsons, 2010) was prepared for Armidale Dumaresq, Guyra Shire, Uralla Shire and Walcha Councils. The New England Development Strategy (NEDS) outlines key land use policies and principles for the four council areas and provides the planning context for preparing LEP provisions. The NEDS has a timeframe of up to 2032.

The NEDS was adopted by the four councils and endorsed by the then Director-General of the Department of Planning and Infrastructure and formed the basis of the Standard Instrument LEPs prepared for the four local government areas, including Uralla LEP 2012.

Part 7 of the NEDS identifies key land use planning issues, including environmental impacts from rural small holdings subdivision and identifies several potential areas for rural small holdings. The land is not within an identified rural small holdings area. The proposed rezoning in the Planning Proposal is justified for the following reasons:

- The Site is suitable for small primary production purposes in terms of its natural attributes as well as proximity to the Uralla Township.
- The Site is contiguous with surrounding small primary production lots.
- The clustering of future small lot primary production and tourism enterprises will encourage and promote diversity and employment opportunities in close proximity to the Uralla township.
- The proposed rezoning is considered to be consistent with the key assessment criteria in the NEDS (page 55) that was used to identify locations for new rural small holdings. Table 2 lists the key assessment criteria and considers the suitability of the site, with a comparison to the identified small rural holding locations. Whilst the Site is not one of the identified potential small rural holding locations identified in the NEDS (Map 7.2, p47), the site is the

most consistent with the location criteria listed in the NEDS, as summarised in Table 2 of this report. One of the main justifications for each of the recommended small rural holding locations identified in the NEDS was to expand on the existing small holding settlement patterns in these areas (NEDS, p57-58). The site and its surrounding area is consistent with this justification, as the Site and surrounding area consists of a settlement pattern of small rural holdings.

**Table 2. Key assessment criteria for small rural holdings**

Location Criteria	Site	Invergowrie	Rocky River	South Arding	Saumarez	Kentucky
Distance from town – less than 5km	Consistent	Inconsistent	Consistent	Inconsistent	Inconsistent	Inconsistent
Provision of services – potable water, electricity, telephone, bushfire services	Consistent	Partially Consistent	Consistent	Partially Consistent	Partially Consistent	Partially Consistent
Capacity for onsite water storage – supplementary dam supplies	Consistent	Consistent	Consistent	Consistent	Consistent	Consistent
Availability of groundwater and water service	Consistent	Consistent	Consistent	Consistent	Consistent	Consistent
Minimal impact on existing infrastructure	Consistent	Consistent	Consistent	Consistent	Consistent	Consistent
Good sealed road access	Consistent	Consistent	Consistent	Consistent	Consistent	Consistent
Exclude environmentally sensitive land	Consistent	Partially Consistent	Partially Consistent	Consistent	Consistent	Consistent
Exclude areas of high bushfire hazard	Consistent	Partially Consistent	Partially Consistent	Partially Consistent	Partially Consistent	Partially Consistent
Exclude known mineral and extractive resources	Consistent	Consistent	Inconsistent	Inconsistent	Consistent	Consistent
Exclude areas near non-compatible land uses – e.g. sewerage treatment works	Consistent	Consistent	Inconsistent	Consistent	Consistent	Consistent
Exclude water supply catchment land	Consistent	Consistent	Consistent	Consistent	Consistent	Inconsistent
Avoid areas with threatened species, Endangered Ecological Communities and remanent native vegetation	Consistent	Partially Consistent	Partially Consistent	Consistent	Consistent	Consistent
Avoid areas with high soil erosion risk	Consistent	Inconsistent	Inconsistent	Consistent	Consistent	Consistent
Avoid forestry land and contaminated land – e.g former orchards sites	Consistent	Consistent	Partially Consistent	Partially Consistent	Partially Consistent	Partially Consistent
Avoid areas with soils unsuitable for onsite effluent disposal	Consistent	Partially Consistent	Partially Consistent	Consistent	Consistent	Consistent
Avoid flood prone land	Consistent	Consistent	Partially Consistent	Consistent	Consistent	Consistent
Avoid Aboriginal and European heritage areas and sites and not detrimentally affect Aboriginal Cultural Landscapes	TBC	TBC	Inconsistent	TBC	TBC	TBC
Avoid areas with high groundwater tables	Consistent	Consistent	Consistent	Consistent	Consistent	Consistent
Avoid land with slopes greater than 18 degrees	Consistent	Consistent	Partially Consistent	Consistent	Consistent	Consistent

**Q5. Is the planning proposal consistent with applicable state environmental planning policies?**

**Table 3: Applicable State Environmental Planning Policies**

<b>State Environmental Policy</b>	
<b>No. 44 Koala Habitat Protection</b>	
Relevant to Planning Proposal	Yes
Application	State Environmental Planning Policy No.44 – Koala Habitat Protection (SEPP 44) aims to encourage the proper conservation and management of areas of natural vegetation that provide habitat for koalas to ensure a permanent free living population over their present range and reverse the current trend of koala population decline.
Consistency	<p>SEPP 44 applies to development applications for sites that are over one hectare in area within local government areas listed under Schedule 1 of the policy. Uralla Shire LGA is listed under Schedule 1 of the policy, and the Site has an area of more than one hectare.</p> <p>The Site has an area greater than 1 hectare and consideration of the policy is required. The sparsely scattered trees located on the northern fringe are unlikely to constitute potential or core koala habitat. This is a matter can be addressed at the DA stage.</p> <p>The planning proposal is not inconsistent with this SEPP.</p>
<b>No. 55 Remediation of Land</b>	
Relevant to Planning Proposal	Yes
Application	SEPP No. 55 introduces State-wide planning controls for the remediation of contaminated land. The policy states that land must not be developed if it is unsuitable for a proposed use because it is contaminated. If the land is unsuitable, remediation must take place before the land is developed. The policy makes remediation permissible across the State, defines when consent is required, requires all remediation to comply with standards, ensures land is investigated if contamination is suspected, and requires councils to be notified of all remediation proposals. To assist councils and developers, the Department, in conjunction with the Environment Protection Authority, prepared Managing Land Contamination: Planning Guidelines.
Consistency	<p>Based on the known historical use of the site for grazing and an inspection which did not reveal the remains of any potentially contaminating past activities, it is considered that there is a low likelihood of soil contamination being present on the site.</p> <p>Anecdotal information from the land owner suggests that a site adjoining the existing wool shed was previously used for cattle or sheep dipping activities that were undertaken within a concrete encased system.</p> <p>The land is not listed on Council contaminated lands database. It is considered that the land is suitable for rural living purposes and that further investigation at the DA stage focus on potential contamination</p>

	<p>near the existing wool shed.</p> <p>The planning proposal is not inconsistent with this SEPP.</p>
<b>No. 64 Advertising and Signage</b>	
Relevant to Planning Proposal	Yes
Application	<p>SEPP No. 64 aims to improve the amenity of urban and natural settings by managing the impact of outdoor advertising. The policy responded to growing concerns from the community, the advertising industry and local government that existing controls and guidelines were not effective. SEPP No. 64 offers the comprehensive provisions and consistent approach needed. SEPP 64 – Advertising and Signage: Explanatory Information should be read in conjunction with the policy.</p>
Consistency	The planning proposal is not inconsistent with this SEPP.
<b>Rural Lands (2008)</b>	
Relevant to Planning Proposal	Yes
Application	<p>The aim of the SEPP is to facilitate the orderly and economic use and development of rural lands for rural and related purposes. This SEPP does not directly relate to the Planning Proposal, however it does provide a number of 'Rural Subdivision Principles' and 'Rural Planning Principles' to be considered when assessing rural subdivisions and dwellings.</p>
Consistency	<p>The Planning Proposal is consistent with the SEPP Rural Lands (2008) as follows:</p> <p>The rural subdivision principles are listed and addressed below:</p> <p><i>(a) the minimisation of rural land fragmentation,</i></p> <p>The planning proposal seeks to retain a rural zoning for the Site.</p> <p>The Site and adjoining land to the east of the Site is already fragmented, well below the relevant minimum lot size of 200 ha for dwellings in the immediate surrounding area.</p> <p><i>(b) the minimisation of rural land use conflicts, particularly between residential land uses and other rural land uses,</i></p> <p>The land adjoins other small rural holdings. The planning proposal is likely to reduce the current potential for land use conflict in the area, with the zoning reflecting the predominant small rural holding use in the area.</p> <p><i>(c) the consideration of the nature of existing agricultural holdings and the existing and planned future supply of rural residential land when considering lot sizes for rural lands,</i></p> <p>The site has an area of approximately 230 hectares, consisting of 15 lots with 2 dwelling entitlements. The land to the east of the Site, created in the 1990's by the Deposited Plan 836597, consists of 6 lots with one 4ha, five ranging from 20 to 25ha and one 40ha. All these lots have dwelling entitlements.</p>

The planned future supply of rural residential land is focussed in the Rocky Creek, Arding, Invergowrie and Kentucky areas. The proposed amendment will not impact on any of these areas, as it is providing the opportunity for small rural holdings with a rural production potential.

*(d) the consideration of the natural and physical constraints and opportunities of land,*

The Site is not identified as bush fire prone or flood affected land. Future development will not require significant native vegetation removal. Soils and slope are suitable for a range of small rural holding uses and the land has the capability for onsite wastewater disposal.

*(e) ensuring that planning for dwelling opportunities takes account of those constraints.*

The Site is considered suitable as discussed above for the proposed zoning and lot size changes and has the capacity to accommodate additional dwellings with no likely adverse impacts.

The rural planning principles are listed and addressed below:

*(a) the promotion and protection of opportunities for current and potential productive and sustainable activities in rural areas.*

The land is already fragmented. The proposed zoning and MLS amendment will not impact the current agricultural use of the land or surrounding land.

*(b) recognition of the importance of rural lands and agriculture and the changing nature of agriculture.*

The planning proposal will respond to changing needs for small rural holdings located close to an urban centre.

*(c) recognition of the significance of rural land uses to the state and rural communities, including the social and economic benefits of rural land use and development*

The proposal will not adversely impact the agricultural use of the land or the rural land uses generally in the area. The planning proposal will provide opportunities for suitable small rural lots that will encourage and promote diversity and employment opportunities related to primary industry and tourism enterprises in a location close to the Uralla township.

*(d) in planning for rural lands to balance the social economic and environmental interests of the community*

The attributes of the Site provide for opportunities for social and economic benefits to the Uralla community with minimal likely environmental impacts.

*(e) the identification and protection of natural resources, having regard to maintaining biodiversity, the protection of native vegetation, the importance of water resources and avoiding constrained land*

Future development of the Site will not result in significant clearing of

	<p>native vegetation or impact any water resources.</p> <p><i>(f) the provision of opportunities for rural lifestyle, settlement and housing that contribute to the social and economic welfare of rural communities</i></p> <p>The proposal will result in the potential for 11 small primary production lots with dwelling entitlements and the potential to establish primary industry and tourism enterprises.</p> <p><i>(g) the consideration of impacts on services and infrastructure and appropriate location when providing for rural housing</i></p> <p>Electricity is already connected to the land. The land has the capability to provide for onsite disposal of waste water. A suitable access is already provided to the site.</p> <p><i>(h) ensuring consistency with any applicable regional strategy of the department of planning or any applicable local strategy endorsed by the director general.</i></p> <p>The proposal is not inconsistent with the New England North West Regional Plan or the New England Development Strategy.</p> <p>It is considered that the Planning Proposal is generally consistent with the principles of the SEPP (Rural Lands) 2008.</p>
<b>Building Sustainability Index: BASIX 2004</b>	
Relevant to Planning Proposal	Yes
Application	This SEPP operates in conjunction with the Environmental Planning and Assessment Amendment (Building Sustainability Index: BASIX) Regulation 2004 to ensure the effective introduction of BASIX in NSW. The SEPP ensures consistency in the implementation of BASIX throughout the State by overriding competing provisions in other environmental planning instruments and development control plans.
Consistency	The planning proposal is not inconsistent with this SEPP.
<b>Infrastructure 2007</b>	
Relevant to Planning Proposal	Yes
Application	This SEPP permits certain public authority infrastructure and services in the RU4 zone provided specific development standards and criteria are met.
Consistency	No inconsistency with this SEPP is identified.
<b>Exempt and Complying Development Codes 2008</b>	
Relevant to Planning Proposal	Yes
Application	This policy aims to provide streamlined assessment processes for development that complies with specified development standards by:

	<p>(a) providing exempt and complying development codes that have State-wide application, and</p> <p>(b) identifying, in the General Exempt Development Code, types of development that are of minimal environmental impact that may be carried out without the need for development consent, and</p> <p>(c) identifying, in the Rural Housing Code, types of complying development that may be carried out in accordance with a complying development certificate as defined in the Environmental Planning and Assessment Act 1979, and</p> <p>(d) enabling the progressive extension of the types of development in this Policy, and</p> <p>(e) providing transitional arrangements for the introduction of the State-wide codes, including the amendment of other environmental planning instruments.</p>
Consistency	No inconsistency with this SEPP is identified.
<b>State and Regional Development 2011</b>	
Relevant to Planning Proposal	Yes
Application	This Policy identifies classes of regional development (to be determined by Joint Regional Planning Panels) and classes of development that are considered to be State significant development, State significant infrastructure and critical State significant infrastructure (to be determined by the Minister or Minister's delegate).
Consistency	No inconsistency with this SEPP is identified.
<b>No 30—Intensive Agriculture</b>	
Relevant to Planning Proposal	Yes
Application	Requires development consent for cattle feedlots having a capacity of 50 or more cattle or piggeries having a capacity of 200 or more pigs. The policy sets out information and public notification requirements to ensure there are effective planning control over this export-driven rural industry. The policy does not alter if, and where, such development is permitted, or the functions of the consent authority.
Consistency	No inconsistency with this SEPP is identified.
<b>Mining, Petroleum Production and Extractive Industries 2007</b>	
Relevant to Planning Proposal	Yes
Application	This Policy aims to provide for the proper management and development of mineral, petroleum and extractive material resources for the social and economic welfare of the State. The Policy establishes appropriate planning controls to encourage ecologically sustainable development.
Consistency	No inconsistency with this SEPP is identified.



**Q6. Is the planning proposal consistent with applicable Ministerial Directions (s. 117 directions)?**

The Planning Proposal is consistent with the applicable 117 Directions as shown in the Table 4

**Table 4: Applicable Ministerial Directions (Section 117 Directions)**

<b>1. Employment and Resources</b>	
<b>1.1 Business and Industrial Zones</b>	
Relevant to Planning Proposal	No
<b>1.2 Rural Zones</b>	
Relevant to Planning Proposal	Yes
Application	The objective of this direction is to protect the agricultural production value of rural land. A planning proposal must not rezone land from a rural zone to a residential, business, industrial, village or tourist zone and not contain provisions that will increase the permissible density of land within a rural zone.
Consistency	No  A planning proposal proposes to retain a rural zone for the Site.  The Site is located within 3km of the Uralla Township. The Site and surrounding land is already fragmented land with lot sizes below the proposed minimum lot size. The inconsistency is of a minor significance.
<b>1.3 Mining, Petroleum Production and Extractive Industries</b>	
Relevant to Planning Proposal	Yes
Application	The objective of this Direction is to ensure that the future mining and extraction of State or regionally significant mineral, petroleum and extractive resources are not compromised by inappropriate development.
Consistency	No resources were identified in the DPI Mineral Resource Audit undertaken by DPI Minerals in August 2012.  The subject land does not contain any such resources and the Planning Proposal is not inconsistent with this Direction.
<b>1.4 Oyster Aquaculture</b>	
Relevant to Planning Proposal	No
<b>1.5 Rural Lands</b>	
Relevant to Planning Proposal	Yes
Application	This direction applies when a relevant planning authority prepares a planning proposal that will affect land within an existing or proposed rural or environment protection zone (including the alteration of any existing rural or environment protection zone boundary) or a relevant planning authority prepares a planning proposal that changes the existing minimum lot size on land within a rural or environment protection zone.  A planning proposal to which clauses 3(a) or 3(b) apply must be

	consistent with the Rural Planning Principles listed in State Environmental Planning Policy (Rural Lands) 2008. A planning proposal to which clause 3(b) applies must also be consistent with the Rural Subdivision Principles listed in State Environmental Planning Policy (Rural Lands) 2008
Consistency	Yes.  The planning proposal is consistent with the Rural Planning Principles and the Rural Subdivision Principles listed in State Environmental Planning Policy (Rural Lands) 2008, as demonstrated in this report.
<b>2. Environment and Heritage</b>	
<b>2.1 Environmental Protection Zones</b>	
Relevant to Planning Proposal	No
<b>2.2 Coastal Protection</b>	
Relevant to Planning Proposal	No
<b>2.3 Heritage Conservation</b>	
Relevant to Planning Proposal	No
<b>2.4 Recreation Vehicle Areas</b>	
Relevant to Planning Proposal	No
<b>3. Housing, Infrastructure and Urban Development</b>	
<b>3.1 Residential Zones</b>	
Relevant to Planning Proposal	No
<b>3.2 Caravan Parks and Manufactured Home Estates</b>	
Relevant to Planning Proposal	No
<b>3.3 Home Occupations</b>	
Relevant to Planning Proposal	No
<b>3.4 Integrating Land Use and Transport</b>	
Relevant to Planning Proposal	No
<b>3.5 Development Near Licensed Aerodrome</b>	
Relevant to Planning Proposal	No
<b>3.6 Shooting Ranges</b>	
Relevant to Planning Proposal	No
<b>4. Hazards and Risks</b>	
<b>4.1 Acid Sulphate Soils</b>	
Relevant to Planning Proposal	No
<b>4.2 Mine Subsidence and Unstable Land</b>	
Relevant to Planning Proposal	No

<b>4.3 Flood Prone Land</b>	
Relevant to Planning Proposal	No
<b>4.4 Planning for Bushfire Protection</b>	
Relevant to Planning Proposal	No
<b>5. Regional Planning</b>	
<b>5.1 Implementation of Regional Strategies</b>	
Relevant to Planning Proposal	No
<b>5.2 Sydney Drinking Water Catchment</b>	
Relevant to Planning Proposal	No
<b>5.3 Farmland of State and Regional Significance on the NSW Far North Coast</b>	
Relevant to Planning Proposal	No
<b>5.4 Commercial and Retail Development along the Pacific Highway, North Coast</b>	
Relevant to Planning Proposal	No
<b>5.8 Second Sydney Airport: Badgerys Creek</b>	
Relevant to Planning Proposal	No
<b>5.9 North West Rail Link Corridor Strategy</b>	
<b>6. Local Plan Making</b>	
<b>6.1 Approval and Referral Requirements</b>	
Relevant to Planning Proposal	Yes
Application	Clause (4) of the Direction requires a planning proposal to minimise the inclusion of concurrence/consultation provisions and not identify development as designated development.
Consistency	This planning proposal is consistent with this direction as no such inclusions, or designation is proposed.
<b>6.2 Reserving Land for Public Purposes</b>	
Relevant to Planning Proposal	No
<b>6.3 Site Specific Provisions</b>	
Relevant to Planning Proposal	Yes
Application	The objective of this direction is to discourage unnecessarily restrictive site specific planning controls.
Consistency	The planning proposal is consistent with this direction as it is not intended to restrict development of the Site to a particular development proposal or impose any land use restrictions, development standards, or requirements in addition to those already contained in the RU4 zone

## Section C. Environmental, social and economic impact.

### **Q7. Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?**

No. The Planning Proposal will have no adverse effects on critical habitat or threatened species, populations or ecological communities, or their habitats. The land has been cleared and pasture improved for stock grazing purposes over many years. The pasture is introduced and is characteristic of 'derived grasslands', as described in the Uralla Biodiversity Strategy Planning Outcomes Report, February 2015:

*Derived' grasslands are areas of former woodland vegetation, which have been cleared. While these areas may be important because they provide grassland habitat they are not natural grasslands according to the strict legislative definitions. Derived grasslands are the most widespread vegetation community within each study area (West Invergowrie, Arding, Rocking Creek and Kentucky) and are the result of clearing of the overstorey and shrub layers for agricultural purposes (horticulture, grazing and cropping). These grasslands have been derived from one or more of the original woodland and forest communities indigenous to the area. There are no specific grassland Threatened Ecological Communities (TECs) known from the study areas. However, sites that were once woodland, and where the natural seedbank is 'at least partially intact' may constitute one or another of the three woodland TECs in the study area (White Box Yellow Box Blakely's Red Gum grassy woodlands; Ribbon Gum – Mountain Gum – Snow Gum grassy open forest/woodland; and New England Peppermint woodland).*

The sparsely scattered trees located on the northern fringe of the Site may once have constituted a woodland, however, the understorey has been grazed for many years and it is unlikely that the natural seedbank will be intact.

Clearing for future rural development and dwelling sites within the site is considered unlikely to have a significant impact on critical habitat or threatened species, populations or ecological communities, or their habitats. This is a matter can be addressed at the DA stage.

### **Q8. Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?**

The Site is not identified as bush fire prone land on Council's Bush Fire Prone Land Map, certified by the Commissioner of the NSW Rural Fire Service. The Site is not flood prone land and has the land capability for onsite waste water disposal. It is located within an already cleared area, reducing the need for native vegetation removal.

It is unlikely that the Planning Proposal will result in any adverse environmental impacts. Future development applications for future rural development and dwelling sites will require appropriate consideration of the potential for impacts to environmental values and the natural and physical constraints of the land.

### **Q9. Has the planning proposal adequately addressed any social and economic effects?**

The Planning Proposal will provide suitable small rural lots that will encourage and promote diversity and employment opportunities related to primary industry and tourism enterprises in a location close to the Uralla township.

There are no European heritage items listed in Schedule 5 of LEP 2012 on the Site. The nearest heritage item listed in LEP 2012 of local heritage significance is Dangar's Lagoon that is located to the south west of the Site, Thunderbolt's Way (Main Road 73)—4km south of Uralla, Item I54.

It is considered that no negative impacts on the items of European cultural heritage will occur should the Site be zoned RU4 Small Primary Production Lots with minimum lot size of 20 hectares, as sufficient area would be available for development of the land without encroaching or impact on the adjoin Dangar's Lagoon.

No items of Aboriginal Cultural Heritage have been identified on the site. A search of the Office of the Environment and Heritage AHIMS Web Services Aboriginal Heritage Information Management System was conducted for Lot 122 in DP 755846, with a Buffer of 1000 meters. The AHIMS report shows that no Aboriginal places have been declared in or near the site. One Aboriginal site is declared on or near the site.

It is recommended that an Aboriginal heritage assessment of the Site should be carried out subject to a Gateway determination or as part of any development application for future development of the land.

No negative social or economic effects are anticipated from the intended outcomes of the Planning Proposal. Being located within 3km of the Uralla Township, the future rural development of the Site will be accessible too social, business and industry services.

The Site has the potential for the development of approximately 11 small rural holdings, this in combination with surrounding small rural holdings will create opportunities for clustering of new diversified primary industry and tourism enterprises and associated employment opportunities.

#### **Section D. State and Commonwealth interests.**

##### **Q.10 Is there adequate public infrastructure for the planning proposal?**

There are no additional infrastructure requirements arising from the Planning Proposal.

*Telecommunications and Electricity* – The Site can gain access to telecommunication and electricity infrastructure that service the Site. Any upgrades for connections to the existing infrastructure can be dealt with at the time of subdivision.

*Vehicular Access* – The Gap Road is a gravel public road. The Gap Road crosses the mid-section of the Site. There is a section of unformed road reserve adjoining the northern boundaries of Lots 122, 123, 137, 408 and 409. The dedication of the existing road located on the Site as public road or the construction of a public road within the unformed road reserve can be dealt with at the time of subdivision. Any upgrades to the existing infrastructure can be dealt with at the time of subdivision.

*Water and Sewer* – The proposed minimum lot size of 20 hectares allows provides sufficient area for onsite waste water disposal and water harvesting for rural and domestic uses is achievable.

*Waste Management* – Council has an existing landfill located south west of the Uralla Township with capacity to service current and projected population levels.

*Social Infrastructure* - Uralla is well serviced with social infrastructure, such as 2 schools, a range of community services and health support services.

*Emergency Services* – The Site is located within 5 minutes travel time from emergency services located in the Uralla township that service the Uralla District.

**Q.11 What are the views of State and Commonwealth Public Authorities consulted in accordance with the gateway determination?**

NSW Planning and Environment will indicate their views during the Gateway determination of the proposal. Consultation will occur with other state agencies following Gateway assessment and/or determination.

**PART 4 – MAPPING**

A site map showing the land subject of the Planning Proposal have been included in the Introduction to the Planning Proposal.

Relevant mapping is included in Figures 3-6:

**PART 5 –COMMUNITY CONSULTATION**

In accordance with Section 57 (2) of the EP&A Act 1979, this Planning Proposal must be approved under a Gateway determination prior to community consultation being undertaken by Council.

Pursuant to “A guide to preparing local environmental plans”, the subject proposal meets the following definition of being a low impact Planning Proposal:

A ‘low’ impact planning proposal is a planning proposal that, in the opinion of the person making the Gateway determination is:

- consistent with the pattern of surrounding land use zones and/or land uses
- consistent with the strategic planning framework
- presents no issues with regard to infrastructure servicing
- not a principal LEP
- does not reclassify public land.

It is recommended that this Planning Proposal is exhibited for a period of 28 days.

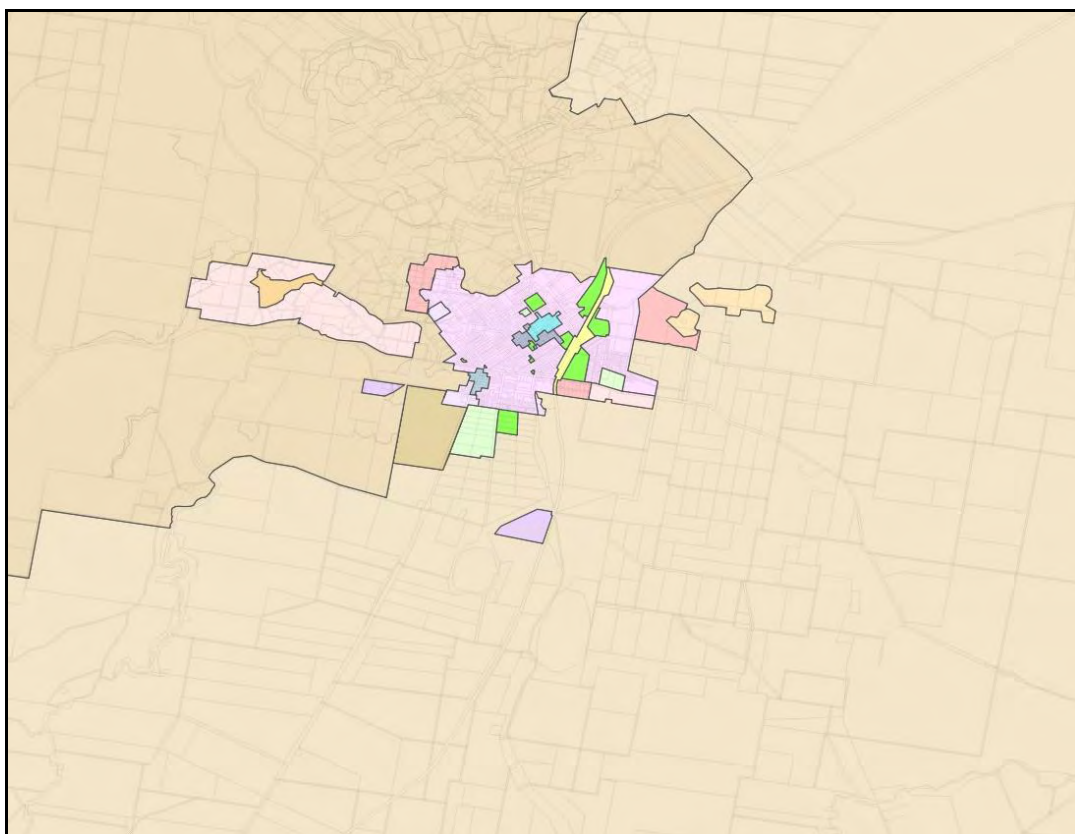


Figure 3. Current Land Zoning (Source: NSW Planning Portal)

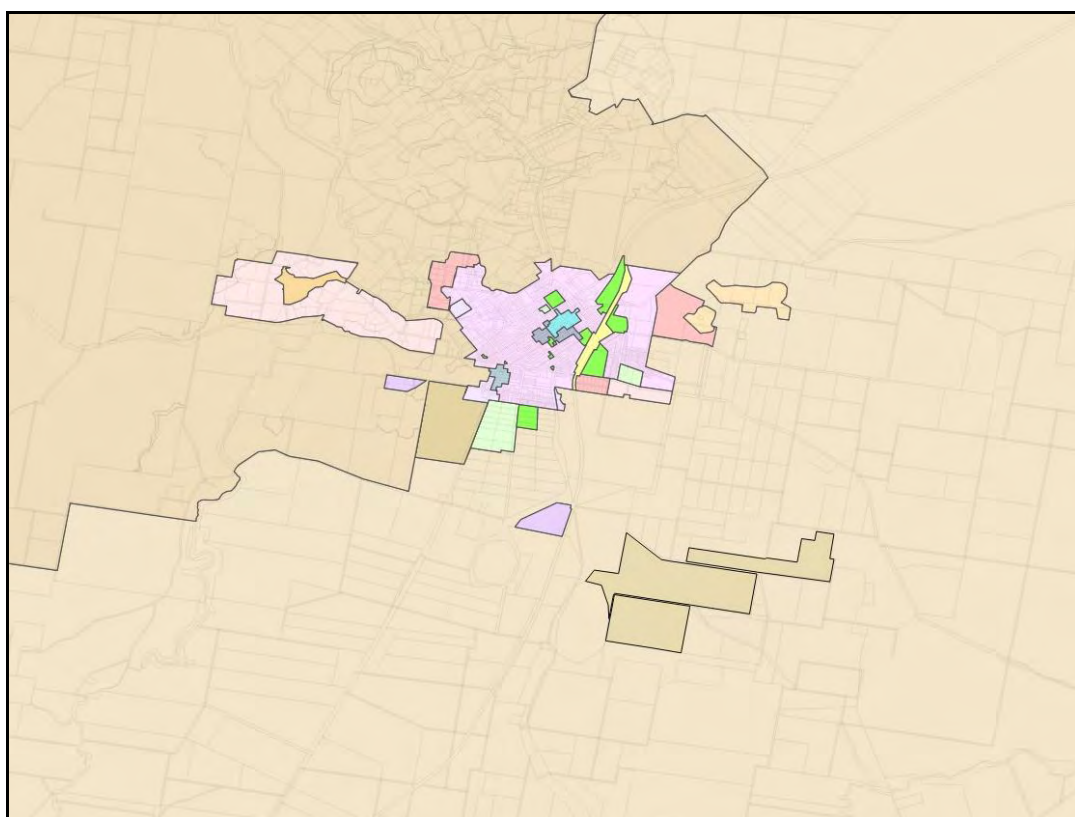


Figure 4. Proposed Land Zoning



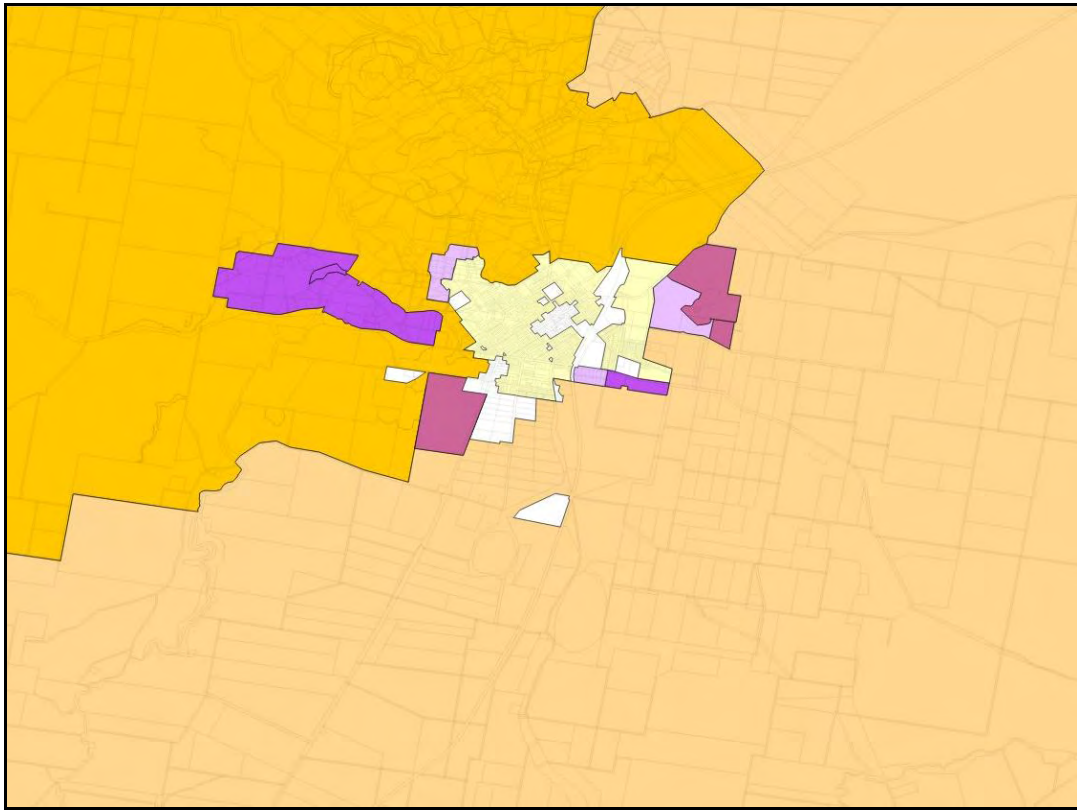


Figure 5. Current Minimum Lot Size Standards (Source: NSW Planning Portal)

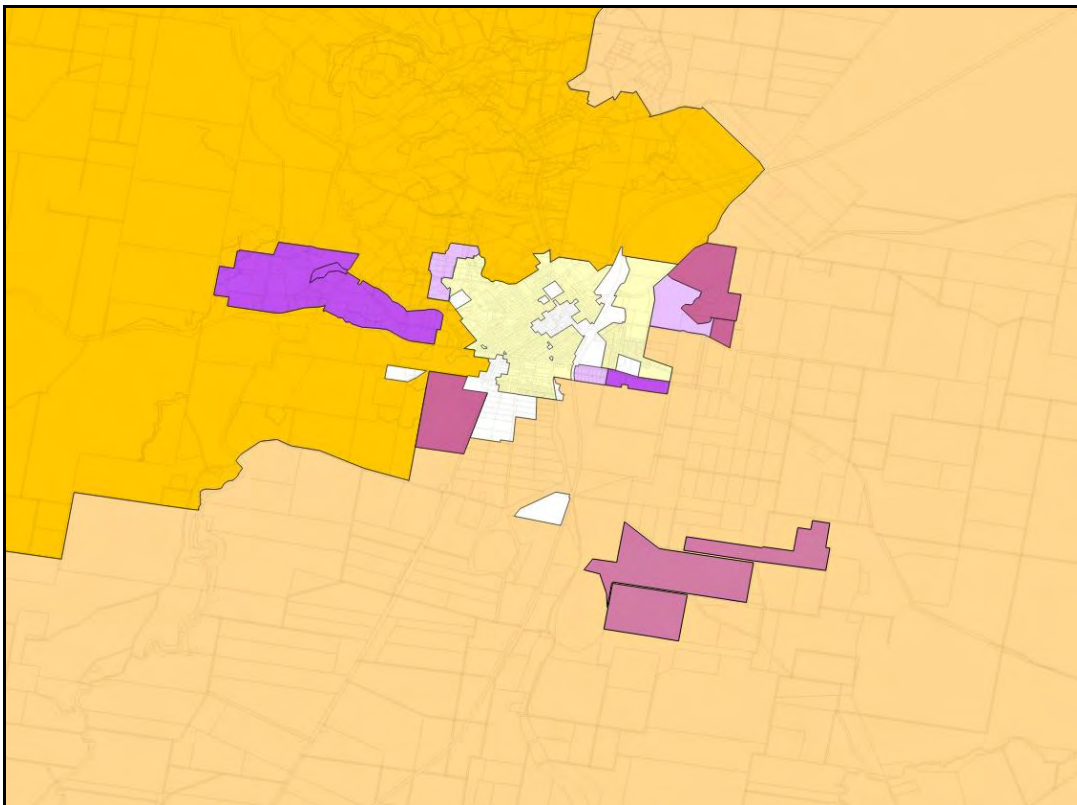


Figure 6. Proposed Minimum Lot Size Standards



## PART 6 – PROJECT TIMELINE

The anticipated project timeline for completion of the Planning Proposal is outlined in Table 5.

**Table 5. Planning Proposal Process Outline**

Estimated Timeframe	2018							
	F	M	A	M	J	J	A	S
Report to Council / Resolution to refer to department for Gateway Determination	X							
Date of Gateway Determination.		X						
Completion of additional information (if required).			X					
Government agency consultation (pre and post exhibition - if required by Gateway Determination).			X					
Any changes that may be required to the Planning Proposal resulting from additional information and government agency consultations. If required resubmit altered Planning Proposal to Gateway panel. Revised Gateway determination issued, if required.				X				
Commencement and completion dates for public exhibition.					X	X		
Consideration of submissions, Planning Proposal post exhibition.							X	
Date of submission of proposal to Department to finalise the LEP.								X

## PART 7 – CONCLUSION

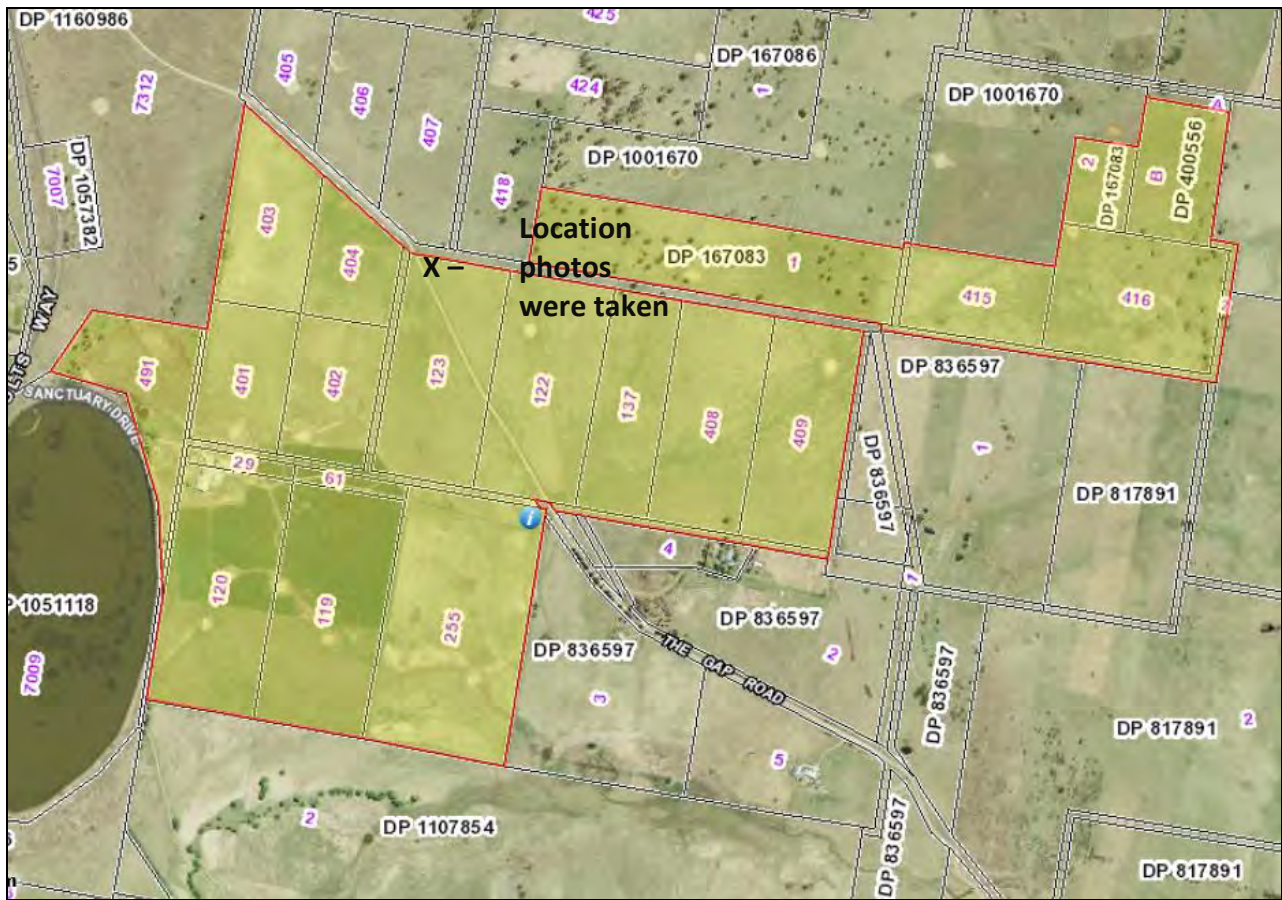
The subject Planning Proposal is a relatively minor matter that will result in the most logical and appropriate use of an already fragmented rural property that is well located in terms of proximity to the township of Uralla.

This Planning Proposal relates to 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, The Gap Road, Uralla. It is proposed to rezone the land from RU1 Primary Production to RU4 Small Primary Production Lots and to reduce the current minimum lot size of 200 hectares to 20 hectares.

As demonstrated in this report, the Planning Proposal is consistent with the objectives of the relevant Council's Strategic Planning reports, relevant State Environmental Planning Policies and relevant Section 117 Ministerial Directions, and relevant State Environmental Planning Policies.

It is requested that Council seek a Gateway Determination from NSW Planning and Environment (P&E) requesting permission to place the Planning Proposal on public exhibition.

**ATTACHMENT 1**  
**SITE PHOTOS**







**Photo 1. Looking to western portion of Site**



**Photo 2. Looking to south western portion of Site**





**Photo 3. Looking to southern portion of Site**



**Photo 4. Looking to south eastern portion of Site**





**Photo 5. Looking to north eastern portion of Site**



**Photo 6. Looking to north of Site**



## 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

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 March 2018**

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Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 March 2018

*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

Minutes of the Uralla Shire Council at an Ordinary Meeting  
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**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.*

Minutes of the Uralla Shire Council at an Ordinary Meeting  
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**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

Minutes of the Uralla Shire Council at an Ordinary Meeting  
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**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**

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
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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

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**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.

<b>COUNCILLOR NAME:</b>	Mark Dusting	
<b>COUNCIL MEETING DATE:</b>	27 March 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
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

<b>COUNCILLOR NAME:</b>	Bob Crouch	
<b>COUNCIL MEETING DATE:</b>	27 March 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
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

<b>COUNCILLOR NAME:</b>	Levi Sampson	
<b>COUNCIL MEETING DATE:</b>	27 March 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
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

<b>COUNCILLOR NAME:</b>	Natasha Ledger	
<b>COUNCIL MEETING DATE:</b>	27 March 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
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

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<b>COUNCILLOR NAME:</b>	Tara Toomey	
<b>COUNCIL MEETING DATE:</b>	27 March 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
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

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

<b>COUNCILLOR NAME:</b>	Kevin Ward	
<b>COUNCIL MEETING DATE:</b>	27 March 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
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

<b>COUNCILLOR NAME:</b>	Isabel Strutt	
<b>COUNCIL MEETING DATE:</b>	27 March 2018	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
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

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<b>COUNCILLOR NAME:</b>		Michael Pearce
<b>COUNCIL MEETING DATE:</b>		27 March 2018
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
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**



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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**

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*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

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- 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**

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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.

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**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:-

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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.

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**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*.

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**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.*



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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.*

Minutes of the Uralla Shire Council at an Ordinary Meeting  
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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](http://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 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.*

Minutes of the Uralla Shire Council at an Ordinary Meeting  
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**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.*

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 March 2018**

Resolution  
Number

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.*

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 March 2018**

Resolution  
Number

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](http://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.

Minutes of the Uralla Shire Council at an Ordinary Meeting  
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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.*

Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 March 2018

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- *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**

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 27 March 2018**

Resolution  
Number

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:**





## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation.</b>
<b>Submitted by:</b>	Manager Planning & Regulation.
<b>Reference/Subject:</b>	<b>Report 14 - Petition for a Primitive Campground at The Glen recreation area.</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	1.1	A proud, unique and inviting community
<b>Strategy:</b>	1.1.1	Provide vibrant and welcoming town centres, streets and meeting places
<b>Activity:</b>	1.1.1.2	Prepare open spaces strategy
<b>Action:</b>	1.1.1.2.2	Prepare and overarching Open Spaces Strategy with an Action Plan guided by community consultation, and including disability inclusion and access provisions

### OFFICER'S RECOMMENDATION:

#### That Council:

**Consider the proposal detailed in the petition in the preparation of the Uralla Open Spaces Strategy.**

### BACKGROUND:

The possible establishment of a Primitive Campground at The Glen recreation area in Uralla was raised at the Uralla community consultation session for the Open Spaces Strategy.

A petition with 170 signatures supporting a Primitive Campground at The Glen was received by Council on 11 April 2018.

The submission requested Uralla Shire Council to give serious consideration to opening up Land at The Glen for overnight and short term camping for Caravans and Motorhomes. The submission also provided further justification for the request (refer attachment 1)

The petition was tabled at the Council meeting of the 24 April 2018 and it was resolved at item 10.04/18 that:

1. Council receive and note the petition relating to Primitive Camping at The Glen.
2. The General Manager to review the request and make recommendations to council within 3 months.

**REPORT:**

Consideration of possible future uses for all recreation areas within the Shire forms a key component of the Open Spaces Strategy. In this context, it is appropriate that consideration of proposed new uses for The Glen is undertaken as part of the strategy development.

**KEY ISSUES:**

A primitive campground of up to 20 sites is permissible at The Glen recreation area under the provisions of the Uralla Local Environmental Plan 2012 Land Use Table and Clause 132 of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.

**CONCLUSION:**

It is appropriate to consider the petition in the preparation of the Uralla Open Spaces Strategy.

**COUNCIL IMPLICATIONS:**

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

Nil

**2. Policy and Regulation**

*Environmental Planning & Assessment Act 1979*

*Environmental Planning and Assessment Regulation 2000*

*Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005*

*Uralla Local Environmental Plan 2012*

*New England Development Strategy 2010*

**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:

Terry Seymour, Director Infrastructure & Regulation

Department:

Infrastructure & Regulation.

Attachments:

Petition for a Primitive Campground at The Glen recreation area received by Council 11 April 2018

## Submission to Uralla Shire Council for Primitive Camping

I would ask Uralla Shire Council to give serious consideration to opening up Land at The Glen for overnight and short term camping for Caravans and Motorhomes. There are other areas that also could be considered such as the BMX track area as this already has some facilities available. The Glen area is Lot 103 DP 631137 approximately 20 sites

Many hundreds of travellers pass through Uralla each and every week and if only a few were able to stop for a short period it would be a great financial benefit to local businesses and in the long term Uralla Council. These benefits would also include additional employment and even new businesses setting up in Uralla. Many travellers stop in Uralla each day to access fuel, food and beverages and grocery supplies. They also visit many of the unique and interesting shops and points of interest in the Uralla district. A quick observation each day of the number of Caravans and Motorhomes parked in Uralla's streets would highlight the amount of people wanting to stop, short term, in Uralla.

There are many and various reasons people want free or low cost stays while they are travelling. The less they spend on accommodation the more likely they will spend money on other items including food, beverages and general shopping

The cost of setting up and area for this would be relatively low as no major infrastructure would be required. Access to the site, possibly a hard stand area and a Dump point with a water supply would be all that is required. The vast majority of travellers using this type of stay are fully self-contained meaning they have their own showers toilets and power requirements so don't need those types of services.

Many small towns and even larger cities, away from the coastal regions, like central New South Wales and Central Queensland rely heavily on Tourism and Uralla would certainly benefit from having an area where travellers could stay for short periods and enjoy the area.

Please sign the next page if you agree.



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation.</b>
<b>Submitted by:</b>	Director of Infrastructure and Regulation.
<b>Reference/Subject:</b>	<b>Report 15 - Petition for the sealing of Barloo Road, Invergowrie</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	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.
<b>Strategy:</b>	2.3.1	Provide an effective road network that balances asset conditions with available resources and asset utilisation.
<b>Activity:</b>	2.3.1.1	Deliver road and drainage maintenance services and capital works programs.

### OFFICER'S RECOMMENDATION:

#### That Council:

1. Respond to the petition advising that the sealing of Barloo Road is not listed as a priority in Council's Capital Works Program.
2. Provide a 'No Through Road' advisory sign at the entrance from Bundarra Road.

### BACKGROUND:

A petition with 27 signatures requesting Council upgrade and hard surface Barloo Road was received under cover letter on 5 April 2018.

The cover letter also requested consideration for a 'No Through Road' sign.

The petition read as follows:

### PETITION TO URALLA SHIRE COUNCIL

WE, THE UNDERSIGNED RESIDENTS OF BARLOO ROAD, INVERGOWRIE WISH TO PETITION THE COUNCIL TO GIVE CONSIDERATION TO OUR REQUEST FOR THE UPGRADING AND HARD SURFACING OF BARLOO ROAD. TAKING INTO CONSIDERATION THAT THERE ARE 14 DWELLINGS ON A STRETCH OF 800 METRES WE CONSIDER THE PRESENT SURFACING UNACCEPTABLE FOR THE AMOUNT OF TRAFFIC USING THIS ROAD.

The petition was tabled at the Council meeting of the 24 April 2018, and it was resolved at item 7.04/18 that:

- 1. Council receive and note the petition relating to Barloo Road, Invergowrie.*
- 2. The General Manager to review the request and make recommendations to council within 3 months.*

**REPORT:**

Barloo Road, like other gravelled roads in Council, does deteriorate over time due to traffic and climatic conditions.

The road is approximately 670 metres long.

Maintenance is scheduled on the basis of condition assessments and the location of the maintenance grading crew.

Currently Council's Roads Upgrade Program is prioritised on the basis of traffic volumes, usage, connectivity, safety and economics.

**KEY ISSUES:**

Barloo Road has not been identified as a priority in terms of upgrading and is accordingly not listed as a planned upgrade within the 10 year Capital Works Program contained within Council's Transport Asset Management Plan.

**CONCLUSION:**

The upgrading and hard surfacing of Barloo Road is not considered a priority in comparison to Council's other road network elements.

**COUNCIL IMPLICATIONS:**

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

Prepared by staff member:	Terry Seymour, Director Infrastructure & Regulation
TRIM Reference Number:	
Approved/Reviewed by Manager:	Terry Seymour, Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil

## 17. MOTIONS ON NOTICE



### NOTICE OF RESCISSION MOTION

<b>Submitted by:</b>	<b>Cr Robert Crouch</b>
<b>Subject:</b>	<b>Notice of Rescission Motion 1 - That Council Rescind Resolution 28.06/18</b>

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#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4.2 An effective and efficient organisation
<b>Strategy:</b>	4.2.6 Identify and manage risk associated with all Council activities and ensure a safe and healthy work environment
<b>Activity:</b>	4.2.6.1 Develop and incorporate a risk management framework which is effective and accessible
<b>Action:</b>	4.2.6.1.4 Facilitate an annual internal audit program, within constraints of the budget allocation

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#### SUMMARY:

At the June meeting, Councillors voted to join the Namoi Joint Organisation (Namoi Unlimited) and voted \$16,500 to the 2018-19 Budget for the non-voting membership fee. This fee represents only a small amount of the actual cost of participating in the Joint Organisation. The true cost, including the General Manager, and other staff travel is more like \$70,008. If Councillors had been aware of the full cost when they voted, the outcome may have been different.

#### COUNCILLOR'S MOTION:

**That Council rescind resolution 28.06/18:**

**That Council:**

- a) **Accept the Namoi Unlimited offer for Uralla Shire Council to join that organisation as a non-voting member of that organisation for the 2018-2019 year.**
- b) **Vote \$16,500 to the 2018-19 Budget for the 2018-19 for the 2018-19 Non-Voting membership fee.**

*And if successful, I intend to move the following:*

**That Council:**

- a) **Not accept the Namoi Unlimited offer for Uralla Shire Council to join that organisation as a non-voting member of that organisation.**
- b) **Vote an additional \$15,000 to the Internal Audit Program (total \$30,000) to audit Council's financial controls (including procurement and financial delegations of authority).**

**BACKGROUND:**

Report 14 in the June Council papers considered an invitation from Namoi Unlimited to the first and inaugural Non-Voting Member of Namoi Unlimited. The cost advised to Council was a membership fee of \$16,500 per year. As this represents only a relatively small percentage of the actual cost of actively engaging with Namoi Unlimited, Council should reconsider its position.

Active engagement with Namoi Unlimited (based on the 2017-18 commitments) involves the Mayor and General Manager attending at least 11 meetings per year; the General Manager attending meetings of the General Managers' Group and undertaking investigations/activities to effectively participate (say 3 days per month for the GM (Salary \$31,595; Travel \$35,510); other staff participating in meetings etc. (say one day per month \$440), plus on-costs at 25% gives a total true cost of \$70,008.

Given our tight budgetary situation, this money can be spent more effectively. For example, to reinstate the planned Internal Audit Program for 2018-19.

In addition to the above, Council put considerable effort into ensuring the New England Joint Organisation is properly resourced and has the time allocated to it to ensure effective productive operation.



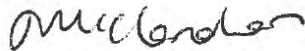
**Bob Crouch**  
**Councillor**

**Supporting Councillors:**

NAME OF COUNCILLOR:

Tara Toomey

SIGNED:



NAME OF COUNCILLOR:

Robert Bell

SIGNED:



**COUNCIL IMPLICATIONS (comments inserted by staff):**

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

Nil.

**2. Policy and Regulation**

The Local Government Act 1993, section 372 - Rescinding or altering resolutions – states:

(1) A resolution passed by a council may not be altered or rescinded except by a motion to that effect of which notice has been duly given in accordance with regulations made under section 360 and, if applicable, the council's code of meeting practice.

(2) If notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

(3) If a motion has been negatived by a council, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with the council's code of meeting practice.

(4) A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been negatived by the council, must be signed by 3 councillors if less than 3 months has elapsed since the resolution was passed, or the motion was negatived, as the case may be.

(5) If a motion to alter or rescind a resolution has been negatived, or if a motion which has the same effect as a previously negatived motion, is negatived, no similar motion may be brought forward within 3 months. This subsection may not be evaded by substituting a motion differently worded, but in principle the same.

(6) A motion to which this section applies may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

(7) The provisions of this section concerning negatived motions do not apply to motions of adjournment.

**3. Financial (LTFP)**

Neither the non-voting membership fee of \$16,500 or the additional proposed internal audit program cost of \$15,000 have been included in the 2018-19 adopted budget.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

If successful, the proposed motion would reinstate the 2018-19 internal audit plan budget to \$30,000, which is consistent with a recommendation to Council from the Audit, Risk, and Improvement Committee (the Committee) included in the Report of Committee from its meeting held on 10 July 2018, contained within this Business Paper and as reproduced below:

*That Council consider funding opportunities to reinstate the 2018-19 Internal Audit Program budget to a total of \$30,000m which is an additional \$15,000 to provide for the delivery of the scheduled second Internal Audit of Council's Financial Controls in accordance with the Committee's endorsed Internal Audit Plan.*

Council's Charter: Internal Audit 2018 (the Charter) establishes an internal auditing function within Council and outlines the legal and operational framework under which Internal Audit operates. The Charter authorises the Committee to direct a program of internal audit work.

**7. Performance Measures**

Nil.

**8. Project Management**

Risk Management and Safety Officer





## NOTICE OF MOTION

<b>Submitted by:</b>	<b>Cr Tara Toomey</b>
<b>Subject:</b>	<b>Notice of Motion 2 - Industrial Land</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Goal:** 2.2 Growing diversified employment, education and tourism opportunities  
**Strategy:** 2.2.1 Provide land use planning that facilitates employment creation  
**Activity:** 2.2.2.1 Encourage business and industry development  
**Action:** 2.2.2.1.2 Progress the development of the light industrial project in Rowan Street

### SUMMARY:

Councillors have all received emails relating to an offer for the Industrial Land and in the interests of supporting local businesses and seeing a considered response to the offer, the following motion is put to Council.

### COUNCILLOR'S MOTION:

That Council staff develop a proposal to put to the August Council meeting to form the basis for negotiation with the person who has made an unsolicited offer in relation to the Industrial Land. The proposal to include full consideration of the options including adjusting the lot sizes, providing detailed explanations of the options and show full consideration has been given to the issues raised by the person making the offer.

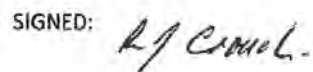
### BACKGROUND:

Councillors have received emails outlining an offer for part of the Industrial Land, involving a number of subdivision options not envisaged in the original planning provided to Council. As Councillors are keen to see this land developed it would be beneficial to see further positive discussions with the proponent.

  
Councillor T Toomey

### Supporting Councillors:

NAME OF COUNCILLOR: Bob Crouch

SIGNED: 

**COMMENT FROM GENERAL MANAGER:**

The comments in the Council Implications section of this Notice of Motion have been included to assist Council understand the governance context surrounding unsolicited offers to purchase public assets.

**COUNCIL IMPLICATIONS (This section has been prepared by staff):**

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

Nil.

**2. Policy and Regulation**

- Section 8A of the Local Government Act 1993, Guiding principles for councils, states in part:

*(1) The following general principles apply to the exercise of functions by councils:*

*(b) Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.*

*(f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.*

*(h) Councils should act fairly, ethically and without bias in the interests of the local community.*

- Council's Policy for the disposal of assets requires a competitive process.
- The Office of Local Government's Guidelines for Tendering strongly encourage Council's to use the tendering method for the disposal of land.

**3. Financial (LTFP)**

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

- The NSW Department of Premier and Cabinet's Guideline for assessing the "uniqueness" and "value for money" of unsolicited proposals prior to considering any direct negotiations includes criteria that could guide Council's decision making in considering the advancement of any unsolicited proposal.
- The Office of Local Government provides guidance to NSW Councils in the Tendering Guidelines issued under section 23A of the Local Government Act, including where the sale of the land may be considered controversial, contentious or political. Acknowledging that the sale or purchase of land is specifically exempt under section 55(3) of the Act, council should still consider using the tender process in such circumstances. It also notes that where there is a risk that 'would be' tenders could claim that council has 'preferential' arrangements.
- The Independent Commission Against Corruption's guidelines for Direct Negotiations sets out the framework for how direct negotiations should be conducted.
- The Office of Local Government's Public Land Management Practice Note 1. reiterates the legislative restrictions on the sale of Public Land that is classified as Community Land under the Local Government Act 1993.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**18. SCHEDULE OF COUNCIL RESOLUTIONS**

# **SCHEDULE OF ACTIONS – RESOLUTION REGISTER AS @ 18 July 2018**

**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23 March 2015	26.03/15	<b>Land Disposal – Karava Place, Uralla</b>	That Council: 3. Give the General Manager delegation to negotiate payment options; and 4. Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.	MTPR/DIR	2/6/15	Negotiations between all parties not yet completed. Lot 103 – No agreement made May 2018: Lot 103 – no agreement with landholder has been reached as landholder is unwilling to negotiate.	B
23 Nov 2015	24.11/15	<b>Bergen Road Land Acquisition and Exchange for Road Works</b>	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.	DIR	May 2017	Survey plans completed. Awaiting result of other like applicants. May require new Council resolution depending on advice from Office of Local Government on other applications being processed.	B
25 July 2016	17.07/16	<b>2.18.06.9 Gazetting of Compulsorily Acquired Land for Thunderbolts Way realignment</b>	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2, 3 and 7 in Deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) for the purpose of a public road realignment in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Make an application to the Minister and the governor for approval to acquire the Land described as Lot 1, 2 and 7 in deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) by compulsory process under Section 177 of the roads Act 1993	DIR  DIR	Feb 2017	Application has been sent to Office of Local Government by solicitors (Nov 16) for approval.  Letter drafted and forwarded to local Member regarding delays in processing from OLG  June 2018. Application being processed by OLG.	B  B

**Key   A: Action   B: Being processed   C: Completed**

**Key   A: Action   B: Being processed   C: Completed**

Uralla Shire Council – Schedule Of Actions – Page 2 of 26  
COUNCIL BUSINESS PAPER - 24 JULY 2018

# **SCHEDULE OF ACTIONS – RESOLUTION REGISTER**

**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 February 2017	23.02/17	Dept: I&R Submitted by: Director I & R Reference/Subject: Report 13 - Uralla Local Traffic Committee	That:  1. The minutes of the Uralla Local Traffic Committee held on 6 December 2016 be noted by Council.  2. For the King St and Maitland St intersection, Council prepare a couple of intersection layouts incorporating traffic calming and considering pedestrian continuity for the consideration of the Traffic Committee in response to the recorded accident history.  3. Council drafts a Road Closure policy for review by the LTC.  4. That Council undertake further investigation regarding sight distances and other factors affecting traffic at the Bargibal access from Thunderbolts Way for submission to the next Local Traffic Committee Meeting.	DIR  DIR		1. Noted  2. Completed  3. Under preparation  4. Completed	C  C  B  C
28 February 2017	26.02/17	Dept: I&R Submitted by: DIR I&R Reference/Subject: Report 16 - Rowan Avenue, Stormwater Drainage	That:  1. The open channel on the southern side of Rowan Avenue be piped with funding from the Uralla Stormwater Management Levy subject to sufficient funding being available.  2. A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue.  3. The residents of 21 and 23 Rowan Avenue be advised of councils resolution.	DIR  DIR  DIR	  April 18  Dec 17	1. Budgeted for construction in 17/18. Rescheduled to be completed by Dec 2018. Design pending.  2. Installed during December.  3. Completed	B  C  C

**Key A: Action B: Being processed C: Completed**

**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 July 2017	22.07/17	Dept: I&R: Submitted by: Dir I&R Reference/Subject: Report 11 - Uralla Sporting Complex	That Council; (a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access,  (b) provide additional seating around the perimeters of the fields and oval if residual funding is available, and  c) develop a plan of management for the sharing of the facilities among the user groups,  (d) staff investigate relocation and redevelopment of the playground area.	DIR		a) Progressing utilizing internal project management and local contractors. Minor outstanding works. Facilities suitable for use.  b) No residual funding available. SCCF Round 2 funding has provision for seating. c) Under preparation.  d) Location identified and funding requested under Stronger Country Communities Grants Program Round 2.	C    C  B  B

**Key A: Action B: Being processed C: Completed**

**Key A: Action B: Being processed C: Completed**

Uralla Shire Council – Schedule Of Actions – Page 5 of 26  
COUNCIL BUSINESS PAPER - 24 JULY 2018



**Key   A: Action   B: Being processed   C: Completed**

**Key   A: Action   B: Being processed   C: Completed**

Uralla Shire Council – Schedule Of Actions – Page 6 of 26  
COUNCIL BUSINESS PAPER - 24 JULY 2018

			<p>self-drive guides;</p> <p>v. Establishing free Wi-Fi service to the interior and exterior of the Centre;</p> <p>vi. Improving stock control and point of sale systems and technology.</p>			32.04/18 part 3.	
			<p>3. Establishing the requirements and implementation costs and receiving a further report for:</p> <p>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:</p> <p>i. offering products for retail sales and/or static promotional display, and "pop up" promotional activities;</p> <p>ii. casual rental and operation of the self-contained kitchen for "pop-up" and promotional activities.</p>	CGR		<p>3 a) 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) which is to be provided to Council in September, refer resolution 32.04/18 part 3.</p>	B
			<p>b. Realigning visitor information centre operations and resources by engaging appropriate consultants as required to:</p> <p>i. Increase volunteer participation and development (including the mandatory training for Responsible Service of Alcohol) to provide quality visitor services.</p> <p>ii. Promote Uralla Shire's producers and artisans by:</p> <ul style="list-style-type: none"> <li>Retaining Council's liquor license;</li> <li>Selling and promoting local products and produce via static and retail displays;</li> <li>Managing access for "pop up" promotional activities and casual rental and operations of the self- contained kitchen.</li> </ul>	TPOO		<p>3 b) 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) which is to be provided to Council in September, refer resolution 32.04/18 part 3.</p>	B

# SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
19 Dec 2017	15.12/17	Dept: Community & Governance Submitted by: Dir C&G Reference/Subject: Report 8 – Report of the Audit and Risk Committee Meeting held on 21 November 2017	<p>That;</p> <p>1. Council note the minutes of the Audit and Risk Committee Meeting held on 21 November 2017</p> <p>2. Council adopt the following Committee Recommendation: Report No. 6.2 Audit and Risk Committee Review Committee Recommendation 6.2.1</p> <p>Council:</p> <p>a) Set the meeting schedule for 2018 as follow:</p> <ul style="list-style-type: none"> <li>• 9am Tuesday, 10 April 2018</li> <li>• 9am Tuesday, 10 July 2018</li> <li>• 9am Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements</li> <li>• 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements, prior to Ordinary Council Meeting held at 12:30pm)</li> </ul> <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>RMSO</p> <p>RMSO</p> <p>RMSO</p> <p>RMSO</p> <p>CFO</p> <p>CFO</p> <p>CFO</p>	<p></p> <p>28/2/18</p> <p>31/1/18</p> <p>27/11/17</p> <p>5/1/18</p> <p>21/11/17</p>	<p>Noted</p> <p>Noted</p> <p>c) EOI called and reported to March Ordinary Meeting</p> <p>d) Noted for inclusion in 2018 Audit &amp; Risk Committee Forward Plan.</p> <p>a) Email sent to senior staff seeking feedback</p> <p>b) Prepare Council paper to put policy on public exhibition for 28 days.</p> <p>c) Awaiting draft policy review to include tendering provisions and provisions regarding procurement for TCS as discussed with external auditor</p> <p>Noted</p>	<p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>B</p> <p>C</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.	RMSO	31/1/18	Noted for inclusion in 2018 Audit & Risk committee Forward Plan	C
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# **SCHEDULE OF ACTIONS – RESOLUTION REGISTER**

**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
19 Dec 2017	19.12/17	Dept: I&R Submitted by: Dir I&R Reference/Subject: Report 14 – Uralla Shire council Caravan Park – Interim management arrangements	That Council; <ol style="list-style-type: none"> <li>1. Rename the caravan park, the “Queen Street Uralla Caravan Park”.</li> <li>2. Vote \$22,000 from Council’s reserves; <ul style="list-style-type: none"> <li>• Purchase and install two (2) new heat pumps.</li> <li>• Make safe the sites which previously had cabins.</li> <li>• Install new signage at the front of the facility.</li> <li>• Fit out the kitchenette in the caretaker’s residence for suitability as a workplace.</li> <li>• Purchase and install one (1) coin operated washing machines and one (1) dryer.</li> <li>• Fund other additional items not yet identified.</li> </ul> </li> <li>3. Monitor the financial performance of the undertaking.</li> <li>4. Receive a report at or before the June 2018 meeting regarding future management options for the caravan park.</li> </ol>	DIR	2/18 4/18      6/18 6/18	<ol style="list-style-type: none"> <li>1. Noted</li> <li>2. Completed. Gas hot water unit installed in lieu of heat pumps</li> <li>3. Ongoing</li> <li>4. Completed</li> </ol>	C C      C C

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER****Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24 April 2018	7.04/18	<b>Petition</b>	That; 1. Council receive and note the petition relating to Barloo Rd, Invergowrie.  2. The General Manager to review the request and make recommendations to council within 3 months.	GM  DIR		1. Noted  2. Pending	C  B
24 April 2018	10.04/18	<b>Petition</b>	That; 1. Council receive and note the petition relating to Primitive Camping at The Glen.  2. The General Manager to review the request and make recommendations to council within 3 months.	GM  MTPR		1. Noted  2. Pending	C  B

# **SCHEDULE OF ACTIONS – RESOLUTION REGISTER**

**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24 April 2018	19.04/18	Dept: C&G Submitted by: RMSO Reference/Subject: Report 4 – Report of the Audit, Risk and IMTPROvement Committee Meeting held on 10 April 2018	<b>1.</b> That Council note the minutes of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018, Attachment A. <b>2.</b> Report No. 2 Chair's Review of Committee Performance. Committee Recommendation 2.1: <i>That Council receive and note the Audit, Risk and Improvement Committee Chair's Review of Committee Performance Report [Attachment B].</i>	RMSO	27.04.18	Noted	C
				RMSO	27.04.18	Noted	C
			<b>3.</b> Report No. 3 Policy Risk Management 2018. Committee Recommendation 3.1: <i>That Council:</i> <i>a. place the draft Policy: Risk Management 2018, as amended by the Committee, on public exhibition for a period of 28 days [Attachment C].</i> <i>b. adopt the draft Policy: Risk Management 2018 to replace the Risk Management Policy adopted in 2014, subject to no public submissions being received.</i>	CGR		Placed on Exhibition from 27 April to 25 May 2018.	C
				CGR		No submissions received, added to Policy Register	C
			<b>4.</b> Report No. 4 2018 Internal Audit Program Committee Recommendation 4.1: <i>That Council receive and note the:</i> <i>a. Charter: Internal Audit 2018, as modified by the Committee [Attachment D].</i> <i>b. 2018 Internal Audit Program, as modified by the Committee [Attachment E].</i>	RMSO		Noted	C
				RMSO		Noted	C
			<b>5.</b> Report No. 5 Committee Annual Program Committee Recommendation 5.1: <i>That Council receive and note the 2018 Annual Committee Program, as modified by the Committee [Attachment F].</i>	RMSO		Noted	C

			<p><b>6.</b> Report No. 6 Policy: Fraud and Corruption Control 2018 and Strategy: Fraud and Corruption Control 2018. Committee Recommendation 6.1:</p> <p><i>a. That Council:</i></p> <p><i>i. place the draft Policy: Fraud and Corruption Prevention 2018 on public exhibition for a period of 28 days [Attachment G].</i></p> <p><i>ii. adopt the Policy: Fraud and Corruption Prevention Policy 2018, subject to no public submissions being received.</i></p> <p><i>b. That Council adopt the Strategy: Fraud and Corruption Control 2018, as modified by the Committee, and note the financial implications for its implementation [Attachment H].</i></p> <p><b>7.</b> Report No. 7 Risk Management Action Plan 2017-18 Committee Recommendation 7.1:</p> <p><i>That Council:</i></p> <p><i>a. receive and note the four improvement actions plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) resulting from Council's insurer's 'Continual Improvement Pathway Workbooks' used to self-assess the integrity of Council's existing systems [Attachment I].</i></p> <p><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.</i></p>	CGR		Placed on Exhibition from 27 April to 25 May 2018.	C
				CGR		No submissions received, added to Policy Register.	C
				CGR		Strategy added to Corporate Documents Register following adoption.	C
				DIR		Noted	C
				DIR		Pending.	B
24 April 2018	32.04/18	<p><b>Dept: C&amp;G</b> <b>Submitted by: Dir C&amp;G</b> <b>Reference/Subject: Report 8 – Visitor Information Centre – IMTPRovement Project Funding Request</b></p>	<p>That Council :</p> <p>1. Authorise the General Manager to reinstate the Visitor Information Project Reference Group to work with staff and council consultants to progress the recommendations in parts 1, 2 &amp; 3 of Council resolution 38.11/17 and ;</p> <p>2. 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.</p>	DCG	July 2018	PRG constitution and membership established at June Ordinary Meeting	C
				CFO			C



			3. Receive a report on the outcome of this work at September 2018 meeting, including timeframes and costings for the implementation of any further work	DCG		Noted, refer resolution 38.11/17	C
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## SCHEDULE OF ACTIONS – RESOLUTION REGISTER

**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24 April 2018	48.04/18	<b>Submitted by: Cr Crouch</b> <b>Reference/Subject: Notion of Motion 2 – Council support for sustainable energy</b>	That; Council investigate the options for use of sustainable energy throughout the Shire, for lots of greater than 5000m <sup>2</sup> to be self-sufficient.	DIR	Ongoing	Investigation commenced	B
24 April 2018	50.04/18	<b>Dept: I&amp;R</b> <b>Submitted by: DIR</b> <b>Ref/Subject: Late Report 2 – Industrial Land Subdivision</b>	That; Council resolve to: <ul style="list-style-type: none"> <li>• Endorse option 2 of the Kehoe Myers report dated 6 April 2018 for the subdivision of the Uralla Industrial Estate, being Lot 14 DP 787477, Rowan Avenue Uralla,</li> <li>• Progress detailed design of the subdivision and the construction of Stage 1,</li> <li>• Install billboard signage at the property indicating the endorsed layout and undertake additional marketing of the project.</li> </ul>	DIR  DIR  DIR	  Ongoing	Noted  Survey and design consultant commissioned  Signage installed. Engagement of local agent pending.	C  B  B
22 May 2018	15.05/18	<b>Dept: I&amp;R</b> <b>Submitted by: DIR</b> <b>Ref/Subject: Reprot 7 – Crown Roads – Proposal to transfer Crown Roads to Council</b>	That; A) Advise the NSW Department of Industry - Crown Land & Water Division of the acceptance of the proposal to transfer the following Crown Roads to Council. <ol style="list-style-type: none"> <li>1. Rocky River Road between Thunderbolts Way and Goodes Road, section adjoining north side of Lots 608, 230, 208, 37, 38, 39 DP 755846. Reason: Road formed, sealed, maintained by Council, access to multiple residences.</li> <li>2. Bullens Road between Rocky River Road and Williams Road, whole length. Reason: Road formed, maintained by Council, access to multiple residences.</li> <li>3. Williams Road from adjoining Lot 298 DP 755807 (western end start of Crown road section) to Goodes Road (eastern end). Reason: Road formed, maintained by Council, access to multiple residences.</li> <li>4. Andersons Road from Thunderbolt Way (between Lot 303 DP 659982 and Lot 532 DP 755846) eastern boundary of adjoining Lot 211 DP 755807. Reason: Road formed, maintained by Council, access to multiple residences.</li> <li>5. Kalinowski Lane from Evertonvale Road to northern boundary of adjoining Lot 139 DP 755807. Reason: Road formed, maintained by Council, access to multiple residences.</li> <li>6. Sawpit Gully Loop north of Lot 392 DP 755846 east to junction of Sawpit Gully Road.</li> </ol>	DIR	June 2018	Noted and advised to NSW Department of Industry - Crown Land & Water Division	B

			<p>Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>7. Sawpit Gully Road from Thunderbolts Way (adjoining Lot 1 DP 514232) to end of formed section in line with eastern boundary of Lot 266 DP 755846. Variable width.</p> <p>Reason: Road formed, part sealed, maintained by Council, access to multiple residences.</p> <p>8. Lookout Road west from Thunderbolts Way, adjoining northern and western boundaries of Lot 562 DP 755846, western boundary of Lot 5111 DP 1108416 and western boundary of Lot 5112 DP 1108416, to Fitzroy Street North.</p> <p>Reason: Road formed, maintained by Council, access to multiple residences, access to Council water reservoir.</p> <p>9. Wood Street West (between Uralla Street North and Queen Street North), short section of Uralla Street North (in line with Wood Street West), Queen Street North from junction of Wood Street West to north of Lot 102 DP 631137.</p> <p>Reason: Road formed, sealed (part), maintained by Council, access to multiple residences.</p>				
			<p>10. Wood Street from Barleyfields Road junction to, and including, Maitland Street junction.</p> <p>Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>11. Sawmill Close adjoining Lots 106 and 107 DP 793744.</p> <p>Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>12. Prince Avenue between Duke Street and Salisbury Street/East Street/Gostwyck Road.</p> <p>Reason: Road formed, sealed, maintained by Council, access to multiple.</p> <p>13. Gostwyck Road between Gostwyck Street and McCrossin Street.</p> <p>Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>14. McGregor Street between McCrossin Street and McKenzie Street.</p> <p>Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>15. McKenzie Street between Gostwyck Street and Warwick Street.</p> <p>Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>16. Phillip Avenue between Dumaesq Street and John Street.</p> <p>Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>17. Crown road west of John Street/Uralla Square and south of Lot 7027 DP 94247, being the parking and turning area for Uralla cemetery.</p> <p>Reason: formed, sealed, maintained by Council as parking/turning area for cemetery, including infrastructure.</p> <p>18. Roman Street from junction of Dumaesq Street south west to terminus</p>				

			<p>of sealed road (adjoining Lot 275 DP 755846).</p> <p>Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>19. Extension of Roman Street north east of Dumaresq Street to junction of Lot 7054 DP 1114980 and Lot 4 Section 23 DP 759022 (north side) and junction of Lot 2 DP 1193453 and Lot 13 Section 24 DP 759022 (south side).</p> <p>Reason: Road formed, access to multiple residences.</p> <p>20. Section of Crown road running north west from Roman Street, adjoining western boundaries of Lot 7054 DP 114980, Lot 7016 DP 1113920, Lot 2 DP 884209 and Lot 1 DP 884209.</p> <p>Reason: Legal access to multiple residences (Lot 2 DP 884209 and Lot 1 DP 884209) who currently cross Crown reserve (Lot 7054 DP 114980) which is licenced to Uralla Central School for grazing. Under informal agreement between Council and Lands, residences could cross Crown reserve unless access became restricted at which time they would be required to use Crown road west of their land. Therefore Crown road may be required for legal access. Also access in use by Lot 5 DP 731968, including new shed.</p>				
			<p>21. Crown road between Lot 273 DP 755846 and Lot 5 DP 731968/Lot 275 DP 755846.</p> <p>Reason: Connects Crown road (proposed Council road) in point 24 above, to Aboriginal freehold land at Lot 614 DP 755846, providing legal and practical access, as investigated previously with Council.</p> <p>22. Fitzroy Street east of junction with Park Street, to junction of Salisbury Street.</p> <p>Reason: Road formed, maintained by Council (part), access to multiple residences.</p> <p>23. Park Street north west of Fitzroy Street, through to junction with John Street/Leece Road.</p> <p>Reason: Road formed (part), sealed (part), maintained by Council (part), access to multiple residences.</p> <p>24. Crown road from end of sealed Ivon Court through to Depot Road, western end of Depot Road at entrance to Council depot, Crown road running northwest from Depot Road to boundary of Lot 21 DP 1113205.</p> <p>Reason: Sealed turning circle on Ivon Court part on Crown road, Crown road used as parking area for Council depot, small section of sealed Depot Road still Crown at entrance to Council depot, Crown road to northwest formed and provides access to multiple properties. SES have been in discussion with Council about extensions to their shed, allows potential for SES vehicle access to road adjoining Ivon Court.</p> <p>25. Wilkens Street south of Leece Road, including section of Crown road north of Lot 338 DP 755846.</p> <p>Reason: Road formed, sealed (part), maintained by Council, access to</p>				

			<p>multiple residences.</p> <p>26. Leece Road west of Faulkner Street, to road junction adjoining Lot 625 DP 39595.</p> <p>Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p> <p>27. Road from western end of Leece Road (at junction) running north, then west adjoining Lot 625 DP 39595.</p> <p>Reason: Road formed, maintained by Council, access to multiple residences.</p> <p>28. Road from western end of Leece Road (at junction) running south adjoining Lot 625 DP 39595 and Lot 630 DP 46401.</p> <p>Reason: Road formed, maintained by Council, access to multiple residences up to point where road enters residences.</p> <p>29. Panhandle Road from Kingstown Road to boundary of Lot 66 DP 755816.</p> <p>Reason: Road formed, maintained by Council, access to multiple residences.</p> <p>30. Devoncourt Road from Kingstown Road to north west corner Lot 1 DP 810327, then east to terminus of road at Lot 63 DP 1068494.</p> <p>Reason: Road formed, sealed, maintained by Council, access to multiple residences.</p>				
			<p>And</p> <p>B) Only maintain the roads as per the current arrangements, with the properties utilising the unformed sections not maintained by Council to continue to be responsible for the maintenance unless upgraded to Council's standards and satisfaction.</p> <p>C) Council make representation to the NSW Department of Industry, Crown Land and Water Division regarding compliance with the Biosecurity Act of 2015 Regulations of 2017.</p>			<p>B. Noted</p> <p>C. Inspections undertaken by Council staff and liaison with the Department arranged.</p>	<p>C</p> <p>B</p>

## SCHEDULE OF ACTIONS – RESOLUTION REGISTER

**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS																								
22 May 2018	22.05/18	Dept: C&G Submitted by: ACCDT Ref/Subject: Report 11 – Z-Net Partnership – Presence in the Library	That; Council advance arrangements with Z-Net to occupy a space within the Uralla Library foyer area for a ‘pop-up’ office half a day each week (except Tuesday or Friday) under the arrangements set out in a Memorandum of Understanding between Council and Z-Net.	CDEC	June 2018	MoU with Z-Net finalized and arrangements are in place.	C																								
26 June 2018	9.06/18	Dept: GM Submitted by: CFO & CGR Ref/Subject: Report 2 – Adoption of draft Delivery Program 2017-21 and Operational Plan 2018-19.	That Council; 1. Council consider the submission received during the public exhibition period for the combined Draft 2017-2021 Delivery Program and 2018-19 Operational Plan, including the Draft 2018/19 Statement of Revenue Policy, contained at Attachment A. 2. Council acknowledge and thank the submission author and request the General Manager respond to the submission.	CGR/CFO		Noted  Draft letter prepared and with CFO for review and finalization	C  B																								
26 June 2018	10.06/18	Dept: GM Submitted by: CFO & CGR Ref/Subject: Report 2 – Adoption of draft Delivery Program 2017-21 and Operational Plan 2018-19.	That Council; 1. That in accordance with Sections 533, 534, 535 and 536 of the Local Government Act 1993, Council make and levy the rates and annual charges for 2018/19 as set out below: a) That in relation to Ordinary Rates, Council apply the 2.3% rate increase as determined by the Independent Pricing and Regulatory Tribunal; b) That pursuant to Section 494 of the NSW Local Government Act 1993, Council make and levy the following Ordinary Rates for the year 1 July 2018 to 30 June 2019: <table><tr><th>Category &amp; Sub-Category</th><th>Base Amount \$</th><th>Base Amount %</th><th>Ad-Valorem Rate in the \$</th></tr><tr><td>Farmland</td><td>\$280.06</td><td>8.07%</td><td>0.3684</td></tr><tr><td>Residential – Ordinary</td><td>\$280.06</td><td>45.51%</td><td>0.3684</td></tr><tr><td>Residential – Rural</td><td>\$280.06</td><td>30.67%</td><td>0.3684</td></tr><tr><td>Business</td><td>\$280.06</td><td>40.76%</td><td>0.3684</td></tr><tr><td>Mining</td><td>\$280.06</td><td>0.06%</td><td>0.3684</td></tr></table> c) That in relation to water supply charges and pursuant to Sections 501 and 502 of the NSW Local Government Act 1993, Council make and levy the following charges on all consumers connected to, or capable of being connected to, the Uralla or Bundarra water supply systems for water supply services for the year 1 July 2018 to 30 June 2019:	Category & Sub-Category	Base Amount \$	Base Amount %	Ad-Valorem Rate in the \$	Farmland	\$280.06	8.07%	0.3684	Residential – Ordinary	\$280.06	45.51%	0.3684	Residential – Rural	\$280.06	30.67%	0.3684	Business	\$280.06	40.76%	0.3684	Mining	\$280.06	0.06%	0.3684	CFO			
Category & Sub-Category	Base Amount \$	Base Amount %	Ad-Valorem Rate in the \$																												
Farmland	\$280.06	8.07%	0.3684																												
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Residential – Rural	\$280.06	30.67%	0.3684																												
Business	\$280.06	40.76%	0.3684																												
Mining	\$280.06	0.06%	0.3684																												

			<p><b>Location</b></p> <p>Uralla Water \$324.00</p> <p>Bundarra Water \$324.00</p> <p><b>Water Supply Access Charges</b></p> <p><b>Water Supply Consumption Charges per KL</b></p> <p>Uralla Water \$2.35</p> <p>Bundarra Water \$2.35</p> <p>d) That in relation to sewerage service charges pursuant to Sections 501 and 502 of the NSW Local Government Act 1993, Council make and levy the following rates and charges on all residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer system for sewerage services for the year 1 July 2018 to 30 June 2019:</p> <p><b>Location</b></p> <p><b>Residential Sewer Access Charges</b></p> <p>Uralla Sewerage \$572.00</p> <p>Bundarra Sewerage \$572.00</p> <p>e) That in relation to sewerage service charges pursuant to Sections 501 and 502 of the NSW Local Government Act 1993, Council make and levy the following rates and charges on all non-residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer systems for sewerage services for the year 1 July 2018 to 30 June 2019:</p> <p><b>Location and charge</b></p> <p><b>Non-Residential Sewer Access Charges</b></p> <p>Uralla Sewerage – Access \$400.06</p> <p>Bundarra Sewerage – Access \$400.06</p> <p><b>Sewer Usage Charges per KL</b></p> <p>Uralla Sewerage – Usage \$1.25</p> <p>Bundarra Sewerage – Usage \$1.25</p> <p>f) That in relation to trade waste charges pursuant to Sections 501 and 502 of the NSW Local Government Act 1993, Council make and levy the following rates and charges on all non-residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer systems for trade waste services for the year 1 July 2018 to 30 June 2019:</p> <p><b>Location and charge</b></p> <p><b>Trade Waste Annual Charges</b></p> <p>Uralla Sewerage – Access \$76.00</p> <p>Bundarra Sewerage – Access \$76.00</p> <p><b>Trade Waste Usage Charge per KL</b></p> <p>Uralla Sewerage – Usage \$1.38</p> <p>Bundarra Sewerage – Usage \$1.38</p> <p>g) That in relation to stormwater management services (drainage charges) pursuant to Section 496A of the NSW Local Government Act 1993, Council make and levy the following annual charge on all urban residential, business and industrial lots with impervious surfaces for stormwater</p>				
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			management services for the year 1 July 2018 to 30 June 2019:				
			<p><b>Charge per Lot</b></p> <p>Urban residential levy \$25.00</p> <p>Urban strata residential levy \$12.50</p> <p><b>Charge per 350m<sup>2</sup></b></p> <p>Urban Business and industrial \$25.00</p>				
			<p>h) That in relation to waste management facilities pursuant to Sections 501 of the NSW Local Government Act 1993, Council make and levy the following annual charge on all rateable properties as a waste management facility fee for the year 1 July 2018 to 30 June 2019:</p>				
			<p><b>Description</b></p> <p>Waste Facility Fee \$218.00</p>				
			<p>i) That in relation to waste management charges pursuant to Sections 496 of the NSW Local Government Act 1993, Council make and levy the following annual charges for the provision of waste management collection services on each parcel of rateable land for which services are available for the year 1 July 2018 to 30 June 2019:</p>				
			<p><b>Waste Charge Description</b></p> <p>Uralla Residential \$333.00</p> <p>Bundarra Residential \$333.00</p> <p>Invergowrie Residential \$333.00</p> <p>Additional Recycling Bin \$115.00</p>				
			<p>j) That in relation to waste management charges pursuant to Sections 503(2) of the NSW Local Government Act 1993, Council make and levy the following annual charges for the removal of material from non-rateable properties for the year 1 July 2018 to 30 June 2019:</p>				
			<p><b>Waste Charge Description</b></p> <p>Uralla Non-Rateable \$333.00</p> <p>Bundarra Non-Rateable \$333.00</p> <p>Additional Recycling Bin \$115.00</p>				
			<p>k) That in relation to waste management charges pursuant to Sections 501 of the NSW Local Government Act 1993, Council make and levy the following annual charges for the removal of material from non-residential properties for the year 1 July 2018 to 30 June 2019:</p>				
			<p><b>Waste Charge Description</b></p> <p>Uralla Commercial – Large \$249.00</p>				



			<p>Bundarra Commercial – Small \$192.00 Bundarra Commercial – Large \$249.00</p> <p>l) That in relation to environmental levy pursuant to Sections 501 of the NSW Local Government Act 1993, Council make and levy the following annual charges on every rateable assessment in the Shire for Environmental Levy for the year 1 July 2018 to 30 June 2019:</p> <p><b>Description Charge</b> Environmental Levy \$79.00</p> <p>m. That the interest rate on overdue rates and charges, pursuant to Section 566(3) of the NSW Local Government Act 1993, be the maximum rate of interest payable on overdue rates and charges for the 2018-2019 rating year of 7.5% as determined by the Office of Local Government.</p>				
26 June 2018	11.06/18	<p><b>Dept: GM</b> <b>Submitted by: CFO &amp; CGR</b> <b>Ref/Subject: Report 2 – Adoption of draft Delivery Program 2017-21 and Operational Plan 2018-19.</b></p>	<p>That Council;</p> <ol style="list-style-type: none"> <li>1. Council approve expenditure and vote funds as detailed in the combined Draft 2017-2021 Delivery Program and 2018-19 Operational Plan, contained at Attachment B, in accordance with Part 9, Division 5, clause 211(2) of the Local Government (General) Regulation 2005.</li> <li>2. Adopt the combined 2017-2021 Delivery Program and 2018/19 Operational Plan, including the 2018/19 Statement of Revenue Policy incorporating the annual budget and fees and charges, subject to the following amendments: <ol style="list-style-type: none"> <li>a) Include a sewerage service map for the Bundarra Sewerage Service Area.</li> <li>b) Remove the \$1.00 fee for uncontaminated garden and wood waste.</li> <li>c) Increase the sale of Green Waste (Mulched) to \$15.00 per cubic metre and \$7.50 per bucket.</li> <li>d) Reduce the Aquatic Centre admittance fees to be the same as the 2017/18 fees.</li> <li>e) Reduce the on-site Sewerage Management fees, Development and Health Services fees, and the Food Premises Inspection fee to not increase above CPI for 2017/18.</li> <li>f) Amend the first action of 1.2.1.1 to read “Undertake the necessary maintenance to be able to operate the pool” and amend the target accordingly.</li> <li>g) Amend the first action of 1.4.4.1 to read “Promote Uralla Shire as a tourism destination and community events through Council’s website”.</li> <li>h) Amend the second action of 2.1.1.1 to read “Finalise costs and timeframes for the Visitor Information Centre improvement project and commence implementation, in consultation with the community, subject to funding allocation by Council resolution”.</li> <li>i) Amend the first action of 2.3.7.1 to delete the words “for consideration”.</li> <li>j) Include at 3.3.1.1 an action to read “Provide waste collection services to the current established service areas” and accompanying measure and target.</li> <li>k) Include at 3.3.1.1 an action to read “Implement an appropriate cash management system at Council’s waste facilities”.</li> </ol> </li> </ol>	CFO	July	Noted	C
				CFO/CGR	July	Updated and published	C

			<ul style="list-style-type: none"> <li>l) Include at 3.3.2.1 an action to read “Continue to operate the Uralla Community Recycling Centre” and accompanying measure and target.</li> <li>m) Amend the first action of 3.4.3.1 by removing the word “Uralla”.</li> <li>n) Include at 3.4.3.1 an action to read “Maintain and review stormwater and drainage infrastructure” and accompanying measure and target.</li> <li>o) Amend the second action of 4.2.2.1 to read “Make an application for a special rate variation in accordance with the Independent Pricing and Remuneration Tribunal criteria, subject to the approval and resolution of Council”.</li> </ul>				
26 June 2018	19.06/18	<b>Dept: GM</b> <b>Submitted by: GM</b> <b>Ref/Subject: Report 7 - Minutes of Uralla Town and Environs s355 Committee</b>	That Council; <ul style="list-style-type: none"> <li>a) Receive the minutes of the Uralla Town and Environs s355 Committee meetings dated 23<sup>rd</sup> May 2018 and 12<sup>th</sup> June 2018.</li> <li>b) Consider the recommendations contained within the minutes at the July Councillor Strategic Planning Workshop.</li> <li>c) With specific reference to the recommendations for Pioneer Park, advise the Committee that the park is to be redeveloped in two stages:               <ul style="list-style-type: none"> <li>i) the first stage will be the master planning of the park for play equipment, landscaping, park furniture and interpretative heritage elements and will include the installation of the play equipment, landscaping and park furniture;</li> <li>ii) the second stage will be the installation of the interpretative heritage elements.</li> </ul> </li> <li>d) Provide the committee with the results of the Uralla Shire Open Space Survey noting the specific responses to Question 8 (regarding Pioneer Park).</li> </ul>	GM  DIR  GM  MTPR		a) Noted  b) Completed  c) Completed  d) Pending	C  C  C  B
26 June 2018	21.06/18	<b>Dept: DCG</b> <b>Submitted by: Acting CCD&amp;T</b> <b>Ref/Subject: Report 9 - Financial Assistance - Rec Ya Shorts School Workshop</b>	That Council; <ol style="list-style-type: none"> <li>1. Give 28-days public notice of the proposed \$700 (ex GST) in financial assistance to Screenwave for the purposes of funding the school filmmaking workshop and mental health seminar.</li> <li>2. Subject to not receiving submissions opposing the donation during the 28-day public notice period, contribute \$700 (ex GST) in financial assistance to Screenwave to fund the school filmmaking workshop and mental health seminar.</li> </ol>	CDEC  CDEC		Placed on exhibition, closes 10/08/18.  Noted	C  B
26 June 2018	22.06/18	<b>Dept: DIR</b> <b>Submitted by: Manager WWSS</b> <b>Ref/Subject: Report 10 - Demand Management Plan and updated Drought Management Plan</b>	That Council; <ol style="list-style-type: none"> <li>1. Place the draft Demand Management Plan and the updated 2015 Drought Management Plan on public exhibition for a period of 28 days;</li> <li>2. Adopt the draft Plans subject to no public submissions being received.</li> </ol>	MWWSS		<ol style="list-style-type: none"> <li>1. On exhibition</li> <li>2. Pending</li> </ol>	B  B
26 June 2018	28.06/18	<b>Dept: GM</b> <b>Submitted by: GM</b> <b>Ref/Subject: Report 14 - NAMOI Non-</b>	That Council; <ol style="list-style-type: none"> <li>a) Accept the Namoi Unlimited offer for Uralla Shire Council to join that organisation as a Non-Voting Member of that organisation for the 2018-2019 year</li> </ol>	GM		a) To be actioned	A

		<b>Voting Membership Invitation</b>	b) Vote \$16,500 to the 2018-19 Budget for the 2018-2019 Non-Voting membership fee			b) To be actioned	A
26 June 2018	29.06/18	<b>Dept: DIR Submitted by: Manager PR Ref/Subject: Report 15 – The Gap road Uralla - Refusal of Gateway Determination</b>	That Council; 1. Receive the refusal by the Department of Planning and Environment of Gateway Determination for 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. 2. Write to the Department of Planning and Environment requesting an explanation as to why a decision on this matter has occurred months ahead of the other matter Council has submitted and when Council can expect a decision on the outstanding matter.  3. Are provided with copies of the Gateway Determination Application for the Gap Road rezoning.	MTPR	July 2018  July 2018	1. Noted  2. Report pending regarding previous decisions having been responded to by DoPE  3. Pending as attachment to Council report.	C  B  B
26 June 2018	30.06/18	<b>Dept: DIR Submitted by: DIR Ref/Subject: Report 16 - Uralla Shire Council Caravan Park – Future management options</b>	Call for expressions of interest for caretaker services for up to two years to be provided under contract to the Council.	DIR	Sep 18	Pending	B
26 June 2018	33.06/18	<b>Dept: DCG Submitted by: DCG Ref/Subject: Report 17 - Project Reference Group: IMTPRoving the Visitor Information Centre 2018</b>	1. Adopt the Constitution: Project Reference Group - Improving the Visitor Information Centre 2018, contained at Attachment A, subject to: a. Amending clause 9.4 to read "As the Project Reference Group holds no executive function, meetings of the Project Reference Group are not open to members of the public, except by invitation from the General Manager". b. Removing clause 12.2. 2. Pursuant to clause 6.1 of the Constitution, appoint Councillors Levi Sampson and Tara Toomey as two Councillor representatives on the Project Reference Group: Improving the Visitor Information Centre 2018. 3. Pursuant to clause 6.2 of the Constitution, appoint Corinne Annetts, Shaun Cassidy, Robert Meyers and Sonia Repin as four of the five industry stakeholder representatives on the Project Reference Group - Improving the Visitor Information Centre 2018. 4. Pursuant to clause 6.3 of the Constitution, invite nominations for the vacant fifth industry stakeholder representative position on the Project Reference Group - Improving the Visitor Information Centre 2018.	DCG  DCG  DCG  DCG	July	Amended  Noted  Noted  Expression of Interest called, close on 3/8/18	C  C  C  C

**SCHEDULE OF ACTIONS – RESOLUTION REGISTER****Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
10 July 2018	X2.07/18.	<b>Dept: Council Submitted by: Cr Crouch Ref/Subject: Notice of Motion # 1 – Green Waste Fees and Charges at Uralla Waste Management Facility</b>	That Council remove the following items and associated fees/charges contained immediately below the sub-heading “Uncontaminated Garden and Wood Waste” of the Fees and Charges, adopted by Resolution No. 11.06/18: 1. Car/Sedan/Wagon/4x4 domestic 2. Utility/6x4 trailer 3. Commercial	CFO/CGR	July	Combined 2017-21 Delivery Program and 2018-19 Operational Plan updated and published	C

## Responsibility Matrix

Each of the resolution actions is assigned to a responsible local government officer, who provides progress reports to the Council each month. Set out below is the responsibility legend used throughout this Schedule of Actions document:

• GM	General Manager	General Manager's Office
• CFO	Chief Financial Officer	General Manager's Office
• MHR	Manager Human Resources	General Manager's Office
• DIR	Director Infrastructure and Regulation	Infrastructure and Regulation
• EMC	Environmental Management Coordinator	Infrastructure and Regulation
• MWWSS	Manager Water, Waste and Sewerage Services	Infrastructure and Regulation
• MTPR	Manager Town Planning and Regulation	Infrastructure and Regulation
• MIW	Manager Infrastructure and Works	Infrastructure and Regulation
• DCG	Director Community and Governance	Community and Governance
• CCDE	Coordinator Community Development and Engagement	Community and Governance
• CGR	Coordinator Governance and Risk	Community and Governance
• MMG	Manager McMaugh Gardens Aged Care	Community and Governance
• MCC	Manager Community Care	Community and Governance
• CTI	Coordinator Technology and Information	Community and Governance
• TPOO	Tourism Promotion and Operations Officer	Community and Governance

**19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING**



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	<i>Director Community and Governance</i>
<b>Reference/Subject:</b>	<b>Response to Questions from 26 June 2018 Ordinary Meeting – Cr Sampson and Cr Ledger</b>

**OFFICER'S RECOMMENDATION:**

That Council note the response to the Councillor's questions from the 26 June 2018 Ordinary Meeting

**QUESTION:**

Questions from 26 June 2018 Ordinary Meeting of Council – Cr Sampson:

1. Is there a way to encourage a member of the community to become a volunteer Grants Officer

**RESPONSE:**

- An expression of interest could be called from members of the community. However, consideration should be given to the development of a volunteering framework, for a volunteer role such as this one, to manage some of the circumstances that will likely arise with things such as:
  - a. access to confidential, personal, or other sensitive information,
  - b. access to technology and business systems,
  - c. applicability of the Code of Conduct, and
  - d. lack of 'management control' for risk management activities.

**QUESTION:**

Questions from 26 June 2018 Ordinary Meeting of Council – Cr Ledger:

2. What is the extent of our presence on the Destination NSW website?

**RESPONSE:**

- Uralla Shire's presence on Destination NSW is minimal and inadequately reflects the unique offerings of our area. A search of the site will likely produce four listings – Seasons of New England, Wayward Jersey Farmstays, and Gostwick Chapel. It is important to note, that consultancy work being undertaken in accordance with Council resolution 38.11/17 to 'better align the visitor services offerings with Shire's tourism assets' includes a review of our online presence across multiple platforms, including websites such as Destination NSW, and the consultant report will include recommendations for improvements and the necessary resources required to carry out those promotional activities for Council's consideration.

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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 and Regulation
Submitted by:	Director Infrastructure and Regulation
Reference/Subject:	Response to Questions from 26 June 2018 Ordinary Meeting - Cr Bell and Cr Ledger

### OFFICER'S RECOMMENDATION:

That Council note the responses to Cr Bell and Cr Ledger's questions from 26 June 2018 Ordinary Meeting.

#### QUESTION 1a: From Cr R Bell

Have quotations been accepted for the survey and design of Bingara Road and the light industrial area?

#### RESPONSE:

*Bingara Road – quotations received - assessment still under consideration  
Industrial Land - yes*

#### QUESTION 1b: From Cr R Bell

Were the quotations requested on vendor panel/TenderLink?

#### RESPONSE:

*Vendor panel was used to request quotations for both projects.*

#### QUESTION 1c: From Cr R Bell

Were local service providers invited to tender or advised that they needed to on vendor panel/TenderLink to be considered?

#### RESPONSE:

*Yes. Local (meaning within the region) design engineering consultants registered with Local Government Procurement were invited to provide a quotation through the Vendor Panel arrangements.*

#### QUESTION 2: From Cr N Ledger

On our roads priority list, we said we were going to complete 2.2 kilometres of road we have now completed. Where will that 2.2 kilometres go now? Do we have an established roads priority list?

#### RESPONSE:

*At its March meeting Council resolved to adopt the following Roads to Recovery priority list  
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,*



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- 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*

*2.3km of the 4km section of Bingara Road has been brought forward and will be undertaken ahead of the Eastern Avenue project to take advantage of climatic conditions and better water availability*

Prepared by staff member:	Terry Seymour
TRIM Reference Number:	
Approved/Reviewed by Manager:	Andrew Hopkins
Department:	Department Infrastructure and Regulation
Attachments:	NIL

**20. QUESTIONS FOR NEXT MEETING**

Questions will be received at the Meeting.

**21. CONFIDENTIAL BUSINESS**

END OF BUSINESS PAPER