



Publication Guide December 2010

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1. AUTHORITY

The new *Government Information (Public Access) Act 2009* (The GIPA Act) came into effect on 1 July 2010, replacing the former Freedom of Information Act.

This document has been prepared in accordance with the *Government Information (Public Access) Act 2009* (The GIPA Act). The objective of the GIPA Act is:

In order to maintain and advance a system of responsible and representative democratic Government that is open, accountable, fair and effective, the object of the Act is to open government information to the public by:

- (a) *authorising and encouraging the proactive release of government information by agencies, and*
- (b) *giving members of the public an enforceable right to access government information, and*
- (c) *providing that access to government information is restricted only when there is an overriding public interest against disclosure.*

This Publication Guide has been developed in accordance with Section 20 of the GIPA Act and with the intention of opening as many documents of the Uralla Shire Council to public access in order to facilitate ready and open information provision to the public (refer to Section 7 of this document for details about obtaining access or having records containing personal information amended). The guide provides the type of information available, how it can be accessed and whether or not there is a fee to access the information. Should the guide not provide the ready information to access the Council's General Manager can be contacted on the direct telephone line (02) 6778 6302 [after hours (02)6778 3684] or Council's Director Administrative Services on (02) 6778 6319.

Council's underlying intention of good and accountable governance is to provide all the information that a member of the public may require from Council. We are providing increasing amount of information on our current website <http://www.uralla.local-e.nsw.gov.au/> and will be providing even more on the website that is currently under development and will be launched in early 2011.

2. STRUCTURE AND FUNCTION OF THE URALLA SHIRE COUNCIL

2.1. *Council's Vision Statement*

Uralla Shire Council is committed to creating a unique environment which offers an excellent quality of life and economic opportunities for its people.

2.2. *Mission Statement*

The Mission Statement of the Uralla Shire Council is:

The aim of Uralla Shire Council is to offer an excellent quality of life and economic opportunities for its people by means of imaginative leadership, effective teamwork, efficient management and the provision of quality services.

The Uralla Shire Council will strive to:

1. preserve a high quality environment for the community and become a carbon neutral community through balanced control of development and practical, sustainable environmental management.
2. provide appropriate resources for welfare, leisure, housing, recreational, community and cultural activities.
3. provide a high level of public health, safety and community services.
4. provide an efficient and effective transport and community infrastructure.
5. encourage, promote and facilitate the social and economic development of the area by becoming a lighthouse model for local mitigation and adaptability to Climate Change.
6. provide services in an efficient and economic manner which maximise resources.
7. be accountable and open to the community for its performance.
8. provide responsible, resourceful and economic representative government for its residents.
9. encourage commercial, industrial and retail development.

2.3. Council's Charter

The Uralla Shire Council was formed and operates under the Local Government Act (The Act). Section 8 in Chapter 4 of The Act sets out the Council's Charter.

- (1) A council has the following charter:
 - to provide directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively
 - to exercise community leadership
 - to exercise its functions in a manner that is consistent with and actively promotes the principles of multiculturalism
 - to promote and to provide and plan for the needs of children
 - to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development
 - to have regard to the long term and cumulative effects of its decisions
 - to bear in mind that it is the custodian and trustee of public assets and to effectively plan for, account for and manage the assets for which it is responsible
 - to engage in long-term strategic planning on behalf of the local community
 - to exercise its functions in a manner that is consistent with and promotes social justice principles of equity, access, participation and rights
 - to facilitate the involvement of councillors, members of the public, users of facilities and services and council staff in the development, improvement and co-ordination of local government
 - to raise funds for local purposes by the fair imposition of rates, charges and fees, by income earned from investments and, when appropriate, by borrowings and grants
 - to keep the local community and the State government (and through it, the wider community) informed about its activities
 - to ensure that, in the exercise of its regulatory functions, it acts consistently and without bias, particularly where an activity of the council is affected
 - to be a responsible employer.
- (2) A council, in the exercise of its functions, must pursue its charter but nothing in the charter or this section gives rise to, or can be taken into account in, any civil cause of action.

2.4. Council's Organisational Structure

A Council operates through its governing body (consisting of Mayor and Councillors), its Mayor and its General Manager. While Councillors form the governing body they do not have individual power to act or direct the operations of the Council.

The Uralla Shire Council is divided into three wards, Wards A, B and C. Each ward is represented by three councillors. Details and contact information of Councillors is available on Council's website http://www.uralla.local-nsw.gov.au/files/2907/File/External_Councillor_Contact_List_as_at_October_2009.pdf

Governing Body

The Governing Body, consisting of elected representatives called councillors, has the role of directing and controlling the affairs of the Council in accordance with The Act - the policy makers (Sections 222 and 223 of the Act).

The Mayor

The Mayor of the Uralla Shire Council is elected annually at the September meeting from within the Council. The role of the Mayor in any council is defined by Section 226 of The Act. Section 226 states:

The role of the mayor is:

- to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council
- to exercise such other functions of the council as the council determines
- to preside at meetings of the council
- to carry out the civic and ceremonial functions of the mayoral office.

2.4.

Council's Organisational Structure (Continued)

The roles of councillors, including those of the Uralla Shire Councillors, are divided by Section 232 of The Act into two parts. The first is as a member of the governing body and the second is as an elected person. They are:

- (1) as a member of the governing body of the council:
 - to provide a civic leadership role in guiding the development of the community strategic plan for the area and to be responsible for monitoring the implementation of the council's delivery program
 - to direct and control the affairs of the council in accordance with this Act
 - to participate in the optimum allocation of the council's resources for the benefit of the area
 - to play a key role in the creation and review of the council's policies and objectives and criteria relating to the exercise of the council's regulatory functions
 - to review the performance of the council and its delivery of services, and the delivery program and revenue policies of the council.
- (2) as an elected person:
 - to represent the interests of the residents and ratepayers
 - to provide leadership and guidance to the community
 - to facilitate communication between the community and the council.

The word "Council" is used to describe both the Governing Body in meeting "The Council" and also the corporation "The Uralla Shire Council". This leads to some confusion when the statements "Council should", "Council will" or "Council has" are used in conversation or in correspondence. It is the practice of the Uralla Shire Council when referring in correspondence to decisions of the Governing Body "The Council" to reference the resolution number or the meeting at which the determination was made, thus indicating that it is a governing body decision.

While the Councillors, as the Governing Body, set the policies and direction of the Council, the day to day operation of the Council is the responsibility of the General Manager. The function of the General Manager is determined by Section 335 of The Act. Section 335 states that:

- (1) The general manager is generally responsible for the efficient and effective operation of the council's organisation and for ensuring the implementation, without undue delay, of decisions of the council.
- (2) The general manager has the following particular functions:
 - to assist the council in connection with the development and implementation of the community strategic plan and the council's resourcing strategy, delivery program and operational plan and the preparation of its annual report and state of the environment report
 - the day-to-day management of the council
 - to exercise such of the functions of the council as are delegated by the council to the general manager
 - to appoint staff in accordance with an organisation structure and resources approved by the council
 - to direct and dismiss staff
 - to implement the council's equal employment opportunity management plan.
- (3) The general manager has such other functions as may be conferred or imposed on the general manager by or under this or any other Act.

The General Manager is engaged under a four year contract which commenced on 10 July 2008. The form of the contract is the standard form of contract determined by the Director General of the Division of Local Government under Section 338 (5) of The Act. The Uralla Shire Council has determined specific duties and functions in addition to those set out in clause 6 of the standard contract. These duties and functions are reviewed and amended annually and set in Schedule B to the contract. All portions of the General Manager's Contract, other than Schedule C, are available on Council's website. Schedule C lists the details of the General Manager's Remuneration. While the details of the remuneration is not freely available the *Annual Report Item 14 – General Manager's Contract* provides the details of the Cash Component, Compulsory Superannuation, Fringe Benefits and Total of the Remuneration Package. The latest annual report can be viewed on Council's website: http://www.uralla.local-e.nsw.gov.au/files/3771/File/Annual_Report_2010.pdf

2.5. Council's Organisational Charts

The Uralla Shire Council has adopted two organisational charts, a high level Organisational Chart, and a detailed Organisational Resource Chart.

The Organisational Charts are Attachments A and B.

2.6. Functions of the Uralla Shire Council

Under the Local Government Act 1993 Council's Functions are grouped into the following categories:

- Non-Regulatory functions (Chapter 6)
- Regulatory functions (Chapter 7)
- Ancillary functions (Chapter 8)

Council also has Revenue functions (Chapter 15), Administrative functions (Chapters 11, 12 and 13) and functions relating to the Enforcement of the Local Government Act (Chapters 16 and 17).

The Uralla Shire Council exercises functions under the Local Government Act 1993 by:					
Service Functions	Regulatory Functions	Ancillary Functions	Revenue Functions	Administrative Functions	Enforcement Functions
Including:	Including:	Including:	Including:	Including:	Including:
• Road Construction and maintenance	• Development Approvals	• Resumption of land	• Rates	• Employment of staff	• Recovery of rates and charges
• Community Services and facilities, including aged care, care packages and community transport	• Building Certificates	• Powers of entry and inspection	• Annual Charges	• Financial Management and Reporting	• Proceedings for breaches of the Local Government Act/ Regulations
• public health services and facilities	• Orders	• Approvals	• Charges	• Management Plans	• Proceedings for breaches of other Acts/ Regulations
• Cultural and educational services and facilities			• Fees	• Governance	
• Sporting and recreational services and facilities			• Investment Income	• Annual Reporting	
• Environment conservation, protection and improvement services and facilities			• Borrowings	• Information management	
• Waste removal, treatment and disposal services and facilities				• Community Planning including Community Development	

2.6. Functions of the Uralla Shire Council (Continued)

The Uralla Shire Council exercises functions under the Local Government Act 1993 by:					
Service Functions	Regulatory Functions	Ancillary Functions	Revenue Functions	Administrative Functions	Enforcement Functions
• Weed eradication and control services					
• Water, sewerage and drainage works and facilities					
• Storm water drainage services and facilities					
• Fire prevention, protection and mitigation services and facilities					
• Industrial (including tourism) development and assistance					

3. HOW COUNCIL FUNCTIONS AFFECT MEMBERS OF THE PUBLIC

Following is a brief outline of how the functions of Council affect the public.

3.1. Road Construction and Maintenance

The Uralla Shire Council is a rural council and it recognises that good roads and the provision of transport infrastructure are an essential service to its Community and the principal infrastructure asset utilised by the Community and visitors alike for; commerce, lifestyle, access to work, health services and recreation. The road network is an integral part of everyday life of the Community.

Council, through the Engineering and Works Section maintains 961kms of roads (530kms of unsealed and 431kms of sealed roads). There are 820kms of local roads (516kms unsealed) and 141kms of regional roads (14kms unsealed). It was estimated that the required funding for re-sheeting of the unsealed road network over a 40 year circle would be \$265,000 (13.25kms) per annum and re-sealing of the sealed road network over a fifteen year circle would be \$718,250 (28.73kms) per annum together with normal maintenance of \$2,709,000 per annum for an annual total of \$3,692,000 of maintenance, re-sheeting and re-sealing

Recommendations in respect to construction and maintenance programmes are made to Council by the Works Committee. The minutes of this Committee are presented to Council through the Director of Engineering Services reports to each Council meeting.

Council aims at best practice in maintenance of its road asset. Council reseals no less than 7.5% (32 kms) of sealed roads per annum providing a 13 year renewal program, well within deterioration norms. Council uses a grader, water-cart and roller combination in its maintenance of unsealed roads and has introduced a re-sheeting program beginning at 12.8 kms (or 2.4%) in 2010/2011 rising through 33.3 kms (6.4%) in 2013/2014 to 52 kms (10.6%) in 2019/2020.

3.1. Road Construction and Maintenance (Continued)

The ten year financial plan 2010/2011 to 2019/2020 also has projected funding for 72 kms of sealing of unsealed roads to increase sealed roads to 503 kms and reducing the unsealed network to 458 kms, which will then be less than 50% of the total road network.

The total estimated cost of bringing public roads and associated structures to a satisfactory standard at 30 June 2010 was \$3,222,000 (2009 - \$2,820,000) with an estimated annual maintenance expense of \$2,709,000 (2009 - \$2,148,000) and an actual road, street and bridges maintenance for the 2009/2010 year (excluding administration charge, re-sheeting and re-sealing) of \$2,124,965.38.

Council has 32 Concrete/Steel and 6 Timber Bridges with 20 major culverts (between 6 and 20 metres in length). The six timber bridges are planned to be replaced as concrete bridges within the ten year financial plan by the year 2017/2018.

Council's bridges were re-valued at 30 June 2010, which will increase the annual depreciation for bridges to \$233,534.59 from the 2009/2010 amount of \$182,706.07.

3.2. Community Services

The Uralla Shire Council is an industry leader in the provision of Community Services, not only to residents of the Uralla Shire area but also to clients of Home and Community Care (HACC) and Community and Aged Care Packages (CACP), funded by the State and Federal Governments to clients from Caroonna in the Liverpool Plains Shire Council area to Boggabilla in the Moree Plains Shire Council area through the Tablelands Community Support Options Programme (TCSOP), Kamilaroi Ageing and Disability Services and Narrabri – Wee Waa Day Care Centre.

Council also owns and operates the McMaugh Gardens Aged Care Centre, a 36 bed facility, in Uralla and owns and provides rent free, to a Community owned company, the Grace Munro Aged Care facility in Bundarra, on a shared profit basis. Council auspices the Tablelands Community Transport (TCT) Service which provides transport to clients within the Armidale, Guyra, Uralla and Walcha areas as well as the Bundarra Neighbour Aid Service in Bundarra.

3.3. Public Health Services

Council regulates community activity in relation to various public health and environmental matters including food premises and hygiene, skin penetration businesses, hair and beauty salons, onsite waste water installations as well as responses to pollution incidents and related community education. Council also maintains a database of fire safety arrangements in premises open to the public.

3.4. Cultural and Educational Services

Council supports and participates in a range of annual celebrations including Australia Day, Youth Week, Seniors Week, International Women's Day, National Volunteer Week, Thunderbolt Festival and International Day of People with a Disability.

The Uralla Memorial Hall is managed for Council by the Uralla Neighbourhood Centre and bookings can be made through that organisation by phoning (02) 6778 3277 on Monday, Wednesday and Friday by fax on (02) 6778 3868 or the after hours number 0422 707 380.

The Bundarra School of Arts Hall is operated for Council by the Bundarra School of Arts, Tourism, Caravan Park and Rural Transaction Centre Management Committee. Bookings and information on the use of the hall and its facilities can be made through Kim Harvie on (02) 6723 7040.

The Uralla Community Centre is a modern facility with large and small meeting rooms with kitchen facilities. Contact can be made through the part time organiser by phone numbers (02) 6778 3503 or (02) 6778 3277. Photos of the facilities and details of costs can be seen on Council's website: <http://www.uralla.local-e.nsw.gov.au/community/1002/1005.html>

All halls are available for hire by members of the Community upon booking and payment of the appropriate fees.

3.5. *Sporting and Recreational Services*

The majority of active sporting grounds within the Uralla Shire council area are owned and operated by the sporting clubs involved. Council does however provide a sporting complex opposite the Uralla Golf Club and cricket field and skateboard park at Hampden Park near the Uralla Railway Station.

Council provides many passive and active recreation parks and reserves with the town and villages of the Shire, including the award winning Alma Park, Pioneer Park, Porter Park, Gilmour Park, Fuller Park and the Mount Mutton Walking Track and Lookout in Uralla and the Nature Park in Bundarra.

3.6. *Waste Removal, Treatment and Disposal Services*

Solid waste management service includes a weekly roadside collection and transportation of domestic and commercial waste, and recyclables. Garden waste is mulched for residents on a regular basis. These services are Council operated services.

Recyclable materials and waste are received at the Uralla Landfill Site and residents are encouraged to have recyclables sorted from incoming waste so that only residual waste is placed in the transfer vehicle to be disposed of in the landfill. Council is extending the Recycling area for the inclusion of a waste streaming facility to further improve the amount of recycling that is being achieved within the Uralla Shire Area by sorting recyclables from a dedicated one person recyclable vehicle and a fortnightly 240 litre recycling bin service.

Council has provided a separate section of the Recycling area to New England ComputerBank, a volunteer organisation that recycles computers and recovers recyclable material from e-waste so that only 3% of e-waste being received by ComputerBank is being deposited into landfill.

The Bundarra has a manned tip facility operating on limited hours. The Kingstown Waste disposal site is an unmanned, unregulated site. The local users are being advised that the continuation of the facility will depend upon responsible use of the facility.

Council is currently carrying out monitoring of the closed Kentucky landfill and developing a rehabilitation program so that the land can be returned to the traditional owners in as near pristine condition as possible.

3.7. *Water Sewerage and Drainage Works*

Council operates two Water Supply Schemes, one each for the townships of Uralla and Bundarra. Water is sourced from Kentucky Creek Dam for Uralla and from a pumping station located on the Gwydir River for Bundarra. The Dam on Kentucky Creek is subject to blue-green algae and action has been taken to reduce the severity and incidences of algae blooms. Council has joined the two water funds together for the calculation of the annual access charge. This has resulted in a modest increase for the larger number Uralla water customers and a significant reduction for the Bundarra water customers from 1 July 2010.

The total estimated cost of bringing water supply infrastructure to a satisfactory standard at 30 June 2010 was \$189,000 (2009 - \$161,000) with an estimated annual maintenance expense of \$107,000 (2009 - \$81,000). The actual expenditure on water infrastructure maintenance (excluding administration charge) for the year ended 30 June 2010 was \$133,934.18.

Council operates one sewerage scheme being for the township of Uralla.

The total estimated cost of bringing sewer reticulation and treatment infrastructure to a satisfactory standard at 30 June 2010 was \$71,000 (2009 - \$72,000) with an estimated annual maintenance expense of \$52,000 (2009 - \$36,000). The actual expenditure on water infrastructure maintenance for the year ended 30 June 2010 (excluding administration charge) was \$84,204.82.

The possible sewer servicing of the township of Bundarra was the subject of a Public Works Department Investigation Report in 1989. This study offered a number of alternatives including a common effluent scheme. The current estimated costs of \$3 million making it affordable, for this small community, only if 100% capital funding is secured.

3.7 Water Sewerage and Drainage Works (Continued)

The Council's constructed stormwater drainage infrastructure is performing within reasonable expectations, however there were areas of the town of Uralla where the drainage system had been identified as being inadequate. A number of drainage lines have had Gross Pollutant traps installed to remove litter and gravels.

The total estimated cost of bringing stormwater drainage infrastructure to a satisfactory standard is \$18,000 (2009 - \$2,000) with an estimated annual maintenance expense of \$18,000 (2009 - \$2,000). The actual expenditure on water infrastructure maintenance for the year ended 30 June 2010 (excluding administration charge) was \$34,195.73.

3.8. Development Approvals, Building Certificates and Orders

While the Regulatory Function of Council in respect to Development Approvals, Building Certificates and Orders is one which is not used on a regular basis by members of the public, except for developers, it is one that has a great impact on those members of the public when they do utilise the service, because it affects just what the owners can do with their properties. As the local planning authority, Council is responsible for the preparation of a wide range of plans, including the Local Environmental Plan (LEP), Development Control Plans (DCPs) and policies, which deal with the community's interaction with the built and natural environment.

Council, in meeting, is also the consent authority for the regulation of development activity in accordance with those plans and policies, according to the NSW Environmental Planning and Assessment legislation. This involves the assessment of proposals against a range of possible impacts on the environment and local amenity, as well as consideration of structural adequacy.

Council has a Manager of Planning and members of the public with development requirement should contact the Manager as early as possible in the process. The Uralla Shire Council has a proactive attitude to assisting members of the public in achieving their intention in respect to development application, building certificates and inspections, however there are rules that must be complied with to ensure compliance with plans for the area and quality of building.

3.9. Enforcement Functions

The principal council enforcement activity that impacts upon the members of the public is animal control. Council's Rangers are responsible for local law enforcement relating to the companion animal management, abandoned vehicles and stock control. The ranger service is a cooperative arrangement with the Armidale Dumaresq Council (ADC) with ADC contracting for the Uralla Shire Council ranging service. The Uralla Shire Council was joint contributor to the construction of the regional animal shelter and contributes to its operating expenses.

Complaints regarding companion animals can be made through Council's Customer Service officers on (02) 6778 6300 during officer hours or the after hours emergency number of 0427 784 982.

Another is debt collection; however Council has a preference to work with ratepayers, water consumers and other debtors who are finding it difficult to make the required payments. Council's revenue officer will assist in determining a suitable payment scheme and in calculating a suitable payment amount. Council has engaged the firm of S R Law to assist in the collection of debts that are overdue and for which no payment arrangement has been made or who have not maintained the agreed payment schedule.

3.10. Industrial (including Tourism) Development

Council encourages industrial (economic) development. There is a need to have economic and industrial development to provide for the further employment of the area's young people and for those who wish to settle within the Shires boundaries. While Council can not undertake works within a private development on private land, other than through fully recovered private works, it can assist by providing infrastructure works to the boundaries of such developments. It is the desire of the Uralla Shire Development Advisory Committee (USDAC), a committee of the whole of council, to facilitate, promote and encourage the economic development and growth throughout the Uralla Shire.

3.10. Industrial (including Tourism) Development (Continued)

Council funds the Visitor Information Centre and is committed to working with the tourism industry and businesses that benefit from tourism through tourism projects and activities. The Visitor Information Centre is the one of the first stop for many Visitors to the town of Uralla and it provides an insight into what the Region has to offer the tourist, traveller and visitor. It is conveniently located at 104 Bridge Street which is part of the New England Highway.

Council has recently launched a fresh new tourism website for the Uralla Shire area. The website can be viewed on www.uralla.com

3.11. Administrative Functions

In the main administrative functions have an indirect impact on the members of the public, although it is through Administration that members of the public express their needs, comments and complaints about services, regulatory and revenue functions of Council.

Governance

Governance comprises the Mayor, Councillors, General Manager and administrative support staff and has direct links with the public through consultation, meetings, scheduled forums and workshops. Councillors are a means of direct communication and support for various ongoing projects and local activities. In addition, Councillors carry out civic duties and make representations on behalf of members of the public.

Council Office, 32 Salisbury street, Uralla

This is Council's main administrative location and where the public generally come face to face with Council employees when seeking information, services or making payments.

This building is also used for council, committee and public meetings, those arranged by Council and those organised by members of organisations or members of the public. Community and government organisations make use of the various meeting rooms due to the central location and ease of access for members of the public. Council also offers the Community Centre, Hill Street, Uralla for meetings, functions and groups (refer to Section 3.4.).

Customer Services Section

Enquiries, requests, payments and lodgement of applications may all be made with the Customer Services Centre. Customer Service provides face to face and telephone services. Payments to Council can also be made via Post Bill Pay, at your local post office, BPay or Electronic Funds transfer through your bank. Customer Services and Reception is open from 9.00 am to 4.30pm on ordinary weekdays.

Records Management Section

Council records incoming, outgoing and internal correspondence in an electronic records management system (TRIM) refer to Section 5.2 of this document. Council commenced using this system in 2007. Prior to 2007 the filing system was a manual paper based system and all records prior to June 2007 have been sent to Advanced Document Service, Orange, NSW. Documents stored with this facility have excellent retrieval times for accessing and delivery.

Council records are State records and as such, Council is the keeper and custodian of the records, and must ensure that all records are recorded, stored, and disposed of in accordance with the State Records Act 1998.

Records are created on a daily basis, electronically and manually, by council employees and the public. Within the constraints of the Government Information (Public Access) Act 2009, the Local Government Act 1993 and the Privacy and Personal Information Protection Act 1998, members of the public are entitled to view many of the records held by Council.

3.11. **Administrative Functions (Continued)**

Corporate Support

The functions affecting members of the public in this unit are the preparation and distribution of the Agenda and Minutes for Council's monthly meetings, Council's Annual Report, Management Plan and the public exhibition of various documents seeking submissions from the Community. The Customer Service Officers and Public Officer responsibilities lie within this section, providing support for Public Access to government Information, Privacy and Personal Information Protection, as well as providing assistance to members of the Community seeking information from Council relating to Council's business activities.

3.12. **Other Acts**

In addition to the Local Government Act 1993 and the Government Information (Public Access) Act 2009, Council has powers and responsibilities under a number of other Acts, including:

Anti Discrimination Act 1977 (NSW)	Maritime Services Act 1935
Animal Research Act (NSW) 1985	National Parks and Wildlife Act 1974
Building Professionals Act 2005	Native Title Act 1993 (Commonwealth)
Catchment Management Authorities Act 2003	Native Title (New South Wales) Act 1994
Child Protection (Prohibited Employment) Act 1998	Native Vegetation Act 2003
Child and Young Persons (Care and Protection) Act 1998	Noxious Weeds Act 1993
Civil Procedure Act 2005	Mine Health and Safety Act 2004
Commission for Children and Young People Act 1998	Occupational Health and Safety Act, 2000
Community Land Development Act 1999	Ozone Protection Act 1989
Companion Animals Act 1998	Pesticides Act 1999
Contaminated Land Management Act 1997	Pipelines Act 1967
Conveyancing Act 1919	Privacy Act 1988
Crimes Act 1900 (NSW)	Privacy and Personal Information Protection Act 1998
Crown Lands Act 1989	Protected Disclosures Act 1994
Dams Safety Act 1978	Protection of the Environment Operations Act 1997
Dangerous Goods Act 1975	Public Finance and Audit Act 1983
Disability Discrimination Act 1992 (Commonwealth)	Public Health Act 1991
Dividing Fences Act 1991	Public Works Act 1912
Electricity Safety Act 1945	Racial Discrimination Act 1975 (Commonwealth)
Electricity Supply Act 1995	Real Property Act 1900
Environmentally Hazardous Chemicals Act 1985	Recreation Vehicles Act 1983
Environment Protection and Biodiversity Conservation Act 1999 (Commonwealth)	Roads Act 1993
Environmental Planning and Assessment Act 1979	Rural Fires Act 1997
Evidence Act 1995	Rural Lands Protection Act 1998
Fire Brigades Act 1989	Sex Discrimination Act 1984 (Commonwealth)
Fisheries Management Act 1994	Soil Conservation Act 1938
Fluoridation of Public Water Supplies Act 1957	State Emergency and Rescue Management Act 1989
Food Act 2003	State Emergency Service Act 1989
Heritage Act 1977	State Records Act 1998
Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)	Strata Titles (Leasehold) Act 1986
Impounding Act 1993	Surveyors Act 1929
Independent Commission Against Corruption Act 1988	Swimming Pools Act 1992
Independent Pricing and Regulatory Tribunal Act 1992	Threatened Species Conservation Act 1995
Industrial Relations Act 1996 (NSW)	Trade Practices Act 1974 (Commonwealth)
Inspection Act 1901	Unclaimed Money Act 1995
Interpretation Act 1987	Waste Avoidance and Resource Recovery Act 2001
Land Acquisition (Just Terms Compensation) Act 1991	Waste Recycling and Processing Corporation Act 2001
Library Act 1939	Water Act 1912
	Water Industry Competition Act 2006
	Water Management Act 2000
	Workers Compensation Act 1987

4. HOW THE PUBLIC CAN PARTICIPATE IN COUNCIL'S POLICY DEVELOPMENT AND THE EXERCISING OF ITS FUNCTIONS

There are three ways in which the public may participate in the policy development and the general activities of Council. These are through representation, personal participation and through the community Group U3CF.

4.1. Representation

Local government in Australia has been established on the basis of representative government. The Councillors, who are elected by the Community, are considered representatives of the Community. Local Government elections in New South Wales are normally held every four years on the second Saturday in September.

All residents of voting age within the Uralla Shire Council area are required register to vote with the State Electoral commission. Owners of property within the Council area who live outside the area may apply to be registered as a voter on the Non-Residential Roll, for an upcoming Council election. The Non-Residential Roll is current for the specific election only and registration lapses after that election. Registered voters are entitled to nominate in the Local Government elections.

Voting by residents is compulsory in Council Elections and By-Elections.

Becoming a Councillor is a positive way of participating in the policy development and general activities of Council. Residents and ratepayers are also able to raise issues with and make representations through your elected Councillors. The Councillors may then pursue the matter on the residents' behalf, thereby allowing members of the public to influence the development of policy.

4.2. Personal Participation

There are also avenues for members of the public to personally participate in the policy making functions of the Council.

The Management Plan, Council Policies and significant documents and issues are publicly exhibited according to Local Government Act and related legislation. Other significant documents placed on public exhibition have included the Annual Budget, Annual Financial Statements and the State of the Environment Report. Notices of these public exhibitions are made in the Armidale Express, wherever possible in the Friday "Uralla Times" section, the monthly Council Newsletter delivered to every household in the Shire area and on Council's website.

During the public exhibition periods and before the Management Plans, Council Policies and significant issues are discussed at Council Meetings, members of the public are invited and encouraged to make written submissions, expressing their views.

During the 1 January to 31 May 2011 the most important public participation exercise will be the Community Consultation, within the Integrated Planning and Reporting Framework, to develop a Community Strategic Plan for adoption by Council by 30 June 2011. These Community Consultations will be followed by Public Hearings on the new Local Environment Plan that is currently being developed from the adopted New England Development Strategy.

Council meetings are held on the fourth Monday of each month commencing at 12.00 noon. The agenda for the meeting, in the form of the Business Paper, is prepared by the Wednesday prior to the meeting and is displayed on the website with hard copies on display at the Customer Services Reception area in the Council Office, the Uralla Library and at the General Stores in Bundarra, Invergowrie, Kentucky and Kingstown.

The most direct approach in public participation is to "Have Your Say" during the Council meeting. The "Have Your Say" section of the council meeting is immediately after the lunch adjournment of the meeting, commencing at 1.30 pm. To ensure the right to speak, on any issue, during the have your say session, an applicant must contact the General Manager's Executive Assistant on 6778 6303 on or before the Friday, 10 days prior to the scheduled Council meeting.

4.2. Personal Participation (Continued)

Unlisted speakers may request to speak on the day of the meeting; however the right to speak will be by resolution of Council and will depend upon the time available. Speakers are requested to limit their address to 5 minutes.

Council has established a number of Council Committees. The majority of these committees are principally of an advisory nature; that is recommendations of the Committee are considered by Council as advice and may or may not be acted upon. Members of the public can seek to be involved with Council Committees (Section 355 committees) that are Group C and Group F Committees in the list of Council Committees. The list is on display in Council's Customer Service area and the Uralla Library or it can be downloaded from Council's website http://www.uralla.local.e.nsw.gov.au/files/3608/File/Committees_of_Council_Reviewed_27_September_2010.pdf

There are three committees within Group F [Committees that have delegated authority to provide services and functions on behalf of Council (Section 355 committees)] that have been set up as Management Committees:

- The Australia Day Celebrations Management Committee.
- The Bundarra School of Arts, Caravan Park and Rural Transaction Management Committee.
- The Uralla Events Management Committee.

Committees are always looking for participants to carry out their delegated functions. From time to time Council will call for nominations to Committees through the monthly Council Newsletter.

4.3. U3CF Community Group

The residents of Uralla have a particularly unique vehicle to advise, influence and guide Council direction. This is a Community Group called the U3CF Group which meets on the last Thursday of the month in the Council Chambers commencing at 5.30 pm. Individual members of the public are invited to come along to the meetings and participate.

The group is a continuation of the Climate Change Consensus Forum formed in October 2008 to advise the State Government on Climate Change Adaptation and Mitigation issues in February 2009. The Uralla Shire Council, at its meeting of 15 December 2008 (Resolution 438/08) adopted all 40 recommendations made by the Uralla Climate Change Consensus Forum. The **Uralla Climate Change Consensus Forum** group continued to meet and provide Council's Environment Committee with recommendations in respect to Environmental issues. Since the original purpose for the group had been completed with the State Forum the name of the group was changed to the U3CF group. The group remains independent of Council, however provided Council with a direct Council/Community link that has developed over the time since March 2009.

The U3CF Group/Council collaboration received a Highly Commended Award for Public Participation Enhanced Decision Making in the Australasian 2009 Core Value Awards from the International Association for Public Participation (IAP2) Australasia.

5. WHAT KIND OF GOVERNMENT INFORMATION IS HELD BY THE URALLA SHIRE COUNCIL

5.1. General Comments

The Uralla Shire Council holds information in documents which relate to a number of different issues concerning the Council area. These documents are grouped into separate categories: Electronic Files, Physical Files, Active Files; Inactive Files; Policy Documents and General Documents.

5.2. *Electronic Files*

Council has operated with the "TRIM" Electronic Document and Records Management System since 2007. This system has meant that more information is kept electronically, making information more readily available to Council officers and public by requesting what is required in person at 32 Salisbury Street, Uralla, by writing to The General Manager, Uralla Shire Council, PO Box 106 Uralla, or by email to council@uralla.nsw.gov.au

5.3. *Physical Files*

While all correspondence and many documents are now generated as electronic documents and stored within the "TRIM" Electronic Document and Records Management System all documents generated prior to 2007 and a great number of documents created since that date are stored and maintained in physical files. Many of these files are working files compiled by staff in the undertaking of their duties. Access to information contained in working files will require a formal application as set out in Section 7.3 of this document.

5.4. *Active Files*

The main types of files that are held by Council include Corporate Files relating to specific subjects, Property Files, Engineering Files and Planning Development Files.

Members of the public who wish to peruse files and/or obtain a copy of documents contained on files should initially contact the Customer Service Centre, and if an issue of access arises, the Customer Services Officer will contact the Public Officer for clarification. If you have an enquiry regarding access to a Council file, you can make contact with the Council Officer with whom you are dealing, one of the Customer Service Officers or the Public Officer.

5.5. *Inactive Files*

Inactive files are those files which are no longer current, but are retained to provide a documented history of Council business. Some inactive files are subject to annual audit according to The General Disposal Authority for Local Government in NSW. Council's records also come under the State Records Act 1998. All Inactive Files are stored in either the Council's Archive Room, The Document Storage at Council's Uralla Works Depot, the Advanced Document Service Archive Facility at Orange, NSW or the Regional Repository of State Records (The University of New England, Armidale). Requests for access to Inactive Files will take longer to process than for Active Files.

5.6. *Policy Documents*

The Uralla Shire Council has adopted a set of Operating Policies. These Policies are adopted at a Council Meeting, following public exhibition and in some cases, after community consultation. The Policies are reviewed within twelve months of the ordinary election of council and are updated and amended regularly, with new Policies adopted as necessary.

Members of the public can download copies of the Operating Policies from Council's Website http://www.uralla.local-e.nsw.gov.au/files/3582/File/Uralla_Shire_Council_Operating_Policy_Amended_28_June_2010.pdf or obtain copies of the documents through an informal application by contacting the Customer Service Officers or the Public Officer (refer to Section 7.2).

The Table of Contents to the Operating Policies is Attachment C to this document.

5.7. General Documents

The Uralla Shire Council has general documents that are divided into four sections as outlined by the GIPA Regulations:

1. Information about Council
2. Plans and Policies
3. Information about Development Applications
4. Approvals, Orders and other Documents

Council has placed many of these documents on its website and these are listed in Sections 6.1 and 6.2 of this document.

6. WHAT KIND OF GOVERNMENT INFORMATION HELD BY COUNCIL THAT IS FREELY AVAILABLE

6.1. Documents Available for Inspection on Councils' website

Council make a number of documents freely available to Community members so that Members of the Public are able to obtain information about Council. Of these documents, those which are able to be downloaded from Council's website are:

- General Information about Council
- Annual Report
- Annual Financial Reports (with Annual Report)
- Auditor's Report (with Annual Report)
- Census 2006 as it refers to the Uralla Shire Council
- Climate Change Consensus Forum Case Study
- Community Services advice on McMaugh Gardens Aged Care Centre, Tablelands Community Support Options Program, Tablelands Community Transport, Kamilaroi Aged and Disabled Services, Bundarra Neighbour Aid Services.
- Community and Social Plan 2004 - 2009
- Council's Business Paper and Agenda for Open Meetings.
- Council's Minutes of Open Meetings of Council and Committees
- Code of Conduct
- Code of Meeting Practice
- Committees of Council listing
- Contaminated Lands
- Emergency Risk Management Plan
- Equal Employment Opportunity (EEO) Management Plan
- Heritage
 - Community Based Heritage Study
 - LEP – List of Significant Items
 - Myer's Heritage Study 1987
- Local Environmental Plan (LEP) 1988
 - Development Control Plans 1 to 7
 - The Planning Process
 - Planning Application Forms
 - Council's Division Decisions on planning matters
 - Decisions SEPP 1
 - Development Approvals Statistics (October 2008 to December 2008)
- Local Government Boundaries Commission Inquiry into the Minister's Proposal to amalgamate Armidale Dumaresq, Guyra Shire and Uralla Shire Councils
- Management Plans
- New England Draft Development Strategy
- NESAC Restructure Review
- NSW Housing Code
- Operating Policies
 - Internal Reporting Policy (Separate Document to Operating Policies)
- Pesticide Notification Plan

6.1 Documents Available for Inspection on Councils' website (Continued)

- Register of Delegations
- Rural Addressing
- Species Impact Study – 110 Devoncourt Road
- Strategic Review of Principal Activities and ten year Financial Plan 2010/2011 to 2019/2020
- Tradespersons List
- Vision 2020 Statement
- Waste (Garbage) and Recycling Collections
- Waste and Recycling Services
- Weight of Loads – Mid West Weight of Loads
- Previous year's Statement of Affairs, Summary of Affairs - Freedom of Information Act 1989.

As the above documents are available on the website, Council will provide hard copies of these documents for the cost of photocopying.

6.2 Documents not yet available for Inspection on Councils' website

The information contained within the following documents is also freely available, however at the present time the documents have not been loaded onto the Council's website.

- Disclosure Log – Government Information (Public Access) Act 2009.
- Open Access information not released on the Basis of an Overriding Public Interest against Disclosure - Government Information (Public Access) Act 2009.
- Contracts Register – Class 1 Contracts over \$150,000
- Contracts Register – Class 2 Contracts over \$150,000 plus requirements.
- Contracts Register – Class 3 Contracts over \$5,000,000
- Development Applications Register
- Leases and Licences for Use of Public Land Classified as Community Land
- Plans of Management for Community Land
- Register of Public Land
- Register of Investments
- Returns of the Interests of Councillors, Designated Persons and Delegates
- Returns as to Candidates' Campaign Donations
- Records of Approvals Granted and Decisions Made on Appeals Concerning Approvals
- Records of Construction Certificates
- Plans of Land Proposed to be Compulsorily Acquired by the Council
- The register of public works kept in accordance with Section 67(2).

Council is currently reviewing the above documents as well as a number of general documents that are prepared in the course of undertaking Council business and evaluating which documents will be placed upon the new Council website to provide as wide an access to council information as is possible.

7. HOW MEMBERS OF THE PUBLIC MAY ACCESS DOCUMENTS AND HOW CAN THEY HAVE COUNCIL DOCUMENTS CONCERNING THEIR PERSONAL AFFAIRS AMENDED

7.1 Access to Documents

The Uralla Shire Council has a vast range of documents that can be accessed by the public. This access can be either by Informal or Formal Applications. The GIPA Act Section 72 sets out that:

- (1) Access to government information in response to an access application may be provided in any of the following ways:
 - (a) by providing a reasonable opportunity to inspect a record containing the information,
 - (b) by providing a copy of the record containing the information,
 - (c) By providing access to a record containing the information together with such facilities as may be necessary to enable the information to be read, viewed or listened to (as appropriate to the kind of record concerned),

7.1 Access to Documents (Continued)

- (d) by providing a written transcript of the information in the case of information recorded in an audio record or recorded in shorthand or other encoded format.
- (2) The agency must provide access in the way requested by the applicant unless:
 - (a) to do so would interfere unreasonably with the operations of the agency or would result in the agency incurring unreasonable additional costs, or
 - (b) to do so would involve an infringement of copyright, or
 - (c) there would be an overriding public interest against disclosure of the information in the way requested by the applicant.

The cost of application, processing, internal review fees and photocopying and printing costs are listed in the Schedule of Fees and Charges on page 27 of Volume 2 of the 2010/2011 Management Plan (Revenue Policy). http://www.uralla.local-e.nsw.gov.au/files/3137/File/Volume_2.pdf

Most documents can be inspected at the Council Offices, 32 Salisbury Street, Uralla between 9.00am and 4.30pm Monday to Friday (except Public Holidays). . Alternatively copies of documents can be requested by writing to PO Box 106 Uralla NSW 2358 for posting or personal collection from the Council Administration Office Reception.

7.2. Informal Application

The Uralla Shire Council will attempt, in the first instance, to satisfy requests for access to Public Information on an informal basis. This is the easiest and quickest approach. Requests should be made to either Council's Customer Service Officers or to the Public Officer (refer to Section 9 below). The Customer service Officers may need to ascertain if the information is freely available or at a cost for the time and photocopying of the relevant document.

7.3. Formal Application

When the information has personal information or by its nature is one that the Customer Service Officers or the Public Officer can not readily provide through an informal request the request will need to be made through the formal process.

The Member of Public will need to complete the "Application for Formal Access to Council Information" accompanied by the fee as set out in Council's Fees and Charges (refer 7.1 above). The application will then be dealt with in accordance with Part 4 of the GIPA Act and Council will determine the application within 20 working days. There is a provision for an extension of a further 15 working days when circumstances permit, however most applications will be completed within the shorter period.

A person who makes a formal access application has a legally enforceable right to be provided with the information requested, in the manner requested, unless there is an overriding public interest against disclosure. The process of accessing information is set out in Section 7.1 of this document.

Section 73 of the GIPA Act also ensures that the access to the information is unconditional. Council can not place any conditions upon the release of the information if access is provided. Council can only apply conditions in respect to taking of notes from or taking copies of a record that is made available for inspection or to restrict the provision of medical or psychiatric information to a medical practitioner nominated by the applicant.

A formal request can be refused if it satisfies the Public Interest Test against Disclosure. Schedule 1 (pages 58 to 64) to the GIPA Act 2009 sets out Information for which there is conclusive presumption of overriding public interest against disclosure.

7.3 *Formal Application (Continued)*

In coming to a decision on whether there is an Overriding Public Interest against Disclosure the Public Officer or General Manager will take the following three steps:

1. Indentify the relevant public interest considerations for disclosure
2. Identify any relevant public interests against disclosure
3. Assessing whether the public interest against disclosure outweighs the public interest in favour.

Should the applicant not agree with the decision of an officer of Council to not provide access to information the applicant may lodge either an internal review application or take the matter to the Office of the Information Commissioner.

The form of the “Formal Access to Information Request” is Attachment D to this document.

The form of the “Internal Review of Decision Request” is Attachment E to this document.

7.4. *Amending Council Documents concerning their Personal Affairs*

The Uralla Shire Council wishes to have its records and information maintained accurately and correctly. Therefore should any person discover that information concerning their personal affairs is not correctly or accurately recorded Council will make the necessary alterations on the receipt of written, supported advice.

The single area that Council cannot automatically make changes is in respect to the recording of the ownership of land in Council Rates Records. Should a person believe that the Council’s information is incorrect in respect to the ownership of land in Council’s Rating Records, please contact Council’s Rates Officer on 6778 6300 and the information will be checked by a title search or through an inquiry to the Department of Lands and alterations will be made if the Council records are incorrect.

8. PUBLIC OFFICER OF THE URALLA SHIRE COUNCIL

8.1. *Public Officer*

The General Manager of the Uralla Shire Council has designated, in accordance with Section 342 of the Local government Act, the Director Administrative Services, Mrs Jane Michie, Public Officer for the Uralla Shire Council.

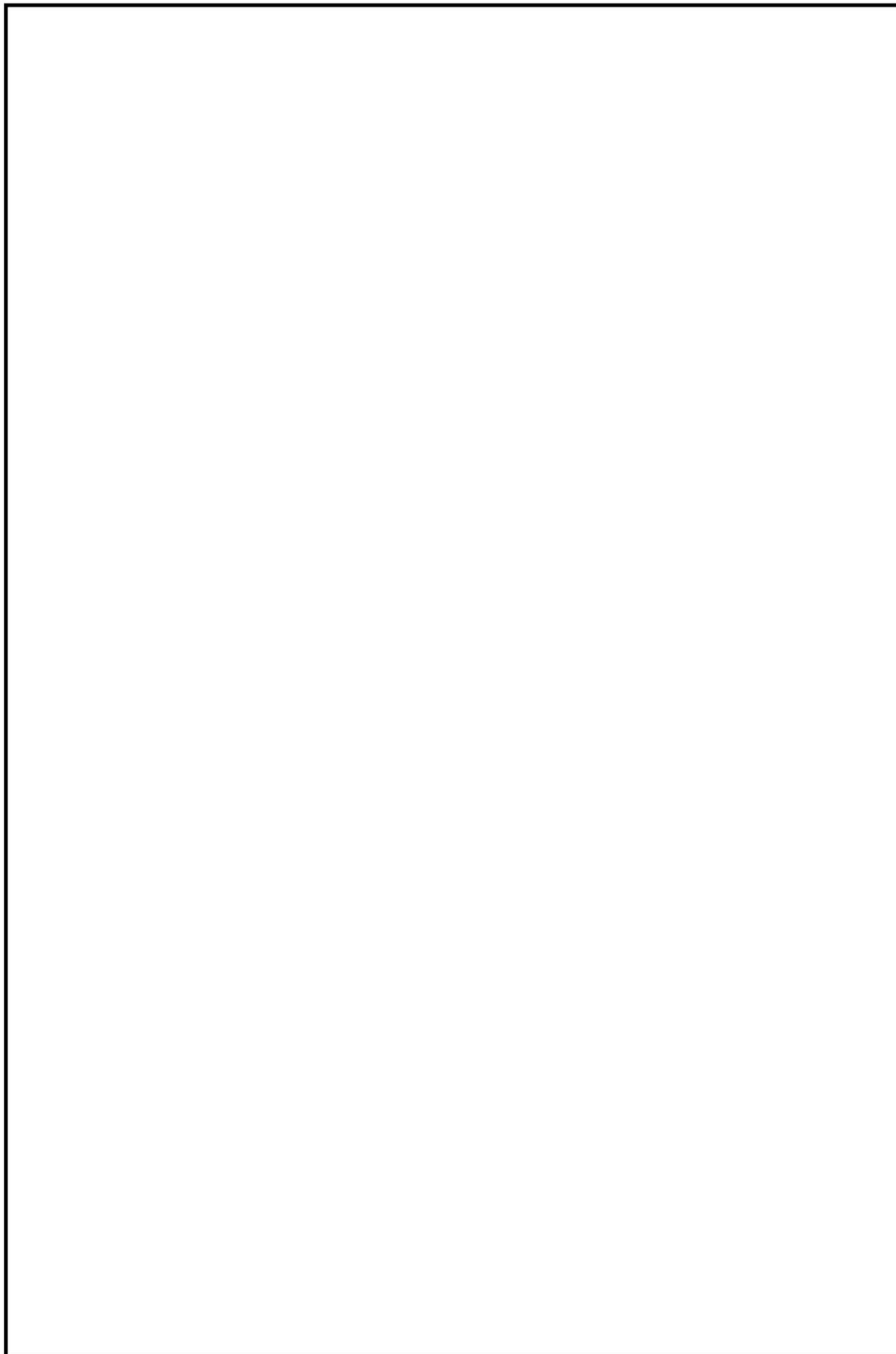
8.2. *Duties of the Public Officer*

Section 343 of the Local Government Act sets out the functions of the public officer as:

- may deal with requests from the public concerning the council’s affairs
- has the responsibility of assisting people to gain access to public documents of the council
- may receive submissions made to council
- may accept service of documents on behalf of council
- may represent the council at any legal or other proceedings
- has such other functions as may be conferred or imposed on the public officer by the general manager or by or under this Act.

8.3. *Determination of Access to Documents or Amendment of Records*

The public Officer is the officer, other than the General Manager, who is authorised to grant access to documents or approve amendment to records under process outlined in Section 7 above.



URALLA SHIRE COUNCIL

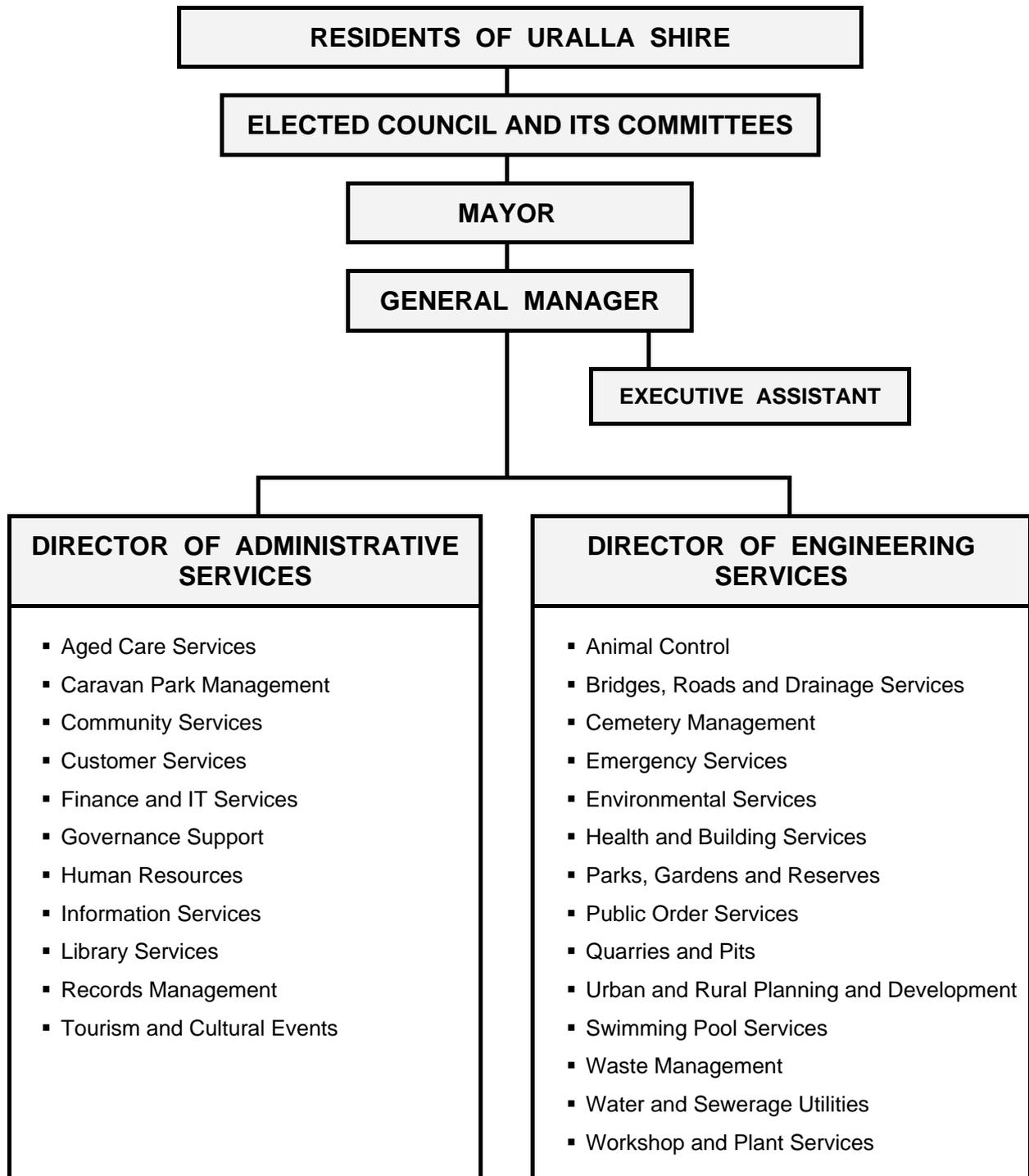
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ATTACHMENT A

URALLA SHIRE COUNCIL CORPORATE STRUCTURE

URALLA SHIRE COUNCIL CORPORATE STRUCTURE



URALLA SHIRE COUNCIL

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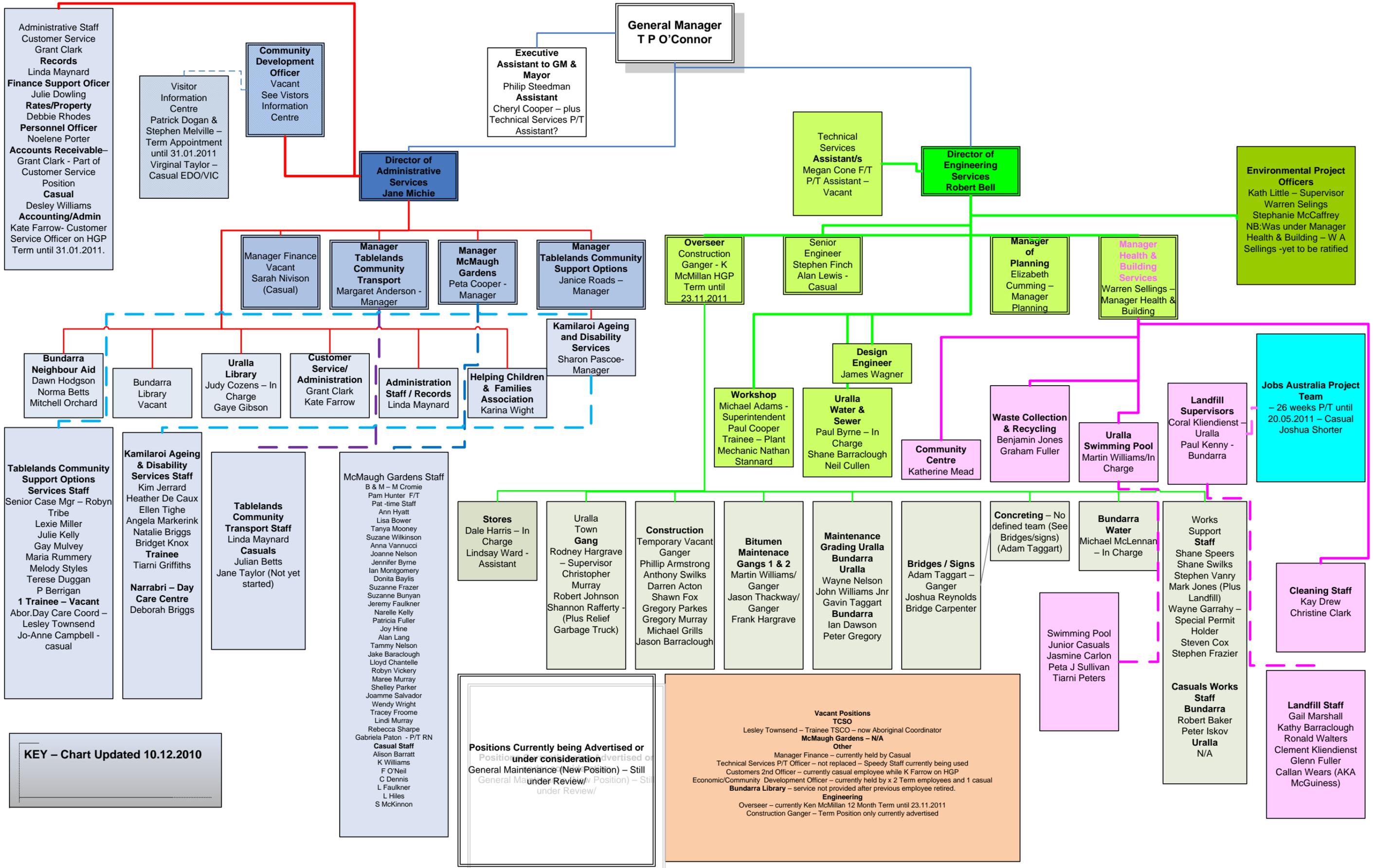
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ATTACHMENT B

**URALLA SHIRE COUNCIL ORGANISATIONAL
RESOURCE STRUCTURE**

Uralla Shire Council

Organisational Structure



KEY - Chart Updated 10.12.2010

Positions Currently being Advertised or under consideration
 Position currently advertised or under Review/
 General Maintenance (New Position) - Still under Review/
 General Maintenance (New Position) - Still under Review/
 General Maintenance (New Position) - Still under Review/

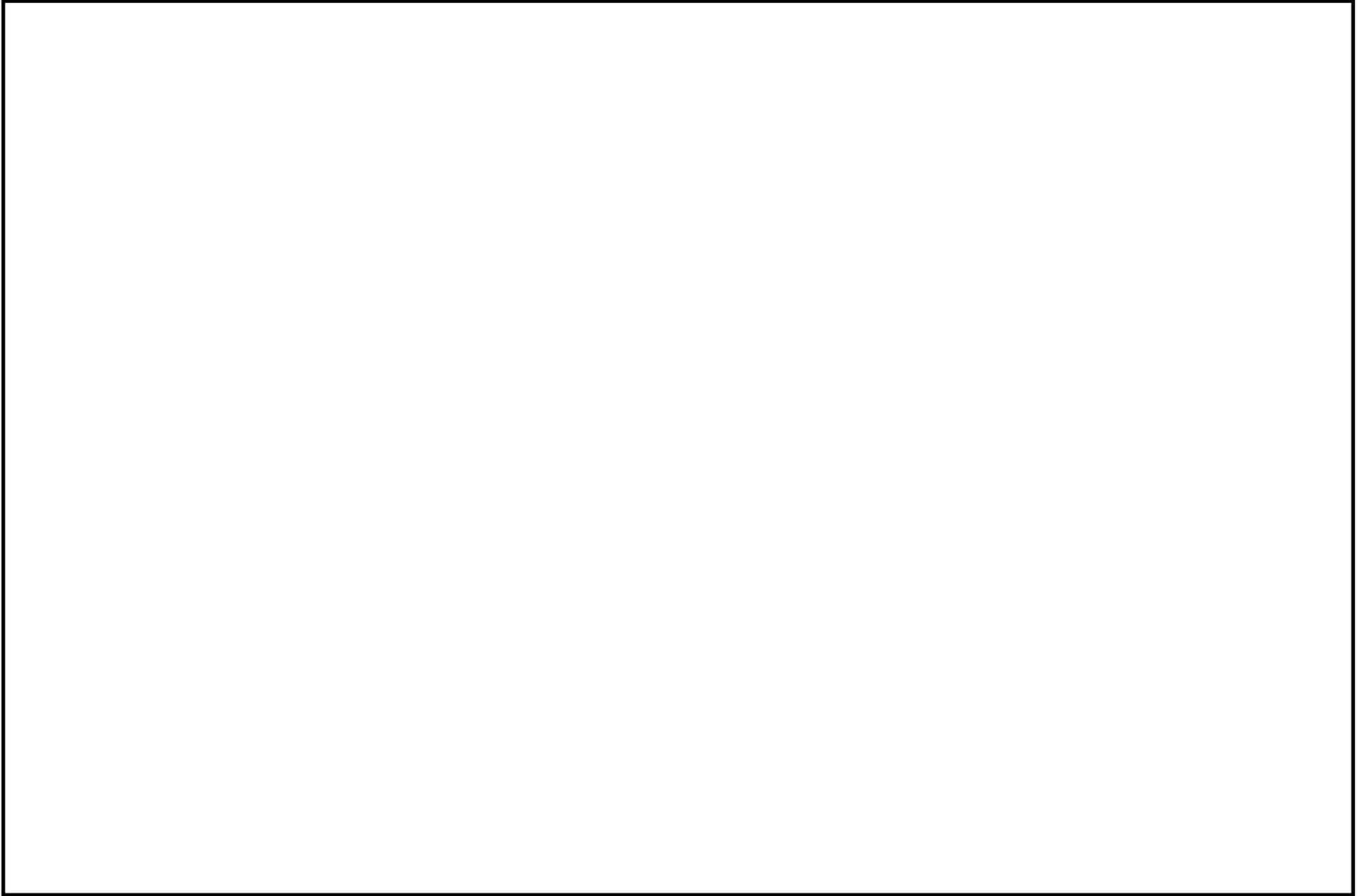
Vacant Positions
 TCSO
 Lesley Townsend - Trainee TCSO - now Aboriginal Coordinator
 McMaugh Gardens - N/A
 Other
 Manager Finance - currently held by Casual
 Technical Services P/T Officer - not replaced - Speedy Staff currently being used
 Customers 2nd Officer - currently casual employee while K Farrow on HGP
 Economic/Community Development Officer - currently held by x 2 Term employees and 1 casual
 Bundarra Library - service not provided after previous employee retired.
 Engineering
 Overseer - currently Ken McMillan 12 Month Term until 23.11.2011
 Construction Ganger - Term Position only currently advertised

McMaugh Gardens Staff
 B & M - M Cromie
 Pam Hunter F/T
 Pat - time Staff
 Ann Hyatt
 Lisa Bower
 Tanya Mooney
 Suzane Wilkinson
 Anna Vannucci
 Joanne Nelson
 Jennifer Byrne
 Ian Montgomery
 Donita Baylis
 Suzanne Frazer
 Suzanne Bunyan
 Jeremy Faulkner
 Narelle Kelly
 Patricia Fuller
 Joy Hine
 Alan Lang
 Tammy Nelson
 Jake Barraclough
 Lloyd Chantelle
 Robyn Vickery
 Maree Murray
 Shelley Parker
 Joamme Salvador
 Wendy Wright
 Tracey Froome
 Lindi Murray
 Rebecca Sharpe
 Gabriela Paton - P/T RN
Casual Staff
 Alison Barratt
 K Williams
 F O'Neil
 C Dennis
 L Faulkner
 L Hiles
 S McKinnon

Tablelands Community Transport Staff
 Linda Maynard
Casuals
 Julian Betts
 Jane Taylor (Not yet started)

Kamilaroi Ageing & Disability Services Staff
 Kim Jerrard
 Heather De Caux
 Ellen Tighe
 Angela Markerink
 Natalie Briggs
 Bridget Knox
Trainee
 Tiarni Griffiths
Narrabri - Day Care Centre
 Deborah Briggs

Tablelands Community Support Options Services Staff
 Senior Case Mgr - Robyn Tribe
 Lexie Miller
 Julie Kelly
 Gay Mulvey
 Maria Rummery
 Melody Styles
 Terese Duggan
 P Berrigan
1 Trainee - Vacant
 Abor.Day Care Coord - Lesley Townsend
 Jo-Anne Campbell - casual



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ATTACHMENT C

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Those Policies with the Resolution No 265/97 were subject to a review by Council at its Meeting held on 23 June 1997.

Those Policies with the Resolution No 452/03 were subject to a review by Council at its Meeting held on 22 September 2003.

Those Policies with the Resolution Nos 52/05 and 64/05 were subject to a review by Council at its Meeting held on 28 February 2005.

Those Policies with the Resolution No. 94/05 were subject to a review by Council at its Meeting held on 21 March 2005.

Those Policies with the Resolution No. 387/06 were subject to a review by Council at its Meeting held on 23 October 2006.

Those Policies with the Resolution No. 419/09 were subject to a review by Council at its Meeting held on 28 September 2009.

Those Policies with the Resolution No. 221/10 were subject to a review by Council at its Meeting held on 28 June 2010.

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ATTACHMENT D

**FORMAL ACCESS TO INFORMATION REQUEST
FORM**



Government Information (Public Access) Act 2009 ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Right to Information Officer on 02 6778 6300.

1. APPLICANT'S DETAILS

Company Name.....

Surname..... Given Names

Postal address..... Postcode:

Telephone..... Mobile.....

Fax Number.....

Email.....

I agree to receive correspondence at the above email address.

2. GOVERNMENT INFORMATION

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, the agency may refuse to process your application.

.....
.....
.....
.....
.....
.....
.....
.....
.....

Are you seeking personal information? **Yes / No**

Form of access

How do you wish to access the information?

- Inspect the document(s) A copy of the document(s)
- Access in another way (please specify)

3. APPLICATION FEE

I attach payment of the **\$30 application fee** by cash / cheque / money order (circle one).

(Note: please do NOT send cash by post)

4. DISCLOSURE LOG

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

Do you object to this? **Yes / No**

DISCOUNT IN PROCESSING CHARGES

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

Financial hardship – please attach supporting documentation (eg a pension or Centrelink card).

AND / OR

Special benefit to the public – please specify why below:

.....
.....

Applicant's signature:

Date:

Please post this form or lodge it at:

Uralla Shire Council
32 Salisbury Street
PO Box 106
URALLA NSW 2358

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: www.oic.nsw.gov.au

Office use only

Date application received:

File reference:

URALLA SHIRE COUNCIL

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ATTACHMENT E

**INTERNAL REVIEW OF DECISION REQUEST
FORM**



Government Information (Public Access) Act 2009

INTERNAL REVIEW APPLICATION

This form should be used if you wish to apply for internal review of a decision made under the *Government Information (Public Access) Act 2009*.

You must lodge this form with us **within 20 working days** after notice of the decision was given to you.

If you need help in filling out this form, please contact the Public Information Officer on 02 6778 6300.

1. APPLICANT'S DETAILS

Company Name.....

Surname..... Given Names.....

Postal address..... Postcode.....

Telephone..... Mobile.....

Fax Number.....

Email.....

I agree to receive correspondence to the above email address.

2. DECISION DETAILS

Decision to be reviewed

Date of decision.....

File reference

Applicant's signature:

Date:

3. APPLICATION FEE

Please include your application fee of **\$40** when you post this form or lodge it at:

Uralla Shire Council

32 Salisbury Street

PO Box 106

URALLA NSW 2358

Office use only

Date application received:

File reference:

