



URALLA SHIRE COUNCIL

BUSINESS AGENDA

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.

ORDINARY COUNCIL MEETING

28 June 2022

Commencing at 4:00pm



Kate Jessep
GENERAL MANAGER

UINT/22/2489

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- 3 ACKNOWLEDGEMENT OF COUNTRY**
- 4 WEBCAST INFORMATION**
- 5 APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**
- 6 DISCLOSURES & DECLARATIONS OF INTEREST**
To be table at the Meeting.

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING OF COUNCIL HELD 24 MAY 2022

MINUTES of

ORDINARY MEETING OF COUNCIL

Held on 24 May 2022 at 9:30am

Attendance at Meeting:

Councillors:

- Cr R Crouch (Deputy Mayor) (Chair)
- Cr T Bower
- Cr S Burrows
- Cr L Doran
- Cr B McMullen
- Cr T Toomey

Apologies:

- Mayor Robert Bell
- Cr L Petrov
- Cr O'Connor

Staff:

- Ms K Jessep, General Manager
- Mr S Paul, Chief Financial Officer/ Director Corporate Services – via Zoom
- Mr T Seymour, Director Infrastructure & Development
- Ms C Valencius, Director Community Services – via Zoom
- Ms N Heaton, Manager, Governance
- Mr M Clarkson, Manager Development & Planning
- Ms L Water, Corporate Accountant
- Ms W Westbrook , Minute Clerk

UNIT/22/6117

MINUTES

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UNCONFIRMED

1 OPENING & WELCOME

The chair declared the meeting opened at 9:30am.

2 PRAYER

The Chair recited the Uralla Shire Council prayer.

3 ACKNOWLEDGEMENT OF COUNTRY

The Chair read the acknowledgement of country.

4 WEBCAST INFORMATION

The Chair advised the meeting was recorded, with the recording to be made available on Council's website following the meeting and reminded attendees as that meeting not to make defamatory comments.

5 APOLOGIES & APPLICATION FOR LEAVE OF ABSENCES BY COUNCILLORS

The Chair advised receipt of an apology from Mayor Bell, Crs Petrov and O'Connor

The Chair advised receipt of a leave of absence from Cr Petrov.

The Chair advised Cr Toomey would be arriving shortly.

Moved: Cr Burrows /Seconded: Cr McMullen

That Mayor Bell & Crs Petrov and O'Connor apology be noted and that Cr Petrov's request for a leave of absence be approved.

For: Crs Bower, Burrows, Crouch, Doran, McMullen

Against: Nil

Absent: Cr Toomey

01.05/22 CARRIED

6 DISCLOSURES & DECLARATIONS OF INTERESTS

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING OF COUNCIL HELD 26 APRIL 2022

Cr Toomey arrived at meeting 9:37am.

MOTION Moved: Cr Doran /Seconded: Cr Burrows

That Council adopt the minutes of the Ordinary Meeting held 26 April 2022, with amendments

a) to 21.04/22 to insert the word Thunderbolt Way and the sections of road as per the council report

b) page 9 delete under 10.4 points 1 & 2.

as a true and correct record.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

02.05/22 CARRIED

7.2 MINUTES EXTRAORDINARY MEETING HELD 10 MAY 2022

MOTION Moved: Cr Doran /Seconded: Cr McMullen

That Council adopt the minutes of the Extraordinary Meeting held 10 May 2022 as a true and correct record.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

03.05/22 CARRIED

7.1 MINUTES EXTRAORDINARY MEETING HELD 17 MAY 2022

MOTION Moved: Cr Toomey /Seconded: Cr Burrows

That Council adopt the minutes of the Extraordinary Meeting held 17 May 2022 as a true and correct record.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

04.05/22 CARRIED

8 TABLING OF REPORTS & PETITIONS

9 URGENT, SUPPLEMENTARY & LATE ITEMS/REPORTS OF BUSINESS

9.1 LATE REPORTS TO COUNCIL - Nil

9.2 URGENT ITEMS - Nil

9.3 SUPPLEMENTARY ITEMS - Nil

10 WRITTEN REPORT FROM DELEGATES - Nil

10.1 ACTIVITIES SUMMARIES

Councillors provided the opportunity to expand on significant activities/meetings they have attended for the month.

Motion Moved: Cr Burrows/ Seconded: Cr Doran

Council notes an administrative error in the Delegate Reports from Cr Burrows and Cr O'Connor (no Report) and Cr Burrows Delegate report be received.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

05.05/22 CARRIED

11 ITEMS PASSED IN BULK

The Chair sought and received the consensus of the meeting not to pass any items in bulk.

12 MAYORAL MINUTE - Nil

13 PUBLIC FORUM/PRESENTATIONS

13.1 SPEAKER 1: DR RACHELLE HERGENHAN – ITEM 15.1 DA-71-2021 UNE TULLIMBA FEEDLOT

The Chair introduced the Speaker.

The Speaker made a presentation to Council speaking for Item 15.1.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for Dr Hergenhan's presentation to Council.

14 REPORT OF COMMITTEES

14.1 FINANCE ADVISORY COMMITTEE MINUTES 10 MAY 2022

MOTION Moved: Cr McMullen /Seconded: Cr Burrows

That Council adopt the minutes of Finance Advisory Committee held on 10 May 2022 as a true and correct record and adopt the recommendations therein.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

06.05/22 CARRIED

14.2 AUDIT RISK & IMPROVEMENT COMMITTEE MINUTES 12 MAY 2022

MOTION Moved: Cr Toomey /Seconded: Cr Burrows

That Council receive the unconfirmed minutes of Audit Risk & Improvement Committee held on 12 May 2022.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

07.05/22 CARRIED

15 REPORTS TO COUNCIL

15.1 DA-71-2021 - 1831 TORRYBURN ROAD YARROWYCK - FEEDLOT EXPANSION

Minute Taker left the meeting at 10.13am.

MOTION Moved: Cr Doran /Seconded: Cr Bower

That Council approve Development Application 71/2021 at 1831 Torryburn Road, Yarrowyck for expansion of a cattle feedlot from 1,000 to 2,000 head subject to the following conditions:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

Please Note: A reference to the National Construction Code is a reference to that Code as in force on the date the application is made for the relevant:

- (a) development consent, in the case of a temporary structure that is an entertainment venue, or
- (b) construction certificate, in every other case.

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.

Erection of signs

Please Note: This does not apply in relation to:

- (c) building work, subdivision work or demolition work that is carried out inside an existing building, which does not affect the external walls of the building development consent, in the case of a temporary structure that is an entertainment venue, or
- (d) Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.
- (e) a complying development certificate issued before 1 July 2004 only if the building work, subdivision work or demolition work involved had not been commenced by that date.

2. 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 certifier 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.
3. 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

4. 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: So that the development proceeds in the manner proposed by the applicant and approved by Council.
5. 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.
6. The feedlot consent, as issued, is limited to accommodate a maximum of 2,000 head of cattle.

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

7. The proposed development is subject to the Uralla Shire Council Sections 7.11 and 7.12 Developer Contributions Plans. Section 7.12 contributions are required to be paid prior to the issue of a construction certificate, complying development certificate or a Section 68 approval for a manufactured home. Section 7.11 contributions are required to be paid quarterly unless otherwise specified.

Reason: So that appropriate contributions are paid towards infrastructure within the Shire.

8. An Operational Management Plan shall be submitted to the satisfaction of Council within eight months of the issue of this consent. This plan shall be based on matters raised in the Environmental Impact Statement together with the requirements of this consent (which take precedence) and shall outline how those recommendations would be managed, implemented and monitored. Items to be discussed in the Plan shall include but are not limited to:

- a) Biosecurity,
- b) Transport logistics and access management including wet weather road use protocols,
- c) Monitoring regimes for sustainable management of manure,
- d) Effluent and carcass disposal.
- e) Dust management
- f) Odour management
- g) A complaints mechanism
- h) Noise management
- i) Pest and vermin management,
- j) Any conditions of consent not otherwise included,
- k) Other best practice industry guidelines as relevant, and
- l) The conditions of the EPA license.

(Note: it will be necessary to update/amend the Operational Management Plan during the life of the development).

Reason: So that adequate environmental management of the proposal occurs.

9. A complaints process shall be implemented with six weeks of the issue of this consent. This complaints process shall be advised in writing to all properties located within 5km of the development site. The complaints process shall include, at minimum, the following:

- i. A 24 hr/7day a week phone number which is to be attended at all times during construction and operation of the facility;
- ii. A formal complaints register, which details the time and nature of the complaint, contact details for the complainant, action taken and feedback provided to the complainant. *Note: Council will supply to the operator any complaints received by the Council, for inclusion within the Register.*

As part of addressing any complaints, the Operations Management Plan shall be reviewed and, if necessary, amended to address the issues raised. Any amendments required to the plan, for example as a result of any complaints, shall be submitted to Council, which at all times shall be provided with up-to-date copies of all management plans. The complaints register is to be made available to Council or other regulatory authorities on request.

Should a pattern of complaints develop, physical control measures and / or work practice measures shall be implemented to address the issues of concern.

Reason: So that complaints are handled appropriately.

10. The applicant must ensure that the development complies with the General Terms of Approval from the NSW Environment Protection Authority (EPA) Notice No: 1618625 dated 17 May 2022 and any subsequent licences from EPA.

Reason: To provide for environmental sustainability and amenity management.

11. The operator shall not cause or permit the emission of offensive odours from the site, as defined under Section 129 of the Protection of the Environment Operations Act 1997. Should odour issues arise, Council may require that waste & manure management be modified to minimise impacts on neighbouring properties.

Reason: To provide for environmental sustainability and amenity management.

12. The operator shall carry out all reasonable and feasible measures to minimise dust generated by the development, including watering for dust suppression purposes.

Reason: To provide for environmental sustainability and amenity management.

13. The operator shall ensure that the noise generated by the operations on-site does not constitute offensive noise (as defined by the Protection of the Environment Operations Act 1997) at any private residential receiver.

Reason: To provide for environmental sustainability and amenity management.

14. The operator shall:

- a) Implement suitable measures to manage pests and vermin on site; and
- b) Inspect the site on a regular basis to ensure that these measures are working effectively, and that pests and vermin are not present on site in sufficient numbers to pose an environmental hazard.

Reason: To provide for environmental sustainability and amenity management.

15. The development shall, at all times, comply with industry best practice guidelines as may be updated from time to time. Any changes to best practice are to be incorporated in the Site Environmental Management Plan.

Reason: So that the proposed development meets best practice standards.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

16. The owner of the property is to ensure that any development is constructed:

- (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 buildings being erected in a location where it would be inappropriate.

17. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:-

Monday to Saturday 7.00 AM to 5.00 PM

Sunday & public Holidays No construction activities are to take place.

Reason: So that public amenity is not unduly affected by noise.

18. 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.

19. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification shall be kept on the Subject Site at all times and shall be readily available for perusal by any officer of Council or the PCA.

Reason: To ensure compliance with approved plans.

20. Run-off and erosion controls must be implemented before construction, and maintained to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
- (d) divert uncontaminated run-off around cleared or disturbed areas,
 - (e) erect a silt fence to prevent debris escaping into drainage systems or waterways,
 - (f) prevent tracking of sediment by vehicles onto roads,
 - (g) stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.

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

ADVISORY NOTES – GENERAL

21. The applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
22. 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.
23. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
24. 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 s4.55 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.
25. 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.
26. Prior to any works being undertaken within the road reserve, (including the footpath), a Section 138 of *Roads Act 1993* approval must be obtained from Council. Please contact Council to obtain an application form.

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

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

08.05/22 CARRIED

The Minute Taker returned to the meeting at 10.22am

15.2 COUNCIL SUBMISSION - OBJECTION TO NEOEN AUSTRALIA ENVIRONMENTAL IMPACT STATEMENT

MOTION Moved: Cr Burrows /Seconded: Cr Toomey

That Council resolve to make a submission on the Thunderbolt Energy Hub Stage 1 Environmental Impact Statement (EIS) to the Department of Planning, Industry and Environment lodging an objection on the following shortcomings in the document:

- I. The waste management plan should be further developed prior to the issue of consent.
- II. Decommissioning should be bonded and all associated infrastructure including underground cabling should be removed at this time.
- III. The sediment and erosion control plan should be further developed prior to the issue of consent.
- IV. The water source(s) for construction activities should be addressed prior to the issue of consent.
- V. Local wildlife groups should be engaged to assist with biodiversity mitigation.
- VI. Environmental impacts from road construction have not been adequately addressed.
- VII. A provisional decommissioning plan should be provided.
- VIII. Possible infrasound impacts should be addressed.
- IX. Possible use of smaller wind turbine generators has not been addressed.
- X. Request a hearing to be held locally by Department of Planning, Industry and Environment.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

09.05/22 CARRIED

The Chair called for and adjournment 10:30am.

The Chair resumed the meeting 10:40am.

15.3 CASH AT BANK AND INVESTMENTS

MOTION Moved: Cr McMullen /Seconded: Cr Burrows

That Council Note:

- i. The cash position as at 30 April 2022 consisting of cash and overnight funds of \$6,997,722 term deposits of \$12,812,458 totalling \$19,810,180 of readily convertible funds; and
- ii. The loan position as at 30 April 2022 totalling \$1,800,668; and
- iii. The projected unrestricted cash position as at 30 June 2022 totalling \$ 206,000.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

10.05/22 CARRIED

15.4 OPERATIONAL PLAN 2021-22 QUARTERLY PROGRESS REPORT AS AT 31 MARCH 2022

MOTION Moved: Cr Toomey /Seconded: Cr McMullen

That the 2021-22 Operational Plan Progress Report as at 31 March 2022 be noted; and

That Council receive advice about the effect of any actions not completed by 30 June 2022.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

11.05/22 CARRIED

15.5 QUARTERLY BUDGET REVIEW STATEMENT – THIRD QUARTER 2021-22 (MARCH 2022)

PROCEDURAL MOTION Moved: Cr Toomey /Seconded: Cr Doran

To move to Committee of the Whole.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

12.05/22 CARRIED

Councillors held a detailed discussion in committee regarding the report.

Cr McMullen left the meeting 11:47am

Cr McMullen returned to meeting 11:48am

PROCEDURAL MOTION Moved: Cr McMullen /Seconded: Cr Bower

To resume Standing Orders.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

13.05/22 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr Crouch /Seconded: Cr McMullen

That Council note the third quarter budget review summary for the 2021/22 financial year and adopt the adjustments to budget allocations.

PROCEDURAL MOTION Moved: Cr Toomey/ Seconded: Cr Doran

Lay item 15.5 on the table with advice to be provided to council on items 11 to 16 on page 166.

For: Crs Bower, Burrows, Doran, Toomey

Against: Crs Crouch, McMullen

Absent: Nil

14.05/22 CARRIED

The Chair called for an adjournment 12:07pm

The Chair resumed the meeting at 12:56pm

15.6 DRAFT COMMUNITY STRATEGIC PLAN 2022 – 2031

MOTION Moved: Cr McMullen /Seconded: Cr Toomey
That the *Community Strategic Plan 2022 – 2031* be adopted.

For: Crs Bower, Burrows, Crouch, McMullen, Toomey
Against: Cr Doran
Absent: Nil

15.05/22 CARRIED

15.7 DRAFT DELIVERY PROGRAM 2022-2026

MOTION Moved: Cr McMullen /Seconded: Cr Bower
That the Draft Delivery Program 2022 – 2026 be placed on public exhibition from 25 May 2022 to 22 June 2022 and if no submission are received that the Delivery Program be adopted.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey
Against: Nil
Absent: Nil

16.05/22 CARRIED

15.8 DRAFT OPERATIONAL PLAN, BUDGET, REVENUE POLICY AND FEES AND CHARGES FOR
2022-2023

PROCEDURAL MOTION Moved: Cr Toomey /Seconded: Cr Burrows
To move to Committee of the Whole.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey
Against: Nil
Absent: Nil

17.05/22 CARRIED

Councillors held a detailed discussion in committee regarding the report.

The Chair called for an adjournment at 1:32pm

The Chair resumed the meeting at 2:05pm

PROCEDURAL MOTION Moved: Cr Doran /Seconded: Cr Burrows
To resume Standing Orders.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey
Against: Nil
Absent: Nil

18.05/22 CARRIED

PROCEDURAL MOTION Moved: Cr Toomey /Seconded: Cr Doran
To Move into Closed Session under section 10A.2a

Reason: Discussing budget matters that may impact on personnel.

For: Crs Bower, Burrows, Crouch, Doran, Toomey

Against: Cr McMullen

Absent: Nil

19.05/22 CARRIED

PROCEDURAL MOTION Moved: Cr Doran / Second Cr Burrows

Move out of closed session

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against:

Absent:

21.05/22 CARRIED

PROCEDURAL MOTION Moved: Cr Doran / Second Cr Burrows

That the resolutions of the closed session become the resolutions of the open session except any portion resolved to remain in confidence.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against:

Absent:

22.05/22 CARRIED

The Chair outlined details of the discussion held in committee.

COMMUNICATION OF DECISION for Item 15.8

MOTION Moved: Cr Toomey /Seconded: Cr Doran

That:

- 1. the Draft Operational Plan 2022-23 including the draft budget, draft revenue policy and draft fees and charges be placed on public exhibition from 25 May 2022 to 22 June 2022 and that any operational considerations and submissions from the public be collated for Council consideration at the 28 June 2022 Ordinary Meeting of Council;**
- 2. concurrently, Council vote funds [quantum retained in confidence] to engage an independent financial expert to assist Council with the review of the draft budget to identify any further saving and revenue options for the 2022-23 budget including:**
 - a. the forecast fees and charges revenue**
 - b. kerbside collections optimum service delivery method**
 - c. optimised staffing costs**
 - d. retaining services within budget**
- 3. the notice for the public exhibition is to advise that Council will be undertaking the above steps both during the public consultation period and in the first quarter of the 2022-23 financial year; and**
- 4. that the quantum in part 2 remain in confidence.**

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against:

Absent:

20.05/22 CARRIED

15.9 DRAFT ASSET MANAGEMENT PLANS REPORT

MOTION Moved: Cr McMullen/Seconded: Cr Bower

That the gravel roads upgrade prioritisation community submissions and survey results be received and that the draft Asset Management Plans be received noting that they require further development over the next 6 months including:

- a. Review of changes from the previous draft (10 May Finance Advisory Committee Meeting version) to the current version; and
- b. Budget amounts compared with required maintenance amounts (e.g. Buildings AMP Table 7.1.3 and Graph 7.1.3.1).

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

23.05/22 CARRIED

15.10 DRAFT LONG TERM FINANCIAL PLAN (LTFP) 2022-2031

MOTION Moved: Cr Doran /Seconded: Cr Toomey

That the Council note that draft Long Term Financial Plan (LTFP) 2022-2031 is being prepared based on the draft 2022-23 budget and request that it be presented to an Extraordinary Meeting of Council (preferably no later than 31 May 2022) to enable 28 days public exhibition and adoption as soon as possible.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

24.05/22 CARRIED

15.11 DISABILITY INCLUSION ACTION PLAN 2022-2026

MOTION Moved: Cr McMullen /Seconded: Cr Burrows

That Council resolves to place the Draft Disability Inclusion Action Plan 2022-2026 on public display for 28 days and, if no submissions are received, adopt the plan.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

25.05/22 CARRIED

15.12 WORKS PROGRESS REPORT AS AT 30 APRIL 2022

MOTION Moved: Cr Bower/Seconded: Cr Burrows

That Council note the report for the works completed or progressed during April 2022, and works programmed for May 2022 and the attachment to the report be reissued to the website.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

26.05/22 CARRIED

15.13 BUNDARRA SEWERAGE SCHEME – PROJECT UPDATE REPORT – APRIL 2022

MOTION Moved: Cr McMullen /Seconded: Cr Doran

That Council note the Bundarra Sewerage Scheme Project Update Report for April 2022.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

27.05/22 CARRIED

15.14 2022-23 CROWN RESERVES IMPROVEMENT FUND PROGRAM (CRIF)

MOTION Moved: Cr Doran /Seconded: Cr Bower

That Council apply for \$95,000 in grant funding under the Crown Reserves Improvement Fund Program for planting and rehabilitation projects at Wooldridge Recreation and Fossicking Area Reserve (Crown reserve 91185) including rehabilitation to the beach area hampered by weeds.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

28.05/22 CARRIED

15.15 ADOPTION OF OPEN SPACE STRATEGY

MOTION Moved: Cr Doran /Seconded: Cr McMullen

That Council undertake an out of session review of the draft Uralla Shire Open Space Strategy with feedback provided by 30 June 2022 to enable a subsequent report to Council with possible amendments to enable adoption of the Strategy.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

29.05/22 CARRIED

15.16 RECONNECTING REGIONAL NSW GRANT OPPORTUNITY – COMMUNITY EVENTS PROGRAM

MOTION Moved: Cr Burrows /Seconded: Cr Doran

- I. That Council resolve to submit an application to apply for the allocated \$239,651 Reconnecting Regional NSW – Community Events Program as detailed in the report.**
- II. Should Council be awarded the Reconnecting Regional NSW – Community Events Program:**
 - a. the General Manager is authorised to execute the funding deed; and**
 - b. Councillor's Burrows, Bower, McMullen and the General Manager (or delegate) form a project steering group to engage with the local community and businesses to identify eligible projects/events.**

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

30.05/22 CARRIED

15.17 REGISTER RESOLUTIONS ACTIONS STATUS

Cr McMullen left the meeting 4:59pm

Cr McMullen returned to the meeting 5:01pm

MOTION Moved: Cr McMullen /Seconded: Cr Crouch

That Council note the Resolution Action Status as at 18 May 2022.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

31.05/22 CARRIED

16 MOTIONS ON NOTICE QUESTIONS WITH NOTICE

17 CONFIDENTIAL MATTERS

18 COMMUNICATION OF COUNCIL DECISIONS

[See Item 15.8](#) for Motion moved in Confidential Session.

19 CLOSURE OF MEETING

The meeting was closed at 5:05pm

20 COUNCIL MINUTES CONFIRMED

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



EXTRAODINARY MEETING OF COUNCIL | Number 1

Held at 4:00pm
31 May 2022

Councillors:

Cr R Crouch (Deputy Mayor- Chair)
Cr T Bower
Cr S Burrows
Cr L Doran
Cr B McMullen
Cr T Toomey

Apologies:

Mayor Robert Bell
Cr O'Connor
Cr L Petrov

Staff:

Ms K Jessep, General Manager
Mr S Paul, Chief Financial Officer/ Director Corporate Services
Mr T Seymour, Director Infrastructure & Development
Ms C Valencius, Director Community Services
Ms N Heaton, Manager Governance
Mr W Barr, Manager Civil Infrastructure
Ms W Westbrook, Executive Assistant (Minutes Clerk)

UINT/22/6435

MINUTES #1 & 2

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1 OPENING & WELCOME

The Chair declared the meeting opened at 4:00pm.

2 PRAYER

The Chair recited the Uralla Shire Council prayer.

3 ACKNOWLEDGEMENT TO COUNTRY

The Chair read the acknowledgement to Country.

4 WEBCAST INFORMATION

The Chair advised the meeting was audio recorded with the recording made available on Council's website following the meeting and reminded attendees to refrain from making defamatory statements.

5 APOLOGIES

MOTION Moved: Cr Bower / Seconded: Cr Burrows

That Mayor Bell, Crs Petrov and O'Connor apologies be noted.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

X09.05/22 CARRIED

6. DISCLOSURES & DECLARATION OF INTERESTS

7. PURPOSE

8. REPORTS TO COUNCIL

PROCEDURAL MOTION: Moved: Cr Toomey / Seconded: Cr Burrows

That 31 May 2022 Extraordinary Business Agenda number 2 item 8.1 Quarterly Budget Review Statement – Third Quarter 2021-22 (March 2022) be heard before 31 May 2022 Extraordinary Business Agenda number 1 item 8.1 Draft Long Term Financial Plan (LTFP) 2023-2032.

For: Crs Bower, Burrows, Crouch, McMullen, Toomey

Against: Cr Doran

Absent: Nil

X10.05/22 CARRIED

8.1. AGENDA NUMBER 2 – QUARTERLY BUDGET REVIEW STATEMENT – THIRD QUARTER 2021-22 (MARCH 2022)

MOTION Moved: Cr McMullen / Seconded: Cr Crouch

That Council note the third quarter budget review summary for the 2021/22 financial year and adopt the adjustments to budget allocations.

For: Crs Crouch, McMullen

Against: Crs Bower, Burrows, Doran, Toomey

Absent: Nil

LOST

FORSHADOWED MOTION Moved: Cr Doran/ Seconded: Cr Burrows

That Council approve item 16 in the Quarterly Budget Review Statement -Third Quarter (March 2022) report, on page 13 “unbudgeted water treatment plant maintenance expenditure - \$45,000” and lay the remaining items from the report on the table to be considered at an extraordinary meeting on 7 June 2022.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

X11.05/22 CARRIED

8.1 AGENDA NUMBER 1 - DRAFT LONG TERM FINANCIAL PLAN (LTFP) 2023-2032

MOTION Moved: Cr Doran / Seconded: Cr Bower

That Council lay the Draft Long Term Financial Plan (LTFP) 2023-2032 report on the table for consideration at an extraordinary meeting 7 June 2022.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

X12.05/22 CARRIED

9. CONFIDENTIAL REPORTS

PROCEDURAL MOTION Moved: Cr Doran/ Seconded: Cr Bower

To move into Closed Session of Council

This report is presented to the CLOSED section of the 31 May 2022 Extraordinary Council meeting under section 10A (2)(d)(i) of the Local Government Act (NSW) 1993.

- (1) 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:**
 - (d) commercial information of a confidential nature that would, if disclosed:**
 - (i) prejudice the commercial position of the person who supplied it.**

Reason for closing the agenda item: competitive procurement process.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

X13.05/22

CARRIED

REPORTS TO CLOSED SESSION

9.1 CONFIDENTIAL – SUPPLY AND LAY ASPHALT; VARIOUS ROADS, URALLA SHIRE COUNCIL - AWARD OF TENDER

MOVE TO OPEN SESSION

PROCEDURAL MOTION Moved: Cr Burrows / Seconded: Cr Bower

To return to Open Session of Council.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent:

X15.05/22

CARRIED

PROCEDURAL MOTION Moved: Cr Burrows / Second Cr Bower

That the resolutions of the closed session become the resolutions of the open session.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against:

Absent:

X16.05/22

CARRIED

10. COMMUNICATION OF COUNCIL DECISIONS

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr Doran / Seconded: Cr Burrows

That Council approve:

- i. the utilisation of Roadwork Industries Pty Ltd at their Schedule of Rates contract prices to carry-out asphalt works at King Street (Maitland Street to McMahon Street) and Uralla Street (Park Street to Salisbury Street), and to undertake additional asphaltting work around the school crossing upgrades at Park Street and Uralla Street for works up to \$208,240 (Excluding GST);
- ii. the utilisation of Roadwork Industries Pty Ltd at their Schedule of Rates contract prices to carry-out asphalt works at the school crossings at Park Street, Uralla; Wood Street, Uralla; and Bowline Street, Bundarra; for works up to \$94,622 (Excluding GST); and
- iii. the deferment of asphaltting of Dangar Street (from Mihi Street to Gostwyck Road) to a future road works program subject to available funding.

For: Crs Bower, Burrows, Crouch, Doran, McMullen, Toomey

Against: Nil

Absent: Nil

X14.05/22 CARRIED

11. CLOSURE OF MEETING

The meeting was closed at 5:21pm.

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



EXTRAODINARY MEETING OF COUNCIL

Held at 4:00pm
7 June 2022

Councillors:

Mayor Robert Bell (Chair)
Cr R Crouch (Deputy Mayor)
Cr T Bower
Cr L Doran
Cr O'Connor

Apologies:

Cr S Burrows
Cr T Toomey
Cr B McMullen
Cr L Petrov

Staff:

Ms K Jessep, General Manager
Mr S Paul, Chief Financial Officer/ Director Corporate Services
Ms C Valencius, Director Community Services
Ms N Heaton, Manager Governance (Minutes Clerk)

UINT/22/ 7164

MINUTES

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1 OPENING & WELCOME

The Chair declared the meeting opened at 4:02pm.

2 PRAYER

The Chair recited the Uralla Shire Council prayer.

3 ACKNOWLEDGEMENT TO COUNTRY

The Chair read the acknowledgement to Country.

4 WEBCAST INFORMATION

The Chair advised the meeting was audio recorded with the recording made available on Council's website following the meeting and reminded attendees to from making defamatory statements.

5 APOLOGIES

MOTION Moved: Cr Bower / Seconded: Cr O'Connor

That Crs Burrows, Toomey, McMullen and Petrov's apologies be noted.

For: Mayor Bell, Crs Bower, Crouch, Doran, O'Connor

Against: Nil

Absent: Nil

X01.06/22 CARRIED

6. DISCLOSURES & DECLARATION OF INTERESTS

Nil.

7. PURPOSE

8. REPORTS TO COUNCIL

8.1. QUARTERLY BUDGET REVIEW STATEMENT – THIRD QUARTER 2021-22 (MARCH 2022)

MOTION Moved: Cr Crouch / Seconded: Cr O'Connor

- I. That Council note the third quarter budget review summary for the 2021/22 financial year and adopt the remaining adjustments to budget allocations; and**
- II. That a report be provided on the Uralla Landfill leachate costs of the excess (overflow) transport and monitoring.**

For: Mayor Bell, Crs Bower, Crouch, O'Connor

Against: Cr Doran

Absent: Nil

X02.06/22 CARRIED

8.2 DRAFT LONG TERM FINANCIAL PLAN (LTFP) 2023-2032

MOTION Moved: Cr Crouch / Cr O'Connor

- I. That the draft Long Term Financial Plan (LTFP) be amended as follows:
 - a. Page 15 – delete 'attempting to' and change 'keep' to 'keeping'
 - b. Page 17 –first dot point delete 'on average are in the second quartile'
 - c. Page 18 – first dot point – delete 'transport'
 - d. Page 22 – delete references to 'living beyond means'
- II. That Council place the Long Term Financial Plan (LTFP) as amended on public display as required by the integrated planning and reporting framework, noting the following points in the public notice and as a foreword to the LTFP:-
 1. The draft LTFP is a tool for making long-term decisions, however, it is not a budget approval document.
 2. The draft LTFP has been prepared using the draft 2022/23 budget (currently on public exhibition, not yet endorsed). Council will continue to work on a LTFP that will be reflective of the community's desired service levels and mindful of the community's capacity to pay.
 3. That Council is committed to continuing to work on forward budget improvements by:
 - a) a review of the draft budget to identify further savings and revenue options for 2022/23 and forward years;
 - b) organisation-wide service review (desktop benchmarking);
 - c) further development of the asset management plans
 4. That Council will need to endorse asset management plans in order to adopt a refined LTFP framework in the next 12 months which is reflective of the community's desire for asset performance and which will replace the current LTFP 2023-2032; and
- III. That the Budget documents forwarded to Councillors as "Confidential" be made publicly available on Council's website.

For: Mayor Bell, Crouch, O'Connor

Against: Crs Bower, Doran

Absent: Nil

X03.06/22 CARRIED

9. CONFIDENTIAL REPORTS

Nil

10. COMMUNICATION OF COUNCIL DECISIONS

Nil

11. CLOSURE OF MEETING

The meeting was closed at 4.52pm.

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

UNCONFIRMED

8 TABLING OF PETITIONS

9 URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS

9.1 LATE REPORTS TO COUNCIL

9.2 URGENT ITEMS

9.3 SUPPLEMENTARY ITEMS

10 WRITTEN REPORTS FROM DELEGATES

10.1 WINTERBOURNE WIND FARM COMMUNITY CONSULTATIVE
COMMITTEE DELEGATE REPORT



REPORT:

On the evening of 2 May 2022, I attended the sixth meeting of the Winterbourne Wind Farm Community Consultative Committee in Walcha.

The minutes of the meeting and copies of presentations made to the meeting are able to be found here:

[Downloads » Winterbourne Wind \(winterbournewindfarm.com.au\)](#) Under community consultative committee.

Mike Young, Energy Corporation of NSW, provided a presentation describing EnergyCo's key functions and progress in delivering the REZs. Mike explained the access fee process and that a portion of these funds would be specifically allocated to "community and employment purposes". He also outlined the proposed development of new transmission lines for New England.

Doug Landfear, Winterbourne Windfarm Project Director, and Murray Curtis, Environmental Resource Management, made a comprehensive presentation addressing developments and progress since the last CCC meeting. They particularly addressed biodiversity studies, and other projects relating to the EIS development. The details are outlined in the minutes that can be accessed on the above link.

There was particular interest in community consultation and the potential impact on council infrastructure during development.

Cr Bob Crouch

Submitted 14/05/2022

10.2 COUNTRY MAYORS RURAL HEALTH FORUM REPORT

REPORT:

On 26 May Our General Manager and I attended the Country Mayors Rural Health Forum in Sydney. This forum was held in conjunction with the Country Mayors Association meeting. This forum was organised by Country Mayors Association to consider the recommendations of the Legislative Council report into “Health outcomes and access to health and hospital services in rural, regional and remote NSW”. The report can be found at:

<https://www.parliament.nsw.gov.au/lcdocs/inquiries/2615/Report%20no%2057%20-%20PC%202%20-%20Health%20outcomes%20and%20access%20to%20services.pdf>

The forum was addressed by:

1. Jamie Chaffey Mayor of Gunnedah:
 - a. There is clear inequity between city and rural and regional health
 - b. There are considerable and growing financial barriers to GP practising in the country
2. The Hon Bronwyn Taylor, Minister for Women, Minister for Regional Health, and Minister for Mental Health and Deputy Leader of The Nationals:
 - a. If it was an easy fix, it would have been fixed
 - b. Surveys indicate 95% of hospital patients had a positive experience
 - c. Issues with aged care services in small rural centres closing
 - d. Virtual health care and management is developing in importance
3. Ryan Park, Shadow Minister for Health:
 - a. Health boards must be better engaged with the community
4. Richard Colbran, CEO Rural Doctors Network:
 - a. RDN is focused on the training retention and welfare of health providers
 - b. There is currently about 500 GP positions advertised in NSW
 - c. Discussed locums and the associated costs
 - d. More details on www.nswrdn.com.au
5. Ruth Stewart, National Rural Health Commissioner for Australia:
 - a. Provided extensive data explaining the negative impact the freeze of Medicare benefits had on numbers of GPs. The number of Gps have declined and specialist increased.
 - b. There are fewer GPs per head of population in rural areas
 - c. Students who have metropolitan internships only 12% will become rural doctors.

A series of points to move forward were proposed by the meeting for consideration by Country Mayors.

Given the reticence of medical students to take up practice in rural locations after having served a metropolitan internship council could engage with UNE to highlight this issue and encourage rural internships for UNE students.

Cr Bob Crouch – Acting Mayor

END OF REPORT

10.3 COUNTRY MAYORS ASSOCIATION MAY 2022 REPORT



REPORT:

On 27 May Our General Manager and I attended the Country Mayors Association meeting in Sydney.

Notes by the GM and myself:

Linda Scott, President of the Australian Local government Association:

- Lobbying government for fare funding increases according to indexation
- \$250M additional roads and infrastructure funding
- \$200M/year disaster mitigation fund
- Better mobile phone coverage
- Climate funding/local batteries

Council of Local government being reinitiated.

Rt Hon Wendy Tuckerman, Minister for Local Government:

- In cabinet, has LG background – endeavours to point out effect on LG of bills
- Pleased to secure the ASV – about 86 councils applied, IPART decision on rate pegging being reviewed
- ESL – remains unresolved – pushing for a review; not the Minister’s portfolio but is advocating; pleased to secure the extra \$43m for ESL increases above rate cap this year.
- Appreciates work done by LG supporting communities through natural disasters.
- Code of conduct review, OLG working through comments received
- JOs need to be self-sustainable
- In response to a question on the Planning Portal recognised there are problems

Hon Paul Toole, Deputy Premier and Minister for Regional NSW, Minister for Police:

- Acknowledged the time it will take to recover from the natural disasters
- Acknowledged importance of infrastructure funding – and chasing up the new Fed govt to deliver on their investment commitments
- Invited us to let his office know if any concerns re; new govt not delivering on promises – eg for USC: telecommunications funding, roads funding
- Stronger Country’s Communities fund etc are coming to an end but Minister is advocating for these to continue. Moving towards a base amount for each Council – guaranteed plus loading based on population rather than who has the best grant application writer.
- Regional job creation fund - \$130m investment over 2 years – estimated to raise 7,000 new jobs in regional NSW.
- Connectivity – a Federal issue – but NSW Govt is putting \$400m into digital improvement across state – partnership with 8 telcos...creating competition
- Critical minerals and high tech manufacturing strategy – next job creator and important to economy – materials needed for future industries – products for electric vehicles, solar panels etc. Position NSW, regional NSW, at the front of the global race / demand for this product

- Police – want to make sure fair share and additional police officers to regional NSW - 1500 new police – largest intake in 3 decades.
- Want to work together with LG

USC asked the Minister - What about holding nbnCo to account to deliver what was promised? E.g half of Uralla township still have minimal, below standard, nbn – much of the Shire has intermittent/unreliable service. How can we work with the State Government to hold nbnCo to account?

Hon Kevin Anderson, Minister for Lands and Water and the Minister for Hospitality and Racing:

- Festivals in regional NSW driving the economy
- Any issues with crown lands please contact his office
- CRIF \$17M in current round
- Aim to unlock crown land for housing
- Inverell Council asked about country hotels being purchased and stripped of their poker machine licences

Scott Phillips CEO delivered on behalf of President Darriea Turley AM:

- IPART proposed domestic waste management charges caps – likely to impact Council's ability to enhance the circular economy (plus more bureaucracy/red tape?)
- Emergency Services Levy and red fleet issues – continue to be a top priority for LGNSW advocacy – with cooperation of OLG – are in discussions to bring together the 3 ministries that have primary carriage of this issues – expect update from Minister Tuckerman soon. Recently met with the Auditor-General re; retention of red fleet assets on Council's books...a number of Councils have declined to do this
- E-planning – planning portal issues – contrary to the views of the Department of Planning – not progressing well – pressing for significant support to get it working properly
- Housing affordability crisis in regions
- ESL funding gap – NSW govt is paying...but if the year arrives where they don't it will create a crisis in LG
- Participating in Govts enquiry into the LG election issues
- Participating in Govts enquiry into the recent floods
- 100% of General-Purpose Councils are currently members
- Some of the issues raised by members:
- Timing of ASV is of concern, outcome being advised to councils.

Anna Bowen, Head of Social Impact, Royal Far West:

- Royal Far West's mission is to improve the health and wellbeing of children and young people who live in Australia's rural and remote communities.
- 180 to 19,000 children in regional NSW that need development support.

Cr Bob Crouch – Acting Mayor

END OF REPORT

10.4 BUNDARRA SCHOOL OF THE ARTS HALL COMMITTEE ACTIONS REPORT

Bundarra School of Arts Hall Committee meeting 31 May 2022

Action items:

- Where does the money raised in Bundarra from the following locations get spent?
 - Caravan Park
 - Honesty box at Emu Crossing
 - Hall hire fees
- What was the total cost of the sewerage project?
- What was the outcome of the audit by Chris Webber?
- Lighting at the new multi-purpose courts (toilet, skate park/tennis courts/BBQ's) needs to be installed, lights are at the depot
- There is a low area at the new multi-purpose centre which is consistently a large puddle and would be appreciated if it could be filled in with topsoil
- There is a large bush in the centre island from the Hall towards Uralla which needs trimming as it is obscuring road signage and affecting cross traffic visibility.
- Dead animals continue to be dumped in TSR between Bakers Creek Rd and Thunderbolt Way. Signage may help?
- Bakers Creek Crossing roadwork sign directing traffic to travel at 60kms/hr, when will work on the crossing and/or road be done? (realise this is probably due to wet weather damage but sign has been there quite a long time)
- Pot holes:
 - On road to Armidale
 - On road to Uralla
- Speeding drivers through Bundarra, especially early and late in the day (Traffic Committee?)
- Are any new footpaths planned? Extension towards the school in Bendemeer Street would be good.
- Suggestions for the Rural Transaction Centre funds: (just quick ideas, committee and former RTC committee members to have a think)
 - little kids play equipment at multi-purpose courts.
 - in Hall - room off the kitchen needs to be mouse-proof, needs floor work, needs 150 chairs, curtains/blinds, kitchen equipment.
 - showers at Emu Crossing, could do with new toilets

Cr Leanne Doran

END OF REPORT

10.5 NEW ENGLAND WEEDS AUTHORITY REPORT

To be tabled at Meeting

10.6 COUNCILLOR ACTIVITY REPORTS

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

COUNCILLOR : Acting MAYOR Robert Crouch		
Date of Council Meeting: June 2022		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
2 May 2022	Winterbourne Farm CCC Meeting	Walcha
5 May 2022	Flood Inquiry – Zoom	Uralla
10 May 2022	Tour of USC Offices	Uralla
10 May 2022	Budget review and Finance Committee Meeting	Council Chambers
10 May 2022	Extraordinary Meeting	Council Chambers
11 May 2022	2AD Interview	Via Phone
12 May 2022	Audit Risk & Improvement Committee Meeting	Council Chambers
13 May 2022	NSW Farmers REZ Meeting	Armidale
24 May 2022	Ordinary Council meeting	Council Chambers
25 May 2022	2AD Interview	Via Phone
26 – 27 May	Country Mayors Association	Sydney
31 May 2022	Extraordinary Meeting	Council Chambers
31 May 2022	Bundarra School of Arts Hall Committee meeting	Bundarra
Country Mayors Association Conference and Travel Cost		\$1032
Expenses Claim for Month of May		\$0

COUNCILLOR : Acting MAYOR Tim Bowers 17 – 20 May 2022		
Date of Council Meeting: June 2022		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
17 May 2022	Public forum Thunderbolt Energy Hub EIS	Council Chambers
17 May 2022	Thunderbolt Energy Hub EIS - Workshop with Councillors	Council Chambers
Expenses Claim for Month of May		\$0

COUNCILLOR : Leanne Doran		
Date of Council Meeting: June 2022		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10 May 2022	Budget review and Finance Committee Meeting	Council Chambers
17 May 2022	Workshop Session	Council Chambers
24 May 2022	General Council meeting	Council Chambers
31 May 2022	Workshop Session	Council Chambers
31 May 2022	Bundarra Arts Hall Committee meeting	Bundarra
Expenses Claim for Month of May		\$0

Councillor Name: Tom O'Connor		
Date of Council Meeting: 22 February 2022		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
1-31 May 2022	Leave of absence – Council Resolution 01.04/22	
16 May 2022	Belgrave City Council –	Belgrave, Montana
	- Council Work session 6.00pm	
	- Council Meeting 7.00pm	
21 – 25 May 2022	International Institute of Municipal Clerks Conference	Little Rock, Arkansas
Expenses Claim for the Period 1 July 2021 to 31 May 2022		\$0

11 ITEMS PASSED IN BULK

To be received at the Meeting.

12 MAYORAL MINUTE

12.1 MAYORAL MINUTE – DELEGATE TO THE NEW ENGLAND



RENEWABLE ENERGY ZONE REFERENCE GROUP

Mayor's Recommendation:

That the delegate for the Renewable Energy Reference Group be changed from the Deputy Mayor to the Mayor in accordance with the terms of reference.

Report:

Delegate appointed to the Renewable Energy Reference Group at the start of term was Cr Robert Crouch as the Deputy Mayor. The appointment was made given the Mayor was working for New England Solar at that point in time.

The Mayor has since resigned from New England Solar and is free to take up the delegate position with Renewable Energy Reference Group as per the Terms of Reference in the New England Regional Energy Zone Group.

END OF REPORT

13 PUBLIC FORUM

PRESENTATION

Bradley Widders – NDSW National Parks and Wildlife Service – Bulagaranda Management Board (Northern Inland Branch)

14 REPORT OF COMMITTEES

14.1 FINANCIAL ADVISORY COMMITTEE HELD 14 JUNE 2022

To be tabled at meeting

15 REPORTS TO COUNCIL



15.1 CASH AT BANK AND INVESTMENTS AS AT 31 MAY 2022

Department:	Finance
Prepared by:	Chief Financial Officer
TRIM	UINT/22/7684
Attachments	Council's Investments as at 31 May, 2022 Schedule of loans as at 31 May, 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2	An effective and efficient organisation.
Strategy:	4.2.2	Operate in a financially responsible and sustainable manner.
Activity:	4.2.2.1	Maintain and control financial system and improve long-term sustainability
Action:	4.2.2.1.5	Maximise return on investment within risk parameters provided by the USC Investments Policy.

SUMMARY:

1. 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.

RECOMMENDATION:

That Council note:

- i. The cash position as at 31 May, 2022 consisting of cash and overnight funds of \$7,203,550, term deposits of \$12,812,458 totalling \$20,016,007 of readily convertible funds; and
- ii. The loan position as at 31 May, 2022 totalling \$1,756,211; and
- iii. The projected unrestricted cash position as at 30 June, 2022 totalling \$599,000.

BACKGROUND:

2. In accordance with Regulation 212 of the Local Government (General) Regulations 2021, 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:

3. Current term deposits of \$12,812,458 spread over the next twelve months will receive a range of interest from .25% to 3.15% with an average rate of .92%. Diary of maturing dates and amounts is attached.

4. Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 31 May, 2022.

KEY ISSUES:

5. The Reserve Bank Board decided to increase the cash rate target by 50 basis points to 85 basis points and to increase the interest rate on Exchange Settlement balances by 50 basis points to 75 basis points. The Board expects to take further steps in the process of normalising monetary conditions in Australia over the months ahead. The size and timing of future interest rate increases will be guided by the incoming data and the Board's assessment of the outlook for inflation and the labour market. The change in interest rates has resulted in higher investment returns both now and over the coming year.

Restricted and Unrestricted Cash, Cash Equivalents and Investments

6. Of the amount of cash disclosed in this report, not all of it is available for unrestricted use by Council. Some of it has been set aside to meet external restrictions, being those funds that have been provided for specific purposes such as developer contributions, government grants, loans, water supplies, sewer services and Aged Care Bonds. Some of the cash has also been set aside specifically to cover future commitments that Council has made relating to asset renewals, remediation works or leave provisions.

7. As at 30 June, 2021, Restricted and Unrestricted funds were fully funded by Cash and Investments (see Note C1-3 of the Annual Financial Statements).

8. Based on the third Quarterly Budget Review Statement for the quarter ended 31 March, 2022, it is projected that the Restricted and Unrestricted cash at the end of the financial year will be as follows:

	30 June, 2021	Projected 30 June, 2022
Externally restricted	12,690,000	10,542,000
Internally restricted	4,510,000	3,926,000
Unrestricted	340,000	599,000
Total Cash & Investments	17,540,000	15,067,000

Note: Restrictions are as noted in the Quarterly Budget Review Statement.

COUNCIL IMPLICATIONS:

9. Community Engagement/ Communication (per engagement strategy)

N/A

10. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations 2021

Order of the Minister re Investments

11. Financial (LTFP)

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

12. Asset Management (AMS)

N/A

13. Workforce (WMS)

N/A

14. Legal and Risk Management

The public presentation of this information and Council noting this report is an important part of Council's management of the risk of not maintaining compliance with the Minister's Orders regarding approved investment types and in-turn reduces the risk of future losses on investments.

15. Performance Measures

N/A

16. Project Management

N/A

Uralla Shire Council
Investments at 31 May, 2022

Cash at Bank – Operating Accounts:

Institution	Account	Bank Statement
National Australia Bank	Main Account	\$523,911.88
National Australia Bank	Trust Account	\$31,296.33
Regional Australia Bank	USC	\$26,268.94
Term deposit interest accounts	USC	\$1,605,378.85
Total		\$2,186,856.00

Business Investment (Cash Management) Account

Institution	Interest rate	Balance
Professional Funds	0.15% above RBA cash rate	\$5,016,693.71
Total		\$5,016,693.71

Term Deposits:

Institution	Term	Interest rate	Maturity	Balance
Commonwealth Bank	9 months	0.31%	20/06/2022	\$1,000,000.00
Commonwealth Bank	12 months	0.41%	20/07/2022	\$500,000.00
Westpac Banking Corporation	12 months	0.25%	25/07/2022	\$609,716.33
Suncorp	12 months	0.45%	20/08/2022	\$400,000.00
Westpac Banking Corporation	12 months	0.37%	25/08/2022	\$252,741.34
Commonwealth Bank	12 months	0.39%	6/09/2022	\$1,000,000.00
National Australia Bank	10 months	0.47%	19/09/2022	\$500,000.00
National Australia Bank	12 months	0.40%	12/10/2022	\$700,000.00
Suncorp	12 months	0.50%	9/11/2022	\$1,300,000.00
Bank of Queensland	11 months	0.70%	19/12/2022	\$800,000.00
National Australia Bank	7 months	2.25%	28/12/2022	\$500,000.00
Commonwealth Bank	12 months	0.55%	29/12/2022	\$1,350,000.00
National Australia Bank	11 months	0.92%	1/02/2023	\$500,000.00
Bank of Queensland	12 months	0.90%	10/02/2023	\$800,000.00
National Australia Bank	12 months	1.60%	31/03/2023	\$600,000.00
Suncorp	12 months	0.85%	22/04/2023	\$500,000.00
National Australia Bank	12 months	2.75%	23/05/2023	\$1,000,000.00
Total				\$12,812,457.67

<p align="center">Uralla Shire Council Loans at 31 May, 2022</p>

Loans:		
Loan no.	Purpose	Balance
165	MGH Property	\$32,240.80
168	Community Centre	\$11,093.97
176	Library Extensions	\$62,288.58
177	Grace Munro Centre	\$49,868.14
187	Undergrounding Power and Main Street Upgrade	\$79,770.01
188	Paving and Power Undergrounding	\$22,993.49
189	Bridge Construction	\$166,445.83
190	Bridge construction & industrial land development	\$1,331,510.26
Total		\$ 1,756,211.08

15.2 LOCAL GOVERNMENT REMUNERATION TRIBUNAL'S DETERMINATION FOR MAYOR AND COUNCILLORS' REMUNERATION



Department: Corporate Services
Prepared by: Chief Financial Officer / Director of Corporate Services
TRIM Reference: UINT/22/6159

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.2 An effective and efficient organisation
Strategy: 4.2.2 Operate in a financially, responsible and sustainable manner

SUMMARY:

1. The purpose of this report is to enable Council to fix and pay an annual fee for the Mayor and Councillors in accordance with the Local Government Remuneration Tribunal's Determination for the 2022/2023 financial year.

RECOMMENDATION:

That Council:

- i. Fix the 2022/2023 fee payable to Councillors at \$11,860 ; and
- ii. Fix the 2022/2023 fee payable to the Mayor at \$21,372 (additional to the fee paid to the Mayor as Councillor).

REPORT:

2. The Local Government Remuneration Tribunal (the Tribunal) is constituted under Chapter 9, Division 4 of the Local Government Act 1993 (the Act). The Tribunal is required to make annual determinations on the categorisation of each Council, County Council and Mayoral office for the purpose of determining the minimum and maximum fees payable to Councillors, members of County Councils and Mayors in each category.
3. The Tribunal has made a determination pursuant to s241 of the *Local Government Act 1993*, of the annual fees to be paid to Councillors and Mayors effective on and from 1 July 2022.
4. The Tribunal has determined an increase of 2% to Mayoral and Councillor fees for the 2022/23 financial year, with effect from 1 July 2022. In calculating the proposed fees in the recommendation, this increase has been added to the 2022/23 fees paid to Councillors and the Mayor.
5. Sections 248 and 249 of the *Local Government Act 1993* require Councils to fix and pay an annual fee based on the Tribunal's determination for the 2022/23 financial year.
6. Uralla Shire Council is recognised as within the Rural category.

7. For the 2022/23 financial year, annual fees payable to Councillors in the Rural category range from a minimum of \$9,560 to a maximum of \$12,650, and an additional annual Mayoral fee from a minimum of \$10,180 to a maximum of \$27,600.
8. For 2021-22 Council fixed the payments at (Minute Number 26.06/21):
 - a) For Councillors \$11,628 p.a.
 - b) Additional for Mayor. \$20,952 p.a.
9. A Council may pay the Deputy Mayor (if there is one) a fee determined by the Council for such time as the Deputy Mayor acts in the office of the Mayor. The amount of the fee so paid must be deducted from the Mayor's annual fee. There is no proposal to pay a fee to the Deputy Mayor.
10. A Council cannot fix a fee higher than the maximum amount determined by the Tribunal. If a Council does not fix a fee, the Council must pay the minimum fee determined by the Tribunal.
11. The Tribunal's Annual Report and Determination are included within the Attachments.

CONCLUSION:

12. It is recommended that Council increase Mayor and Councillors' Remuneration by 2% in line with the Local Government Remuneration Tribunal's determination.

COUNCIL IMPLICATIONS:

13. **Community Engagement/ Communication**
The Tribunal wrote to all mayors, General Managers and LGNSW in October 2021 to advise of the commencement of the 2022 review and invite submissions. This correspondence advised that the Tribunal completed an extensive review of categories in 2020 and as this is only required every three years, consideration would next be given in 2023.

A Tribunal's report can be found online: <https://www.remtribunals.nsw.gov.au/local-government/current-lgrt-determinations>
14. **Policy and Regulation**
Local Government Remuneration Tribunal's Determination
Sections 241, 248 and 249 of the *Local Government Act 1993*.
15. **Financial /Long Term Financial Plan**
The draft 2022/23 budget had accounted for the proposed increase of 2%.
16. **Asset Management / Asset Management Strategy**
Not applicable.
17. **Workforce / Workforce Management Strategy**
Not applicable.
18. **Legal and Risk Management**
The risks associated with the adoption of the 2022/23 Mayor and Councillor Allowances have been identified as low.

19. **Performance Measures**

The Tribunal has determined an increase of 2% to Mayoral and Councillor Fees for the 2022/23 financial year, with effect from 1 July 2022.

20. **Project Management**

Chief Financial Officer

15.3 WORKFORCE MANAGEMENT STRATEGY 2022



Department: Human Resources
Prepared by: Manager Human Resources
TRIM Reference: UINT/22/7575
Attachment: UINT/22/7884 Uralla Shire Workforce Management Strategy 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 2 We drive the economy to support prosperity
Strategy: 2.1 Community that are well serviced with essential infrastructure

SUMMARY:

1. As required by the Integrated Planning and Reporting (IP&R) Framework, the purpose of this report is to enable Council to endorse the Workforce Management Strategy (WMS) (attached).
2. The further purpose of this report is to respond to the submission Council received while the draft WMS was on public exhibition.

RECOMMENDATION:

That Council endorse the Workforce Management Strategy 2022.

REPORT:

3. The purpose of this report is to present the submission received following the public exhibition of the WMS and seek endorsement of the final version, required to be prepared under the Integrated Planning and Reporting (IP&R) Framework, within the statutory timeframes.



4. The public exhibition period closed on Friday 10 June 2022 at 5pm and only one submission was received which is responded to below.

Items submitted	Council response
1. How can the affordability of the WMS be determined when no costs are provided?	<p>Executive summary - The WMS sets out the Council's <u>strategies</u> to address the human resourcing requirements of Council's four-year Delivery Program. The relevant strategies contained in the WMS must be reflected in the Delivery Program and Operational Plan and the costs associated with delivering the WMS must be reflected in the Long-term Financial Plan.</p> <p>LTFP – Page 11- Consideration has been given to Council's current Workforce Plan.</p>
2. Surely detailed existing & proposed organisation structures showing positions & staffing numbers are essential for this?	<p>Under <i>Local Government Act 1993</i> (The Act), section 332:</p> <p>(1) A council must, after consulting the general manager, determine the following:</p> <p>(a) the senior staff positions within the organisation structure of the council,</p> <p>c) the resources to be allocated towards the employment of staff.</p> <p>The Council will establish the senior staff positions through the adoption of the Workforce Management Strategy.</p> <p>The Council will determine the resources to be allocated towards the employment of staff by adopting the Operational Plan 2022-23. The details of resourced services are contained within the Operational Plan.</p> <p>The Act also states, at section 332:</p> <p>(1A) The general manager must, after consulting the council, determine the positions (other than the senior staff positions) within the organisation structure of the council.</p> <p>Council were consulted at a confidential workshop on 19 April 2022 and the Extraordinary Meeting of Council held 10 May 2022 on the positions within the organisation structure that has been set by the General Manager.</p>
3. Increase the number of designated senior staff positions from one (GM) to three by elevating 2 existing director positions to 2 new designated Senior Staff positions. Surely this new senior staff structure must be explained & justified with provision of details of the costs & benefits?	<p>Under the <i>Local Government Act 1993</i>, sections 332 and 333, Council must review and may re-determine the organisational structure within 12 months after any ordinary election of the council and identify senior officers within the structure.</p> <p>The standard contracts ensure consistency and certainty in employment relationships at the executive level in local government and reflect community expectations by providing greater transparency and accountability.</p> <p>The general manager and other senior staff of a council are to be employed under contracts that are performance-based. Contract term to be not less than 12</p>

	<p>months and not more than 5 years (including any option for renewal).</p> <p>This differs from Award based employees that have no fixed tenure.</p> <p>Council reviewed the organisational structure in a closed planning session on 19 April 2022 and a closed session of the Extraordinary Meeting of Council held 10 May 2022.</p> <p>Costs of the revised structure are contained within the Operational Plan.</p>
4. New organisation structure of 2 departments reporting to the GM together with the Executive Assistant, Public Officer & Human Resources...	As per point 3. The structure is determined within the resources allocated by Council.
5. The executive summary states that Council employs approx. 174 people in 134 full time equivalent positions yet on page 8 the “head count” is 180 people with 133 FTE.	Noted and will be amended. The variance of head count can be attributed to part-time and casual allocation of hours and vacancies.
6. The document states a staff turnover rate of 16% in the past 12 months (page 8) & that currently over 60% of staff are considering leaving (page 15). The WMS does not address the root cause of why staff are leaving.	<p>This section of the WMS is comparative data; the 60% or 3 in 5 employees currently considering leaving their position is the current employment market and not statistics from Uralla Shire Council.</p> <p>The WMS addresses staff attraction and retention in the current employment market. The purpose of the WMS is to enable Council to be appropriately resourced to manage challenges they will face in the future; with adequate supply of people with the skills, knowledge and experience required to achieve strategic and operational objectives.</p>
7. On pages 12 to 15 Uralla Shire is benchmarked against a very selective range of councils for a few very selective “operational performance” measures including the GM salary for 5 Councils with populations of 5,000 to 9,000.	<p>Benchmarking was provided by independent consultant to Council. Benchmarking looks for similar councils based on population, FTE and operating budget – every Council is different, for example many do not have aged and community care which accounts for 49FTE at Uralla Shire.</p> <p>It is not the role of the WMS to address above benchmarking payments to the General Manager which rests with the Council during the annual review process.</p>

<p>8. We cannot understand why the selective “operational performance” comparisons are part of a WMS but if these comparisons are to be included it would be far better to reference accurate entire documents such as:</p> <p>NSW Office of Local Government – Measuring Local Government Performance 2019/20.</p> <p>NSW Office of Local Government – Review of General Manager and Senior Staff Remuneration – Consultation Paper June 2021.</p>	<p>The review analysed a total sample group of 18 NSW LGA’s. It is acknowledged that ‘like for like’ benchmarks are difficult to attain and often open to debate. As such a random yet broad range of LGA’s was analysed to ensure both trend lines and ratios were accurate and impartial.</p> <p>Operational is based on the suite of operations that Council undertake.</p>
<p>9. With Councils current “dire financial position” should considering purchasing properties for executive staff to rent in the “Action Plan” on page 19 even be considered?</p>	<p>This is a strategic issue aimed at attracting high calibre staff and encouraging interaction within the community.</p>
<p>10. There are very CLEAR requirements in the LG Act regarding suitable applicants.</p> <p>Chapter 11 How are Councils staffed?</p> <p>Part 5 Other provisions concerning staff.</p> <p>Section 349 Appointments to be on merit</p>	<p>All appointments since April 2017 have been advertised in accordance with Section 348 of the <i>Local Government Act</i>, with the exception as per clause 34 of the Local Government Award, where Council can consider advertising the position internally if such an approach enables suitably qualified persons to apply for the position.</p> <p>All candidates are shortlisted on merit and since April 2018, this process has been completed using Council’s recruitment software program.</p> <p>Further all appointments since April 2017 have been on merit from a candidate who has applied for a position.</p>

5. The WMS has been updated to report consistent workforce numbers and to confirm the effective commencement of the revised structure as 11 July 2022 to meet statutory organisation change management notice timeframes.

CONCLUSION:

6. "Integration" is the key concept of the IPR Framework, adding to the range of governance frameworks that will guide Council, staff, our community and stakeholders in working together to meet the challenges and opportunities over the next ten years.

Council must endorse a Workforce Management Strategy by 30 June 2022 that enables Council to appropriately resource and manage challenges Council will face in the future; with adequate supply of people with the skills, knowledge and experience required to achieve strategic.

COUNCIL IMPLICATIONS

7. Community Engagement/Communication

Under the provisions of the Act, the IPR suite of documents must be exhibited for public comment for a period of 28 days. The public exhibition period for the Workforce Management Strategy was from Thursday 12 May to Friday 10 June 2022.

8. Policy and Regulation

NSW Local Government Act 1993

NSW Local Government Regulation (General) 2021

Integrated Planning and Reporting Guidelines for Local Government in NSW (Sept 2021)

9. Financial/Long Term Financial Plan

Costs associated with the Workforce Management Strategy have been included in the annual Operation Plan 2022-23.

10. Asset management/Asset Management Strategy

N/A

11. Workforce/Workforce Management Strategy

The Workforce Management Strategy forms part of the IPR Framework.

12. Legal and Risk Management

It is a statutory requirement to engage with the community for Integrated Planning and Reporting documents. Some of the wording of the submission has not been included in this report due to defamatory statements and to mitigate the risk of Council being held liable to claims of defamation.

13. Performance Measures

Workforce Management Strategy endorsed prior to 1 July 2022.

14. Project Management

General Manager, Directors and Manager Human Resources.

Uralla Shire Workforce Management Strategy 2022



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Document Control

Doc No.	Date Amended	Details / comments e.g. resolution number
0.1	February 2022	First draft of CONTENT
0.2	March 2022	Draft to Executive Team
0.3	April 2022	Capstone Draft
0.4	April 2022	Reviewed by Executive Team
0.5	April 2022	Draft to Mayor and Councillors
0.6	3 May 2022	Reviewed by Executive Team UINT/22/5157
0.6	10 May 2022	Draft to Council recommending place on public exhibition
0.7	12 May 2022	Draft for public exhibition UINT/22/7884
0.8	28 June 2022	Draft for endorsement by Council
1.0	June 2022	Final version

This document is prepared in accordance with:

1. Office of Local Government, [Integrated Planning & Reporting: Guidelines for Local Government in NSW](#), September 2021
2. *Local Government Act 1993 (NSW)*
3. Industrial Awards.

1. Executive Summary

People are Council's best asset. Council currently has 135 full-time-equivalent positions and employs a diverse workforce of approximately 180 people as well as engaging a range of local contractors and service providers. Council also coordinates a range of volunteer programs which provide critical support to the community in areas such as aged care, library, visitor information, community transport and native vegetation management. Council is the largest single employer in the Shire.

The Workforce Management Strategy (WMS) is part of the overall resourcing strategy within the Integrated Planning and Reporting (IP&R) framework. The purpose of the resourcing strategy is to provide a clear plan setting out how Council is intending to support delivery of the community's ideas and aspirations for the future captured in the Community Strategic Plan within available resources.

The WMS sets out the Council's strategies to address the human resourcing requirements of Council's four-year Delivery Program. The relevant strategies contained in the WMS must be reflected in the Delivery Program and Operational Plan and the costs associated with delivering the WMS must be reflected in the Long-term Financial Plan.

This WMS has been prepared as the world enters the third year of a pandemic which has caused significant disruption to the economy and employment market. This poses both challenges and opportunities which are set out in this strategy. Over the last year Council has undertaken extensive consultation with its community on a wide range of council services and infrastructure needs through specific project engagements, listening posts, forums, and a draft long term financial plan. This information has been used to prepare a new draft Community Strategic Plan (placed on public exhibition 3 March 2022) and this forms the basis for the Council's preparation of its new Delivery Program and this WMS.

By setting out a WMS Council can align its human resource needs with its infrastructure and service delivery plans so that the organisation can be agile and respond to the ever-changing community needs and circumstances. Importantly, the strategies and actions in the WMS support the embedding of the organisation's core values of "Unity, Safety and Commitment to Service", which were developed by employees in 2021 and endorsed by Council in early 2022.

Kate Jessep
General Manager



2. Background

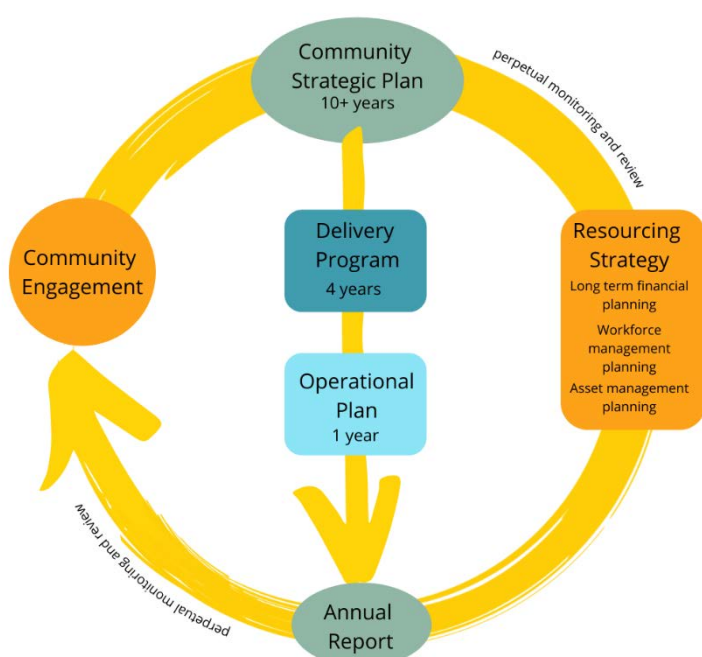
The Workforce Management Strategy makes up one of the three components of Council's Resourcing Strategy as required under the Office of Local Government's Integrated Planning & Reporting framework.

Workforce planning is about forecasting and predicting trends. It is not an exact science but a continual process to analyse the current workforce and future needs, identify gaps between present and future requirements and develop solutions for Council to achieve its mission and objectives.

In short, workforce planning aims to have the right people in the right places with the right skills and motivation doing the right jobs at the right time. Workforce planning will help Council to:

- make staffing decisions to provide services based on strategic priorities;
- identify potential resource or skill shortfalls and take steps to address these;
- identify and plan for new and emerging roles;
- recruit appropriate numbers of suitable staff to meet current and future needs;
- develop workforce skills; and
- contain human resources costs including the cost of turnover, absenteeism and injury.

This Workforce Management Strategy is designed to review the current workforce at Uralla Shire Council and outline the strategies and actions that will ensure that appropriate staff are available and are competent to implement the Delivery Program. By identifying workforce capabilities on hand now, considering what will be needed into the future and planning systematically, Council can limit the risks associated with unanticipated events and make sure we are appropriately resourced to handle the changes and challenges that will need to be faced in the coming years.



*Integrated Planning and
Reporting Framework*

3. Our Values and Principles

Council's values lay the foundation for the organisation and guide us in our actions.

4.1 Unity

We succeed as a team with integrity and accountability

Indicators: no dishonesty; mistakes are identified and corrected.

4.2 Safety

Keeping our people and community safe

Indicators: Hazard reporting is high; incident occurrence is low.

4.3 Commitment to Service

We use resources efficiently in an equitable manner

Indicators: Council service is fair, tailored and within resources.

Council has also developed the following customer service principles which underpin our professional approach to serving our community:

Respect	<i>All people are equal</i>
Accountability	<i>In the interest of the community</i>
Honesty	<i>We act on facts</i>
Efficiency	<i>Value-for-money use of resources</i>
Equity	<i>We are genuinely fair</i>
Communication	<i>We are clear and concise</i>

4. Our Structure

The workforce management strategies contained within this document address the human resourcing requirements of the Delivery Program and Operational Plan. The workforce is comprised of three (3) directorates reporting to the office of the General Manager. Each directorate comprises of several divisions.

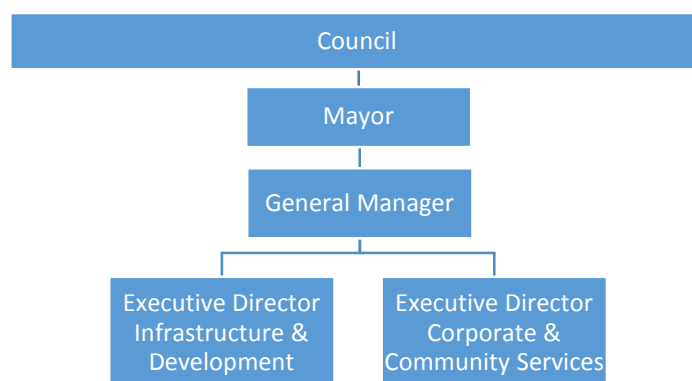
Currently Council has 180 employees; 76 full-time, 52 part-time, 52 casual and temporary employees. Uralla Shire Council has 2 trainees employed in various departments across Council.

Council staff deliver Council's services and capital renewal, rehabilitation and maintenance programs supplemented by contracted specialist equipment and/or temporary/contract workers to address temporary shortages such as when additional grant funding is secured and/or work load exceeds normal staffing hours.

Council determines the senior staff structure under S332 of the *Local Government Act 1993 (NSW)* in consultation with the General Manager.

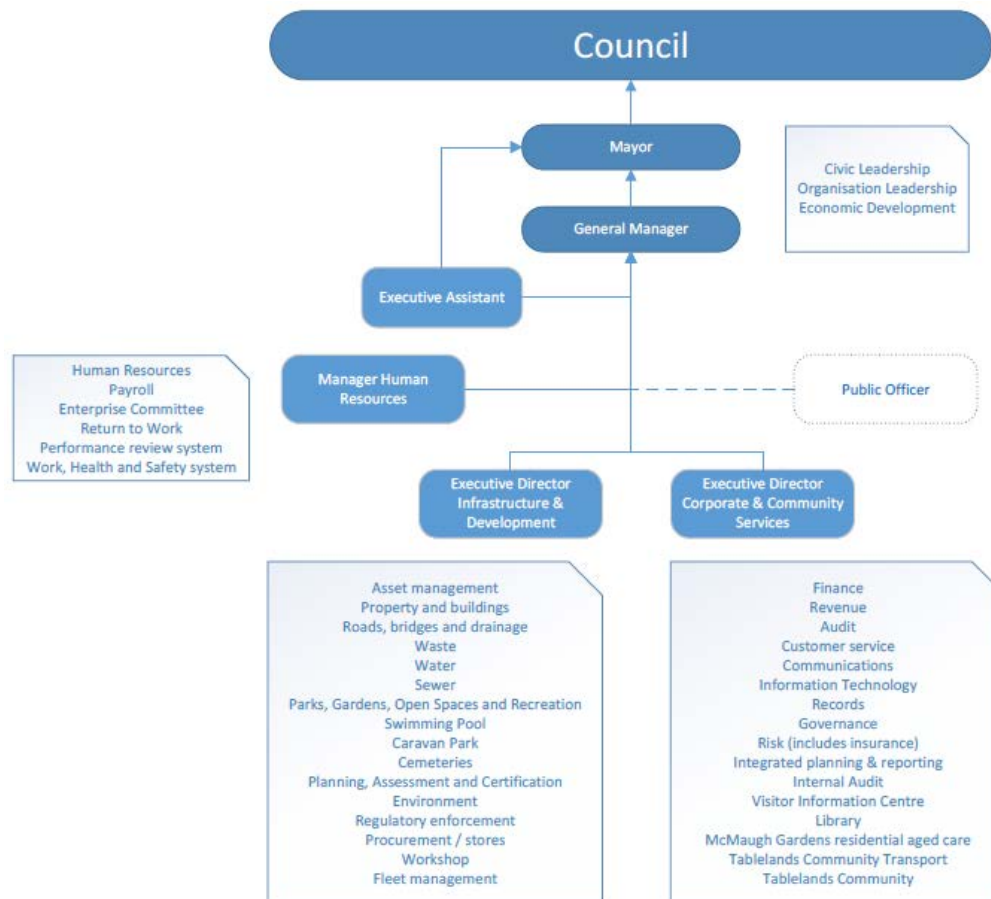
The senior staff structure and reporting lines with effect from 11 July 2022 are:

- General Manager (reporting to Council per the Act)
- Executive Director Infrastructure and Development reporting to the General Manager
- Executive Director Corporate and Community Services reporting to the General Manager



The General Manager determines the organisation structure, under S332 of the *Local Government Act 1993 (NSW)* in consultation with the Council.

The organisation structure with effect 11 July 2022 is:



5. Our Organisation

Workforce summary	Total
Headcount	180
Full-time equivalent staff*	133
Voluntary turnover rate (12 months to 31/3/22)	16%
Retirement rate (12 months to 31/3/22)	0%
*Including 3 FTE positions subject to grant funding.	

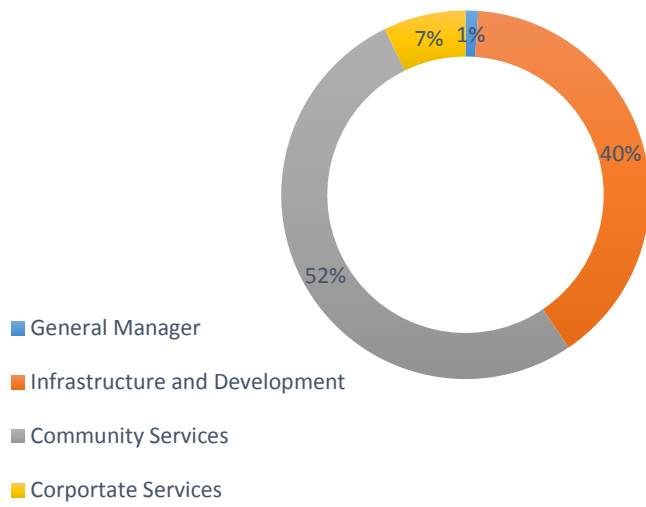
Gender	
Male employees	47%
Female employees	53%
Gender not defined	0%

Age	
Employees aged 15 to 19	4%
Employees aged 20 to 24	1%
Employees aged 25 to 29	9%
Employees aged 30 to 34	10%
Employees aged 35 to 39	8%
Employees aged 40 to 44	12%
Employees aged 45 to 49	10%
Employees aged 50 to 54	11%
Employees aged 55 to 59	13%
Employees aged 60 to 64	12%
Employees aged 65 and older	8%

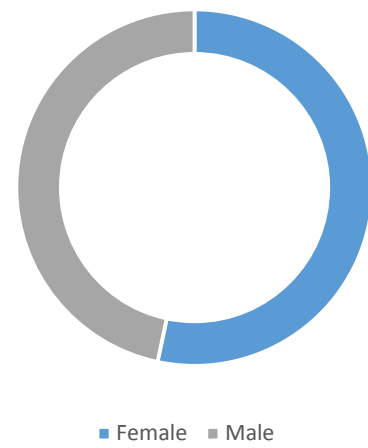
Health and Safety	
Frequency per 100 employees*	10.76%
Frequency per \$1M in wages*	1.48
Reporting within 48 hours*	76%

***As per StateCover General Managers report 2020 -2021**

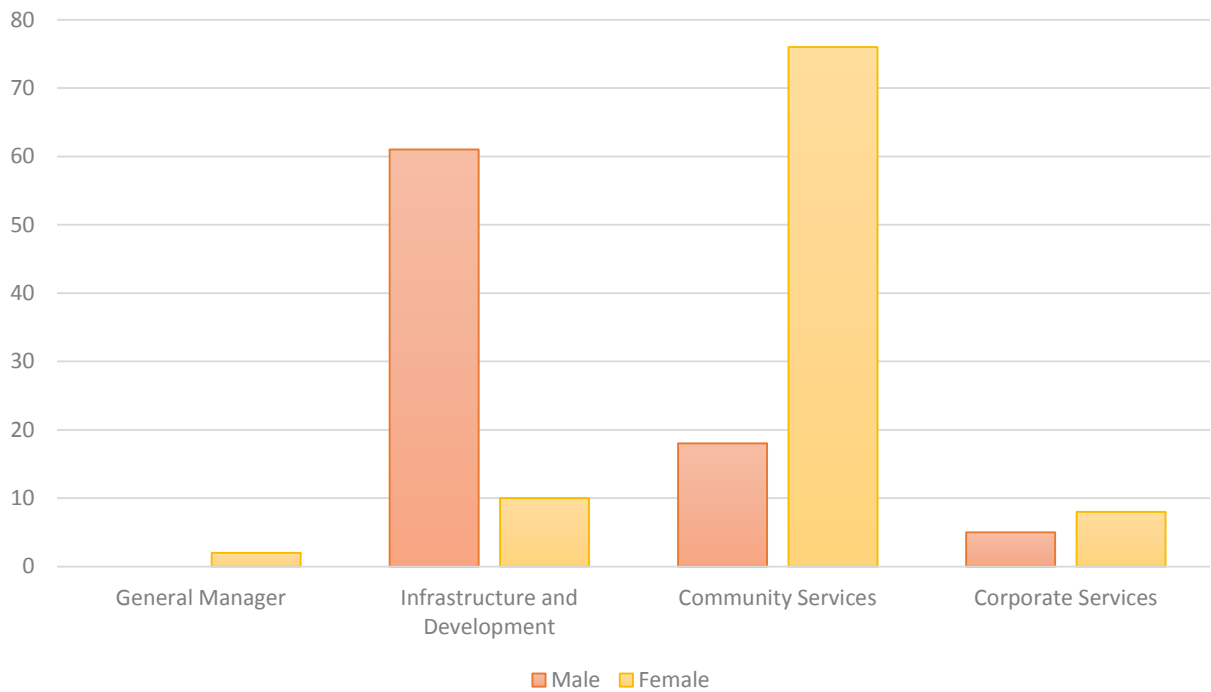
Workforce overview by directorate



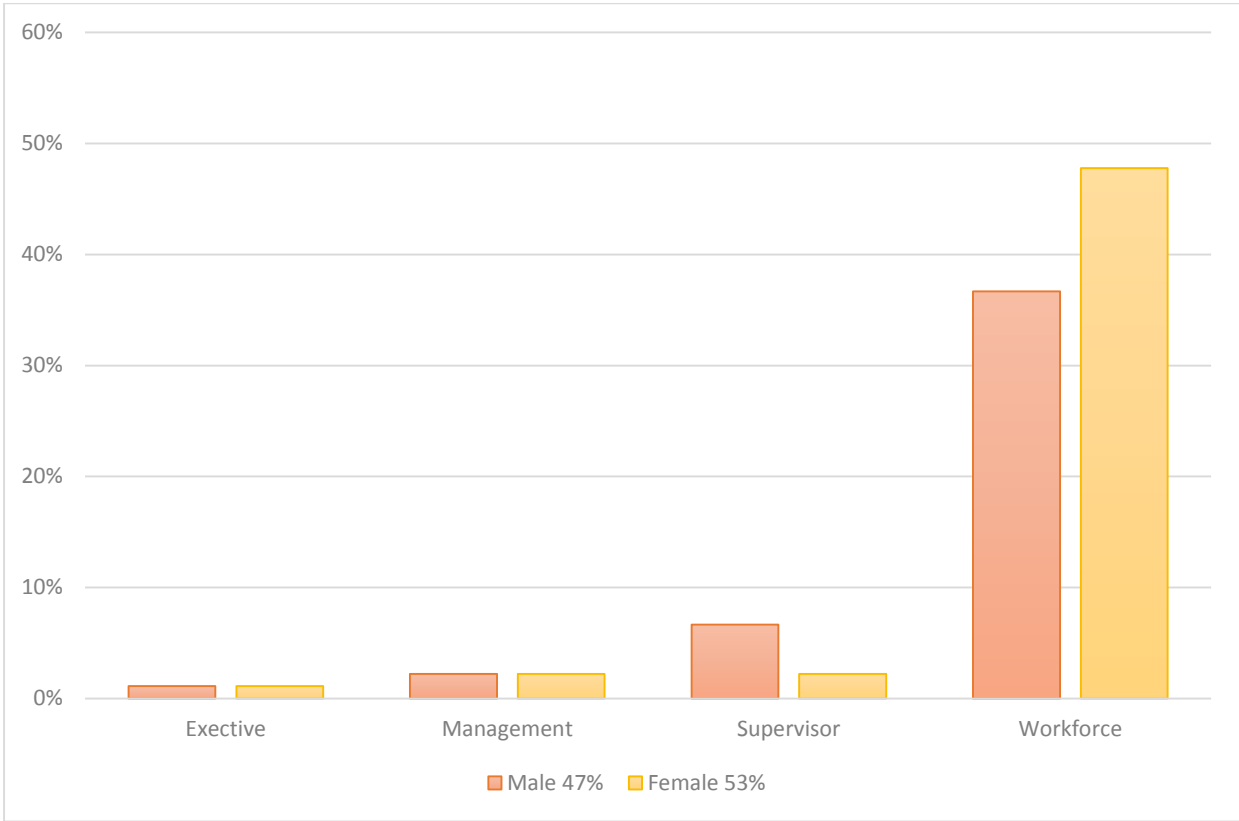
Total workforce by gender



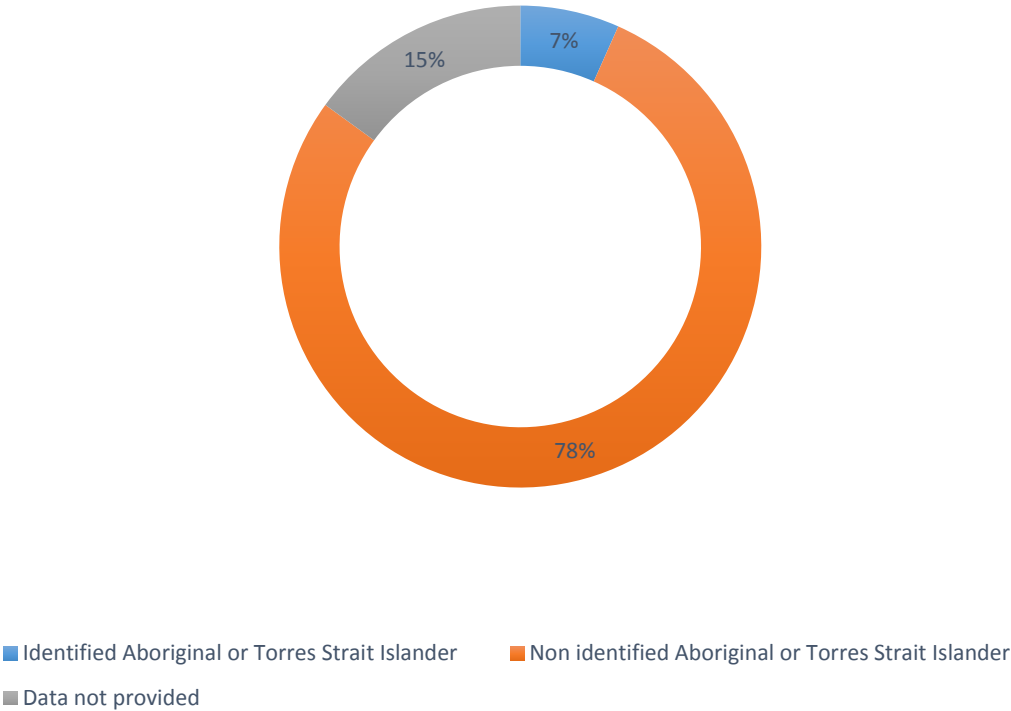
Gender distribution by directorate



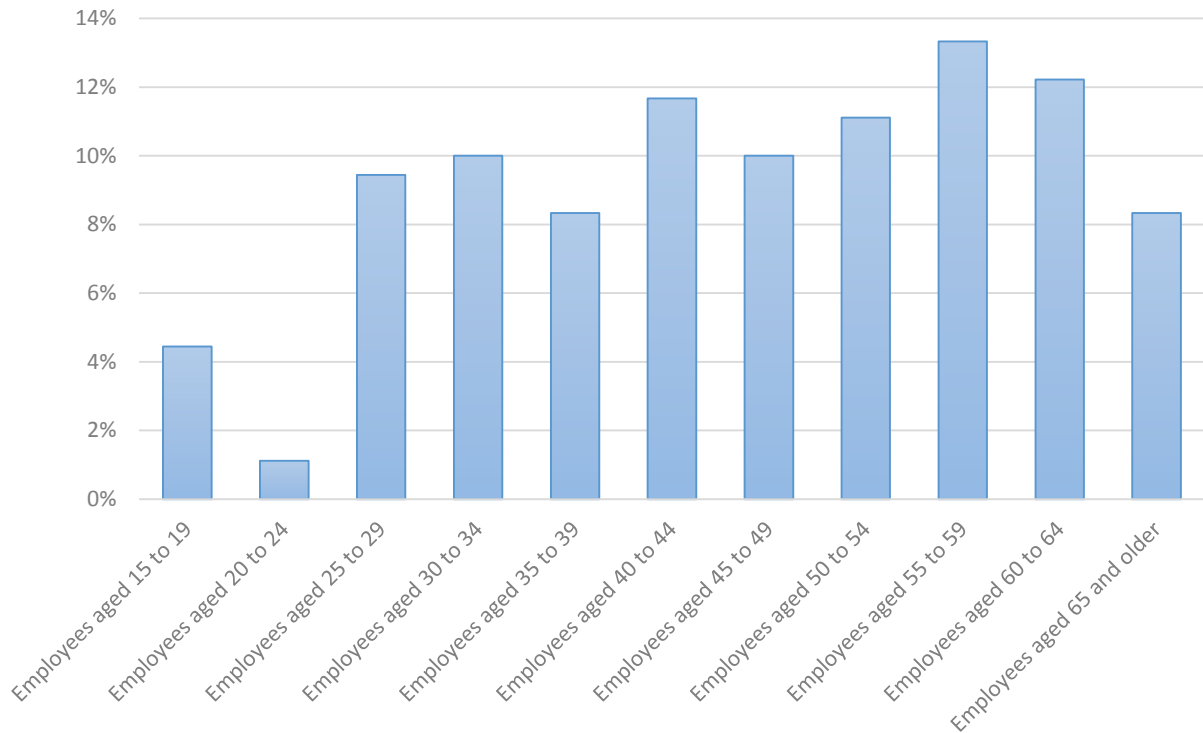
Gender distribution by structure level.



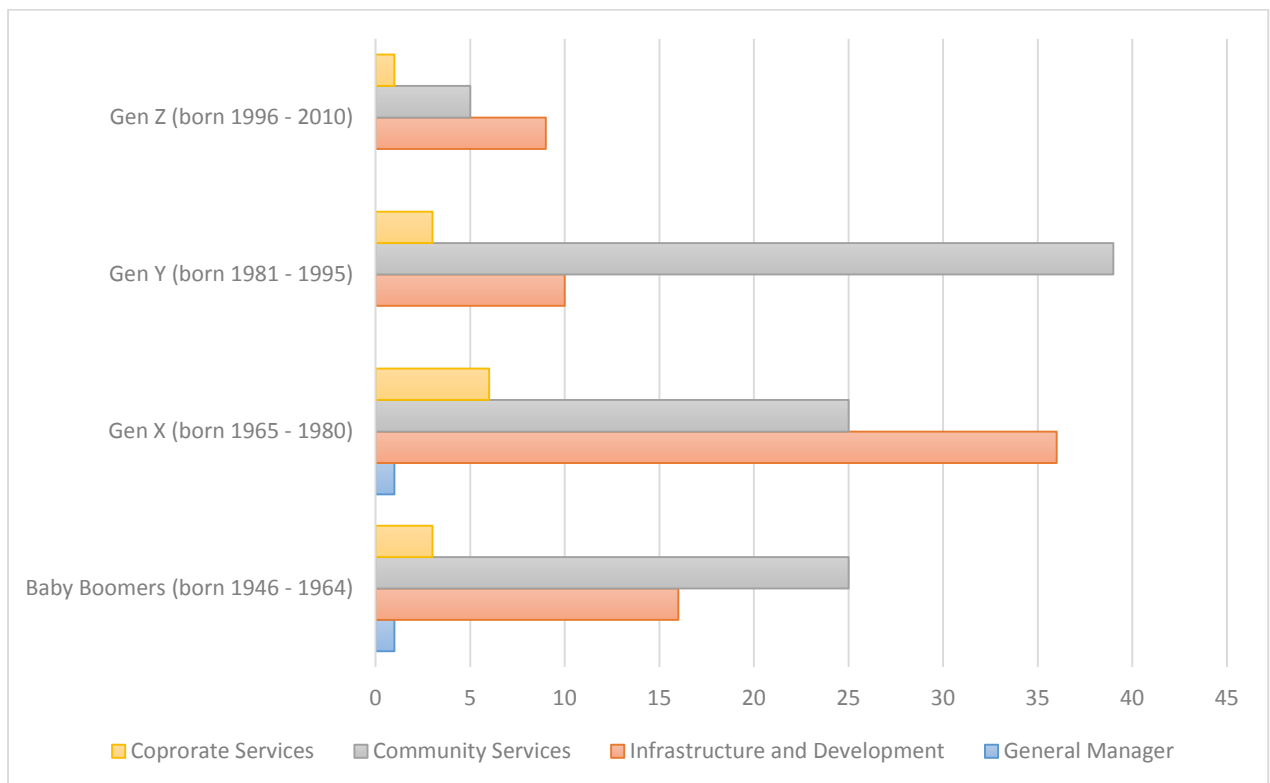
Diversity of the total workforce



Workforce by age



Generation breakdown by directorate



6. Comparative Data

A desktop benchmarking study was undertaken to provide a snapshot analyses of Uralla Shire Council's current Operational performance.

The review analysed a total sample group of 18 NSW LGA's. It is acknowledged that 'like for like' benchmarks are difficult to attain and often open to debate. As such a random yet broad range of LGA's was analysed to ensure both trend lines and ratios were accurate and impartial.

The range included country councils:

- Bellingen
- Edward River
- Goulburn
- Inverell
- Nambucca
- Snowy Valleys
- Uralla Shire

Regional Councils:

- Bathurst
- MidCoast
- Queanbeyan-Paleran Regional Council
- Shoalhaven
- Wagga

Metro Councils:

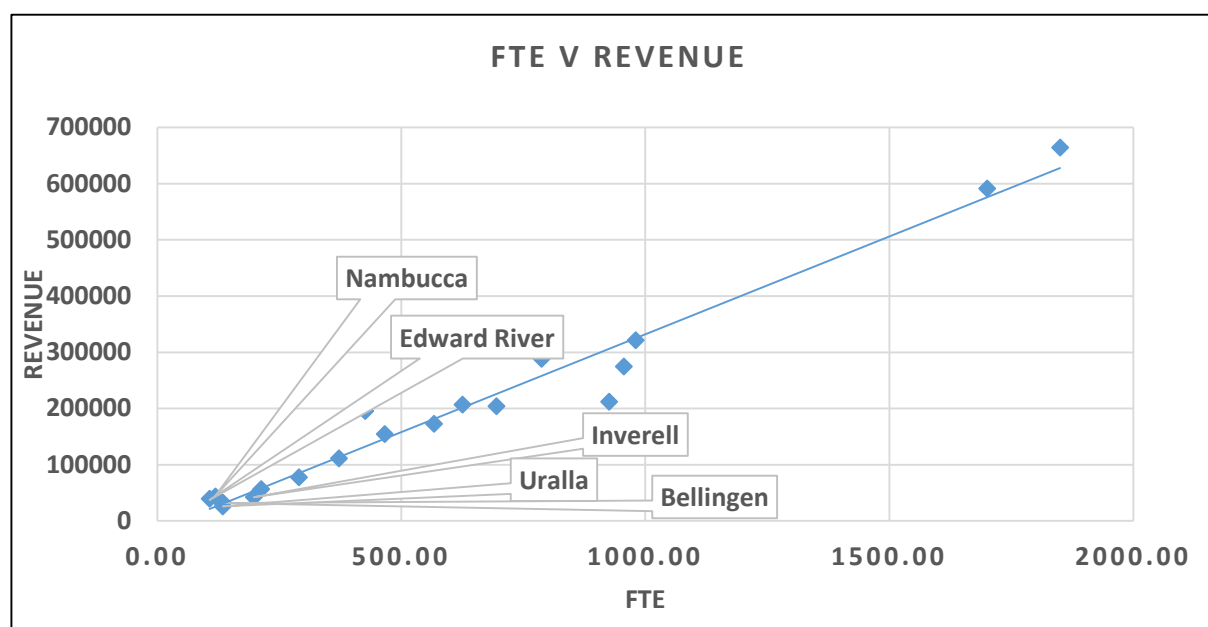
- Bayside Council
- Blacktown Council
- Campbelltown
- Cumberland City Council

Summary of Findings

Total FTE v Council revenue.

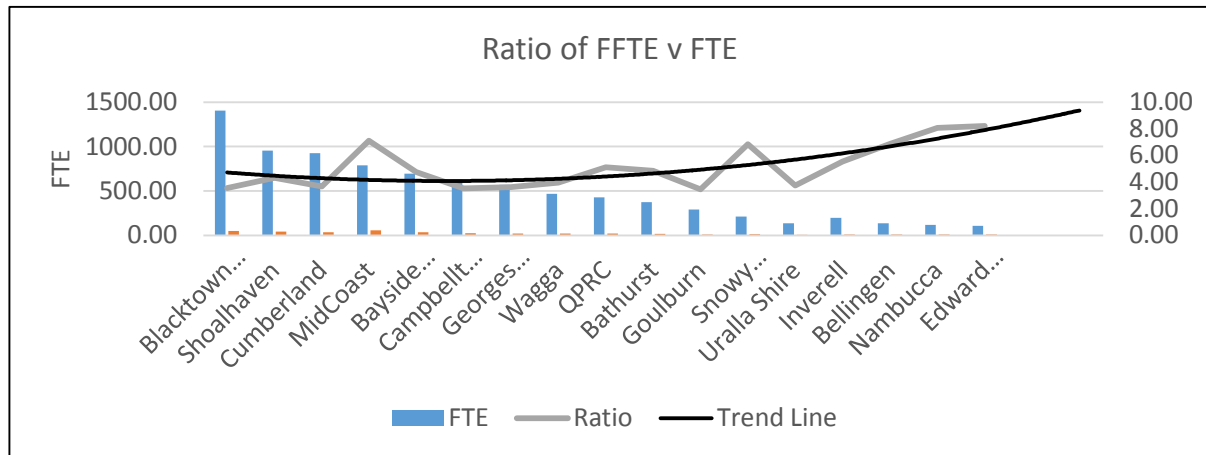
Within this pattern Uralla Shire Council was seen to be performing well - slightly below the trend line yet within the standard area of deviation when judged against the sample pool.

The closest comparable LGA in terms of staffing levels to Uralla Shire Council was observed to be Bellingen Council. Whilst Bellingen had one additional headcount, they had 18.4% of additional revenue and no aged care services consuming corporate support resources.



The number of finance directorate employees (FFTE) v total FTE.

Within this pattern Uralla Shire placed well below both the trend line and comparative ratio. Indeed, with a current FTE size of 5, Uralla Shire was observed to have the smallest headcount in terms of finance across the entire sample pool.



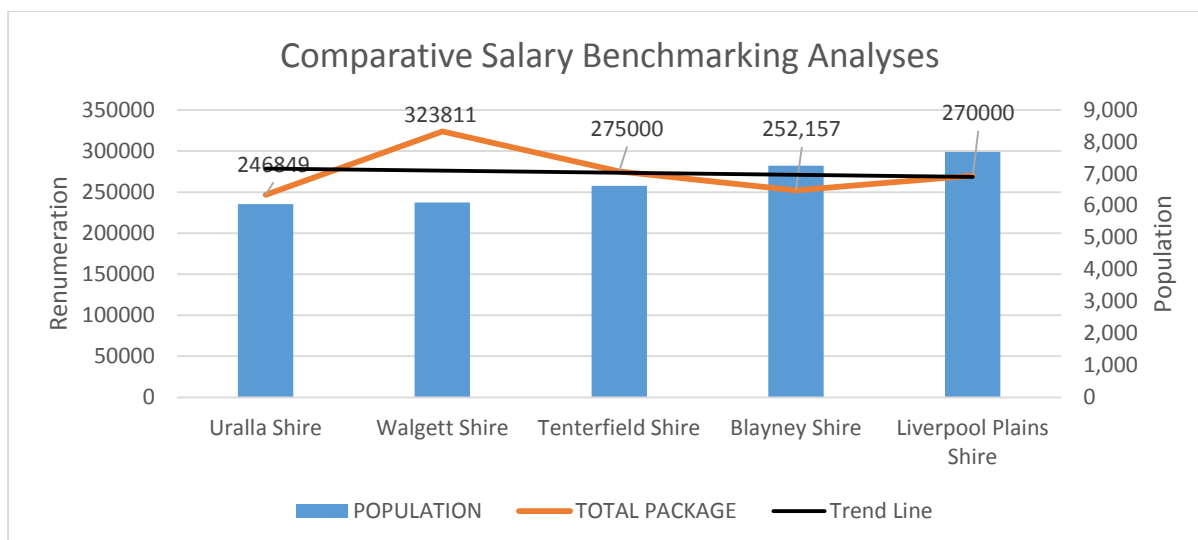
General Manager Salary Benchmarking

A final study was undertaken to establish potential benchmarks in relation to remuneration packages of General Manager/CEO's in a range of councils with populations ranging from circa 5,000 to 9,000. This data was sourced from the last National census. Councils included:

- Blayney Shire
- Glen Innes-Severn Shire
- Gwydir Shire
- Liverpool Plains Shire
- Uralla Shire
- Tenterfield Shire
- Walgett Shire

The following observations are made:

- Average salary observed across the sample group is \$283,815
- If the highest (Gwydir Shire Council) and lowest (Uralla Shire Council) salary figures are omitted as outliers, the average salary figure is observed to be \$276,977



To gain a more detailed understanding of Councils performance it is recommended a departmental benchmarking analysis is undertaken.

Employment Market Forces

Recent data identifies the current employment market as being highly competitive.

Recruitment activity is at record levels but many jobs are not being filled. Candidates have a wide selection of jobs to choose from and it is important therefore that organisations promote themselves effectively. Current data also indicates that 3 out of 5 employees are currently considering leaving their positions. Over the last 12 months, 90% of people who took jobs in new towns or cities did not have to relocate.

The outlook for the coming years is a highly competitive employment market where organisational employee value propositions (EVP) will be required to be reviewed frequently to react to changing market conditions. As such it is important that Council understands and continually assesses the effectiveness and appropriateness of the current EVP.

The top five preferences identified in what workers currently want are:

1. Remuneration and reward
2. Wellbeing
3. Organisational Culture
4. Ways of working
5. Career Development

7. Workforce Management Strategies

The workforce management strategies are set out below and in the action plan in part 8.

Capacity

It is expected that over the life of this plan total employee numbers will remain fairly stable. There may however be some movement of positions within the structure so that resources are available where they are needed to implement the delivery program. At the same time, total wage costs are expected to increase steadily at a rate consistent with Award salary increases and scheduled performance reviews. There is also a need for a salary review to maintain competitiveness in the market.

Organisational Effectiveness / Succession Planning

There are a number of positions in Council's organisation which are critical to day to day service delivery. If the staff members in these positions were to leave without a suitable replacement being available, Council's ability to deliver its services would be compromised. Council should implement succession plans for these positions where possible, noting that all appointments require a merit based selection process.

There are a number of single person service delivery points which create a critical vulnerability. A review of the organisation structure, grouping of similar services, up-skilling of staff and documentation of procedures will provide improved organisational capacity and should contribute to staff retention. Concurrently, Council will review service levels and opportunities for shared services to pursue efficient and effective service delivery outcomes for the community.

Council staff deliver Council's services and capital renewal, rehabilitation and maintenance programs. To address temporary shortages such as long service leave, parental leave or when additional grant funding is secured and/or work load exceeds normal staffing hours (for example, surge workforce requirements to manage an operational emergency) staffing will be supplemented by contingent workers. Where necessary, contracted specialist equipment and/or temporary/contract workers will be engaged after existing staff are fully tasked to optimise additional grant funding opportunities.

Capability

Attraction and Retention

When employees leave the organisation, corporate knowledge and experience are lost; at times this is significant. Council should do all that it can to retain high performing and experienced employees. When recruitment is necessary, attracting skilled and qualified employees is about more than the position itself. Attracting high

quality potential candidates is about the whole package, including the location and community in which they will live and be employed. Most importantly, the selected candidate must have the competencies required to be successful in the role.

Building a strong brand can attract talent from all over the country. Potential candidates are attracted to positions that have a great location with a supportive community and the support of the organisation to deliver objectives. This includes the right level of resources to deliver the service standards set by Council.

Consistent with most regional councils in NSW, the following workforce attraction and retention strategies are offered:

- 9-day fortnight
- Competitive remuneration packages
- Salary sacrifice superannuation
- Payroll deductions for property rates and water charges for shire residents
- Training and career development
- Employee assistance program (EAP)
- Personal protective equipment (uniforms) for outdoor staff supplied at no cost to the employee
- Long service leave payable after 5 years' service in NSW local government
- Ability to transfer sick and long service leave entitlements if you are currently working with another NSW council, under certain conditions.
- Relocation assistance

Ageing Workforce

The age profile of Council's staff is skewed towards older employees with 66% of Council's employees currently aged over 40. Council has implemented a number of initiatives to alleviate the challenge of an ageing workforce. These initiatives include, but are not limited to:

- Employees undertaking formal qualifications and informal on the job training,
- Employees acting in higher duties to provide them the skills and knowledge required for the position so that if it becomes vacant they have the qualifications/skills/ability to apply for the position on merit.
- Several traineeships have been commenced in recent years with the benefit of partial government funding.
- Two school-based traineeships were offered in 2021 and form part of the ongoing structure (government funded).
- Consideration is also being given to employing apprentices in trades areas of the organisation (subject to capacity to supervise and work place safety standards).

Training and Development

Operational employees are required to undertake competency training in accordance with legislative requirements. This is arranged through Council's Corporate Training Plan.

Development opportunities for all employees has been identified as an area in which Council requires improvement. An online learning and development system would provide employees easier access to further enhance their skills, qualification, and knowledge to the benefit of Council.

Training budgets have been allocated within service and centrally. A strategy to improve the focus on training and development is to shift this to central management from 2022/23.

Workplace Health and Safety

Council is committed to the health, safety and wellbeing of our employees' while they are at work. The current position of Council's workers compensation premium will continue to be a significant focus for the organisation, with a continued strong focus on workplace health and safety systems, operations and pro-active management of return to work programs. The development of the safety system is not yet completed and needs to be supported by the up-skilling of staff across the organisation, particularly supervisors. Safety is one of Council's core values.

To support improvements in mental health in the workplace, the People at Work Survey is currently being conducted and should be repeated after one year and then biannually. It is supported by an independent consultant to facilitate the process to provide confidentiality as well as follow-up focus groups with teams to discuss the findings and opportunities to improve the workplace.

8. Action Plan

Strategy 1 – Attraction and Retention

Ref	Action	22/23	23/24	24/25	25/26	Responsibility
1.1	Review organisational structure and implement a structure that is fit for current services / service standards	✓	✓			General Manager
1.2	Consider acquisition of small number of residential properties so that executive staff can live and interact in the local community (rent payable)	✓	✓			General Manager
1.3	Continue to implement position descriptions which include specific and measurable indicators	✓	✓	✓	✓	Manager HR
1.4	Continue to implement an online performance management system to acknowledge high performers and assist struggling employees	✓	✓	✓	✓	All supervisors
1.5	Review salaries so that they act as an incentive to attracting and retaining quality staff	✓		✓		Manager HR
1.6	Continue to offer confidential exit interviews and transition paper-based exit surveys to electronic exit surveys to enable improved reporting on systemic issues	✓	✓	✓	✓	General Manager / Manager HR
1.7	Undertake staff engagement survey to understand how staff are feeling about organisation	✓	✓	✓	✓	Manager HR
1.8	Implement a system for staff to provide informal feedback to	✓	✓	✓	✓	General Manager

Ref	Action	22/23	23/24	24/25	25/26	Responsibility
	General Manager and Executive. This system should allow for anonymous feedback					
1.9	Consider allowing remote working for positions which are not customer facing	✓	✓	✓	✓	Manager HR
1.10	When undertaking recruitment include psychometric testing for candidate's competencies and capacity.	✓	✓	✓	✓	Manager HR
1.11	IT systems facilitate staff's ability to perform their roles successfully		✓	✓	✓	Executive and Managers
1.12	Invest in an employment marketing prospectus to promote the benefits of living and working in Uralla Shire for Council.	✓				Manager HR

Strategy 2 – Ageing Workforce / Succession Planning

Ref	Action	22/23	23/24	24/25	25/26	Responsibility
2.1	Review service critical positions and develop succession plans for these roles	✓	✓			Executive and Managers
2.2	Investigate options for the employment of additional apprentices and trainees		✓	✓	✓	Manager HR
2.3	Develop written workplace procedures so that the knowledge and experience of long term staff is maintained		✓	✓	✓	Executive and Managers
2.4	Investigate opportunities for job sharing with surrounding Councils		✓			Executive

Strategy 3 – Training and Development

Ref	Action	22/23	23/24	24/25	25/26	Responsibility
3.1	Training for mandatory licences and skills is undertaken as required	✓	✓	✓	✓	Manager HR
3.2	Implement learning and development plans for all staff and ensure funding is available for agreed development activities		✓	✓	✓	Executive and Managers
3.3	Provide leadership training for Directors and Managers to ensure they have the necessary skills to successfully lead the organisation	✓	✓	✓	✓	Executive and Managers

Strategy 4 – Workplace Health and Safety

Ref	Action	22/23	23/24	24/25	25/26	Responsibility
4.1	WHS system is developed and implemented to comply with SafeWork NSW requirements	✓	✓	✓	✓	Director Corporate Services
4.2	All incidents and accidents are reported within statutory timeframes	✓	✓	✓	✓	Executive, Manager HR, all Managers, all staff
4.3	Regularly review WHS reports and statistics to identify opportunities to improve WHS performance and drive down workers compensation premium	✓	✓	✓	✓	Executive, Managers.
4.4	Undertake People at Work Survey and associated improvements.	✓		✓		Manager HR
4.5	Recover at Work strategies are implemented for workplace injuries	✓	✓	✓	✓	Manager HR and relevant manager/supervisor.

Ref	Action	22/23	23/24	24/25	25/26	Responsibility
4.6	Develop and implement annual WHS training	✓	✓	✓	✓	WHS Officer
4.7	Develop a roster and undertake regular workplace safety walks	✓	✓	✓	✓	General Manager, Directors and service area staff

9. Review of the Plan

- 9.1. The effectiveness of the Workforce Management Strategy is reviewed annually and reported against an action in the annual Operational Plan. This review considers changes to the workforce and employment market such as:
- the results of service reviews completed that year;
 - any structure changes including new, increased or decreased service standards;
 - prolonged vacancies;
 - repeated turn-over in the same service area and/or position;
 - exit survey themes;
 - changes in the employment market; and
 - advice from the Consultative Committee.

10. Contact Us - Uralla Shire Council

Council Chambers and Administration Centre

Address	Postal Address	Phone Number	Fax Number
32 Salisbury Street Uralla NSW 2358	PO Box 106 Uralla NSW 2358	02 6778 6300 (All Enquiries)	Fax: 02 6778 6349

Opening Hours: 8.30am to 4.30pm Monday to Friday (closed 1 – 2pm each day)

Email: council@uralla.nsw.gov.au

15.4 ADOPTION OF DELIVERY PROGRAM AND OPERATIONAL PLAN 2022-2023



Department: Corporate Services
Prepared by: Manager Governance
TRIM Reference: UINT/22/6166
Attachments: UINT/22/3705 – Delivery Program
UINT/22/6263 – Operational Plan

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council
Strategy: 4.1.1 Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program, and Operational Plan

SUMMARY:

1. As required by the Integrated Planning and Reporting (IP&R) Framework, the purpose of this report is to enable Council to adopt:
 - a. the four year Delivery Program
 - b. the annual Operational Plan which includes:
 - i. the budget, and
 - ii. Statement of Revenue Policy

RECOMMENDATION:

- I. That in accordance with Sections 533, 534, 535 and 536 of the NSW Local Government Act 1993, Council make and levy the rates and annual charges for 2022-23 as set out below:
 - a) That in relation to Ordinary Rates, Council apply the 2.5% rate increase as determined by the Independent Pricing and Regulatory Tribunal (which includes the 1.8% permanent special variation under Section 508(2) of the Local Government Act 1993 (NSW));
 - 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 2022 to 30 June 2023:

Category & Sub-Category	Base Amount \$	Base Amount %	Ad-Valorem Rate in the \$
Farmland	\$306.00	7.45%	0.3298
Residential – Ordinary	\$306.00	49.25%	0.3298
Residential – Rural	\$306.00	33.48%	0.3298
Business	\$306.00	45.03%	0.3298
Mining	\$306.00	0.00%	0.3298

- 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 2022 to 30 June 2023:

Location	Water Supply Access Charges
Uralla Water	\$415.00
Bundarra Water	\$415.00
	Water Supply Consumption Charges per KL
Uralla Water	\$3.00
Bundarra Water	\$3.00

- 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 2022 to 30 June 2023:

Location	Residential Sewer Access Charges
Uralla Sewerage	\$678.00
Bundarra Sewerage	\$678.00

- 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 2022 to 30 June 2023:

Location and charge	Non-Residential Sewer Access Charges
Uralla Sewerage – Access	\$473.00
Bundarra Sewerage – Access	\$473.00
	Sewer Usage Charges per KL
Uralla Sewerage – Usage	\$1.57
Bundarra Sewerage – Usage	\$1.57

- 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 2022 to 30 June 2023:

Location and charge	Trade Waste Annual Charges
Uralla Sewerage – Access	\$85.50
Bundarra Sewerage – Access	\$85.50
	Trade Waste Usage Charge per KL
Uralla Sewerage – Usage	\$1.50
Bundarra Sewerage – Usage	\$1.50

- 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 2022 to 30 June 2023:

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

- h) That in relation to environmental levy pursuant to Section 501 of the *NSW Local Government Act 1993*, Council make and levy the following annual charge on all rateable properties as an environmental levy for the year 1 July 2022 to 30 June 2023:

Description	Charge
Environmental Levy	\$327.00

- 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 2022 to 30 June 2023:

Waste Charge Description	Residential Charge
Uralla Residential	\$368.00
Bundarra Residential	\$368.00
Invergowrie Residential	\$368.00
Kentucky Residential	\$275.00
Additional General Waste 140L	\$240.00
Additional Recycling Bin 240L	\$128.00

- 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 2022 to 30 June 2023:

Waste Charge Description	Non-Rateable Charge
Uralla & Bundarra Non-Rateable – 240L General	\$275.00
Uralla & Bundarra Non-Rateable – 140L General	\$213.00
Uralla & Bundarra Non-Rateable – 240L Recycling	\$128.00

- 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 2022 to 30 June 2023:

Waste Charge Description	Non Residential Charge
Uralla Commercial – 240L General	\$275.00
Uralla Commercial – 140L General	\$213.00
Bundarra Commercial – 240L General	\$275.00
Uralla & Bundarra Commercial – 240L Recycling	\$128.00

- l) 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 2021-2022 rating year of 6.00% from 1 July 2022 to 30 June 2023 as determined by the Office of Local Government.

II. That Council:

- a. Notes that the an independent review of the draft 2022-23 budget is underway per resolution OM25.02/22 and will continue into the first quarter of the financial year and that Council may make further amendments to the Operational Plan (and budget) through the quarterly budget review process; and
- b. Amend the publicly exhibited Operational Plan (and budget) for the following:
 - i. Add an action: Update the Business Case and Prepare Plans for the staged extension of McMaugh Gardens (funding source to be voted by Council at QBRs1 following) ;
 - ii. <<<Other as determined at the meeting>>>
- c. Approve expenditure and vote funds as detailed in the combined 2022 - 2026 Delivery Program and 2022-23 Operational Plan as amended in accordance with Part 9, Division 5, clause 211(2) of the *Local Government (General) Regulation 2005*.

- d. Adopt the combined 2022 - 2026 Delivery Program and 2022-23 Operational Plan as amended, including the 2022-23 Statement of Revenue Policy incorporating the annual budget and fees and charges.

REPORT:

2. The purpose of this report is to present the submissions received following the public exhibition of the Delivery Program and Operational Plan 2022-2023 and associated documents and seek adoption of the final versions, required to be prepared under the Integrated Planning and Reporting (IP&R) Framework, within the statutory timeframes.
3. The public exhibition period closes on Wednesday 22 June 2022 at 5pm. At the date of publication of this agenda there were no submissions. Any submissions received subsequent to the publication of this agenda will be tabled as supplementary items at the meeting.

Key feedback	Response
<ul style="list-style-type: none"> Nil as at time of publication. 	
<ul style="list-style-type: none"> 	

4. The Delivery Program (DP) and Operational Plan (OP) provide detail of how the community aspirations in the Community Strategic Plan (CSP) are systematically translated into actions that lie within the responsibility and resourcing (time, money, assets and people) capacity of Council.



5. The IPR Framework is built on the quadruple bottom line (QBL), that is, the pillars of sustainability of economy, community, environment and civic leadership. The plans reinforce the imperative of the integration of sustainability into Council's core business as outlined in the DP and OP.

6. The *NSW Local Government Amendment (Planning and Reporting) Act 2009* introduced the planning and reporting framework for local government including:
 - A Community Strategic Plan (10 Years +);
 - A Delivery Program (4 Year Plan);
 - An Operational Plan (1 Year Plan);
 - A Resourcing Strategy – comprising the Long Term Financial Plan (10 Year Plan),
 - Workforce Management Strategy (4 Year Plan) and
 - Asset Management Strategy (10 Year Plan)
7. The Community Strategic Plan was adopted by Council on 24 May 2022.
8. The Workforce Management Strategy is presented for adoption at this meeting under a separate report.
9. Council must adopt a Long Term Financial Plan by 30 June following the election.
10. Council will be able to adopt the Long Term Financial Plan following the exhibition period which closes on 7 July 2022.
11. The IPR suite of documents were prepared in accordance with the Framework and legislative requirements. The Delivery Program and Operational Plan are synergistic and for this reason have been presented together.

CONCLUSION:

12. "Integration" is the key concept of the IPR Framework, adding to the range of governance frameworks that will guide Council, staff, our community and stakeholders in working together to meet the challenges and opportunities over the next ten years.

COUNCIL IMPLICATIONS

13. Community Engagement/Communication

A wide ranging and comprehensive community engagement program was developed to gain community and stakeholder input. Phase 2 of the engagement program was completed following the public exhibition period.

14. Policy and Regulation

Sections 402-406 *Local Government Act 1993*.

Integrated Planning and Reporting Handbook (Office of Local Government).

15. Financial/Long Term Financial Plan

The Delivery Program and Operational Plan outline a range of projects, programs and activities to be completed over the four year timeframe of the Delivery Program. The DP/OP is underpinned by the Resourcing Strategy. A statement on the 2022-2023 Fees and Charges is detailed in the Revenue Policy document. The Revenue Policy provides statements on the 2022-2023 Ordinary Rates and Annual Charges.

16. Asset management/Asset Management Strategy

Asset Management Plans form part of the IPR Framework.

17. Workforce/Workforce Management Strategy

The Workforce Management Strategy forms part of the IPR Framework.

18. Legal and Risk Management

It is a statutory requirement to engage with the community for Integrated Planning and Reporting documents.

19. Performance Measures

That the IPR documents be adopted by Council before 1 July 2022.

20. Project Management

General Manager, Director Corporate Services/CFO, Manager Governance

USC Four-Year Delivery Program 2022-2026



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DRAFT V0.4

Document Control

Doc No.	Date Amended	Details / comments e.g. resolution number
0.1	2 December 2021	First draft re: revised CSP – see UINT/21/14057, UINT/21/13278 and UINT?21/
0.2	27 April 2022	Draft to new Councillors for workshop/review (Activities only)
0.3	10 May 2022	Draft to Finance Advisory Committee
0.4	11 May 2022	Amended following Finance Advisory Committee Draft to Council meeting for public exhibition
0.5	25 May 2022	Draft for public exhibition
0.6	28 June 2022	Final draft for council adoption
1.0		Adopted – Resolution No: Note: by 30 June 2022

This document is prepared in accordance with:

- Office of Local Government, [Integrated Planning & Reporting: Guidelines for Local Government in NSW](#), September 2021
- Office of Local Government, [Integrated Planning & Reporting: Handbook for Local Councils in NSW](#), September 2021

Acknowledgement of Country

We acknowledge the Traditional Custodians of this land and recognise their sacred connection to Country. We pay our respect to Elders past, present and emerging

PART 1. DELIVERY PROGRAM SUMMARY

- 1.1. Council is required by the *Local Government Act 1993 (NSW)* to establish a Delivery Program after each ordinary election of Councillors for a 4-year period commencing on 1 July following the election.¹
- 1.2. The Office of Local Government NSW summarises the requirements of the delivery program as follows:

The Delivery Program identifies the principal activities to be undertaken by the council to perform all its functions - including implementing the strategies established by the Community Strategic Plan – using the resources identified in the Resourcing Strategy.

The Delivery Program is a statement of commitment to the community from each newly elected council. In preparing the Delivery Program, the council is accounting for its stewardship of the community's long-term goals, outlining what it intends to do towards achieving these goals during its term of office and what its priorities will be.

The Delivery Program is designed as the single point of reference for all principal activities undertaken by the council during its term of office. All plans, projects, activities and funding allocations must be directly linked to this Program.

Supporting the Delivery Program are annual Operational Plans. These spell out the details of the Delivery Program – the individual projects and actions that will be undertaken in that year to achieve the commitments made in the Delivery Program.²

¹ *Local Government Act 1993 (NSW)* s 404.

² Office of Local Government, *Integrated Planning & Reporting Guidelines*, September 2021, p 19.

PART 2. REQUIREMENTS OF THE DELIVERY PROGRAM

2.1. The general requirements of the Delivery Program are as follows:

- Each council must prepare and adopt its Delivery Program by 30 June in the year following a local government ordinary election.
- To encourage continuous improvement across the council's operations, the Delivery Program must identify areas of service that the council will review during its term, and how the council will engage with the community and other stakeholders to determine service level expectations and appropriate measures.
- The Delivery Program must address ongoing improvements to the efficiency, productivity, financial management and governance of the council.
- When preparing its Delivery Program, the council must consider the priorities and expected levels of service, expressed by the community during the engagement process.

The Delivery Program is supported by a Resourcing Strategy which includes the following:

- Asset Management Plans
- Workforce Management Strategy
- Long Term Financial Plan

Community engagement

A wide ranging and comprehensive community engagement program has been developed to gain community and stakeholder input so that the strategic planning aligns with the future vision and aspirations of the community. The engagement program commenced with listening posts in early 2021, through to the listening post at Thunderbolts Festival in October 2021, along with postcards, social media posts and posters distributed throughout the Shire in December 2021 – January 2022. A separate engagement process was undertaken in relation to the Long Term Financial Plan.

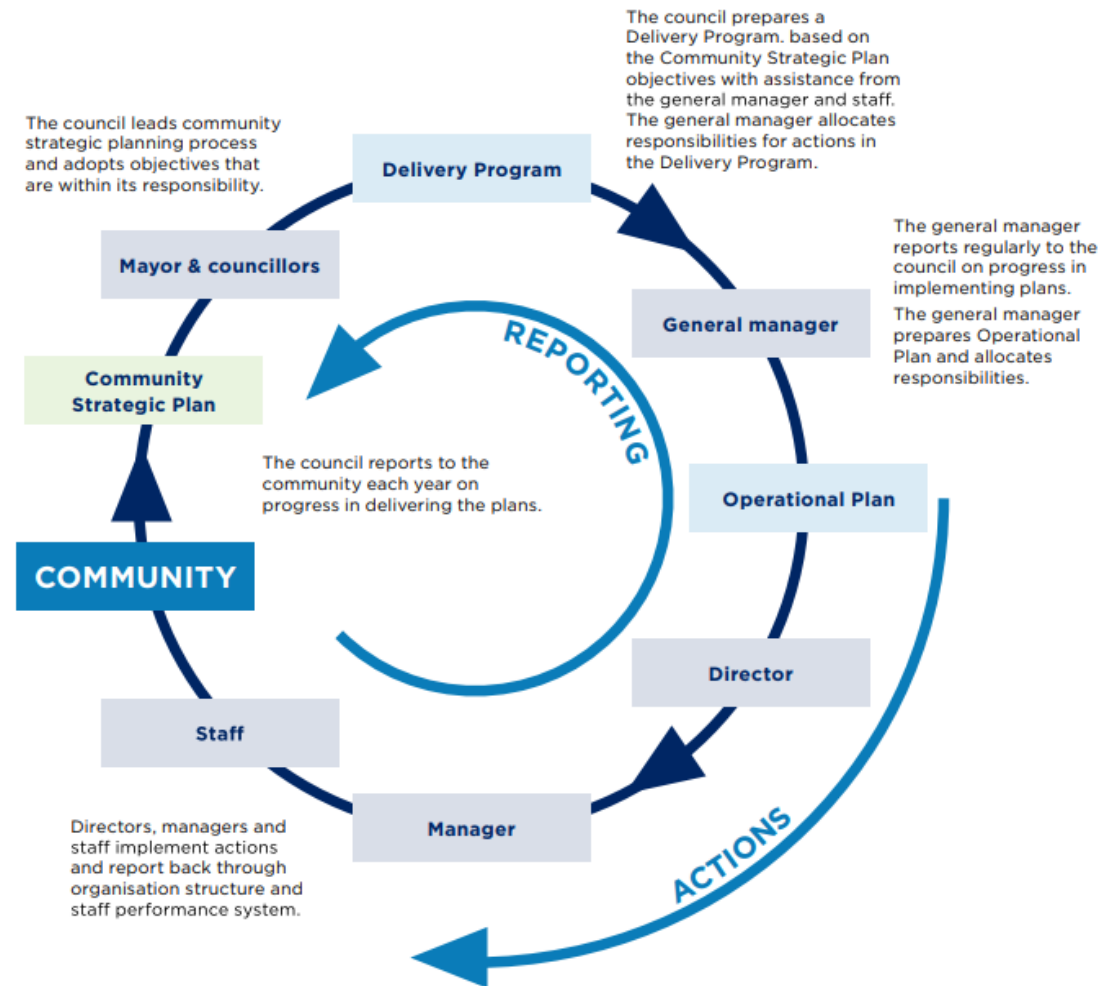
An assessment of all feedback received through community consultations relating to budget or land use planning was also incorporated into the Community Strategic Plan.

Measures

Performance measures can be found in the Community Strategic Plan 2023-3032 appendix and each year's Operational Plan.

Integration of documents is a key element of the Integrated Planning and Reporting Framework. The following diagrams demonstrate how the documents fit together.





Delivery Program (DP)

- Describes elected council's commitment to deliver against the CSP over 4-year term.
- Describes what can be delivered with the available resources as outlined in RS (below).
- Aligned with strategic directions and outcomes of the CSP.

Duration: 4 years

Review: Annual review with 6-monthly reporting

Operational Plan (OP)

- Identifies annual projects and activities to deliver against DP outcomes.
- Includes council's annual budget and Statement of Revenue Policy.

Duration: 12 months

Review: One plan each year for the 4 years of the council term, in line with DP

Annual Report (AR)

- Reports back to the community on the work undertaken by a council each year to deliver on the commitments of the DP through that year's OP.
- AR must contain a copy of the audited financial statements.

Duration: 12 months

Review: Annually

State of our City Report

- Prepared by each outgoing council and noted by incoming council.
- Reports to the community on effectiveness of implementation of the CSP.

Duration: 4-yearly

Review: In line with election cycle, generally every 4 years

PART 3. COUNCIL'S PRINCIPAL ACTIVITIES



3.1. Society

STRATEGIC OBJECTIVE: We have an accessible, inclusive and sustainable community.

SOCIETY: STRATEGY	ACTIVITY	SERVICE AREA	LEAD MANAGER	2022-2023 Yr 1	2023-2024 Yr 2	2024-2025 Yr 3	2025-2026 Yr 4
1.1. A growing community with an active volunteer base & participation in community events	1.1.1. Coordinate and facilitate Council volunteer programs	Community Development	Director Community Services	✓	✓	✓	✓
	1.1.2. Review volunteer strategy	Community Development	Director Community Services				✓
	1.1.3. Support Council approved community events with in-kind support and/or sponsorship	Community Development	Director Community Services	✓	✓	✓	✓
	1.1.4. PROJECT: Seek grant funding and to enable a staged expansion of McMaugh Gardens	McMaugh Gardens Aged Care Facility	Director Community Services	✓	✓	✓	✓
1.2. A safe, active and healthy shire	1.2.1. Maintain Council's footpath network	Works and Civil	Manager Civil Infrastructure	✓	✓	✓	✓
	1.2.2. Upgrade/expand Council's footpath network (subject to grant funding)	Works and Civil	Manager Civil Infrastructure	✓	✓	✓	✓
	1.2.3. Maintain Council's road network	Works and Civil	Manager Civil Infrastructure	✓	✓	✓	✓
	1.2.4. Support participation in sport	Community Development	Director Community Services	✓	✓	✓	✓
	1.2.5. Own and resource the maintenance of Shire based regional fire service assets.	Emergency Services	Director Infrastructure	✓	✓	✓	✓

SOCIETY: STRATEGY	ACTIVITY	SERVICE AREA	LEAD MANAGER	2022-2023 Yr 1	2023-2024 Yr 2	2024-2025 Yr 3	2025-2026 Yr 4
			and Development				
	1.2.6. Participate in the Local Emergency Management Committee	Emergency Services	Director Infrastructure and Development	✓	✓	✓	✓
	1.2.7. Liaise with police, community organisations and the community to address crime, anti-social behaviour and maintain community safety	Emergency Services	Director Infrastructure and Development	✓	✓	✓	✓
	1.2.8. Plan for Uralla Shire Council response to natural disasters including bushfires, major storms and flood events	Emergency Services	Director Infrastructure and Development	✓	✓	✓	✓
	1.2.9. ADVOCACY: Lobby government, companies and other individuals to secure funding for cultural and creative expression fields	Civic Leadership	Mayor/ General Manager	✓	✓	✓	✓
	1.2.10. Operate Uralla community swimming pool (seasonal).	Facilities and Opens Space	Manager Civil Infrastructure	✓	✓	✓	✓
	1.2.11. Integration of the Safety System throughout the organisation	Governance	Manager Governance	✓	✓	✓	✓
1.3. A diverse and creative culture that celebrates our history	1.3.1. Support the Arts.	Community Development	Director Community Services				
	1.3.2. Provide library services and programs.	Library	Library Officer	✓	✓	✓	✓
	1.3.3. Liaise with Elders	Community Development	Director Community Services	✓	✓	✓	✓
	1.3.4. PROJECT: Develop the Uralla Old Court House as a community venue (subject to grant funding)	Infrastructure and Development	Director Infrastructure and Development	✓	✓	✓	✓

SOCIETY: STRATEGY	ACTIVITY	SERVICE AREA	LEAD MANAGER	2022-2023 Yr 1	2023-2024 Yr 2	2024-2025 Yr 3	2025-2026 Yr 4
	1.3.5. Implement Council's Disability Inclusion Action Plan	Community Development	Director Community Services	✓	✓	✓	✓
	1.3.6. Support sustainable population growth and the development of infrastructure to meet the needs of this regional growth	Community Development	Director Community Services	✓	✓	✓	✓
	1.3.7. PROJECT: Consider opportunities to strengthen the identity of townships and villages	Community Development	Director Community Services	✓	✓	✓	✓
1.4. Access to and equity of services.	1.4.1. Review Council's Disability Inclusion Action Plan	Community Development	Director Community Services				✓
	1.4.2. Provide community support services	Tablelands Community Support	Manager Community Care	✓	✓	✓	✓
	1.4.3. Provide community transport services	Tablelands Community Transport	Manager Community Care	✓	✓	✓	✓
	1.4.4. Operate and maintain the McMaugh Gardens Aged Care Facility	McMaugh Gardens Aged Care Facility	Manager McMaugh Gardens	✓	✓	✓	✓
	1.4.5. Conduct citizenship ceremonies	Civic Leadership	Mayor/General Manager	✓	✓	✓	✓



3.2. Economy

STRATEGIC OBJECTIVE: We drive the economy to support prosperity.

ECONOMY: STRATEGY	ACTIVITY	SERVICE AREA	LEAD MANAGER	2022-2023 Yr 1	2023-2024 Yr 2	2024-2025 Yr 3	2025-2026 Yr 4
2.1. An attractive environment for the business sector.	2.1.1. Operate the Uralla Visitor Information Centre	Economic Development & Tourism	Director Community Services	✓	✓	✓	✓
	2.1.2. Operate the Uralla Caravan Park	Asset Management	Asset Manager	✓	✓	✓	✓
	2.1.3. Maintain camping sites (Bundarra Caravan Park, Emu Crossing, Yarrowyck Crossing, Uralla Fossicking Area)	Facilities and Open Space	Manager Civil Infrastructure	✓	✓	✓	✓
	2.1.4. ADVOCACY: Lobby for the transition to renewable energy vehicles to occur without increasing the cost to ratepayers	Civic Leadership	Mayor/ General Manager	✓	✓	✓	✓
	2.1.5. ADVOCACY: Lobby for opportunities and benefits from the NEREZ without increasing the cost to ratepayers	Civic Leadership	Mayor/ General Manager	✓	✓	✓	✓
2.2. Grow & diversify employment through existing & new businesses	2.2.1. Maintain business support resources on Council's website.	Economic Development & Tourism	Director Community Services	✓	✓	✓	✓
	2.2.2. ADVOCACY: Lobby government to maintain and improve community and public transport service and infrastructure	Civic Leadership	Mayor/ General Manager	✓	✓	✓	✓
	2.2.3. ADVOCACY: Lobby for government-funded infrastructure and services to keep pace with business and industry development in the region (education, transport, health)	Civic Leadership	Mayor/ General Manager	✓	✓	✓	✓

ECONOMY: STRATEGY	ACTIVITY	SERVICE AREA	LEAD MANAGER	2022- 2023 Yr 1	2023- 2024 Yr 2	2024- 2025 Yr 3	2025- 2026 Yr 4
	2.2.4. ADVOCACY: Lobby for government-funded telecommunications infrastructure and services	Civic Leadership	Mayor/ General Manager	✓	✓	✓	✓
	2.2.5. Provide a development assessment and planning service.	Development and Planning	Manager Development and Planning	✓	✓	✓	✓
	2.2.6. Review and update the Local Environmental Plan to provide desired land use zonings to encourage growth	Development and Planning	Manager Development and Planning	✓			✓
	2.2.7. Review and update the Local Strategic Planning Statement	Development and Planning	Manager Development and Planning		✓		
	2.2.8. Review and update the Development Control Plan	Development and Planning	Manager Development and Planning			✓	
	2.2.9. Encourage quality commercial, industrial and residential development	Development and Planning	Manager Development and Planning	✓	✓	✓	✓
2.3. Communities that are well serviced with essential infrastructure	2.3.1 Upgrade/expand Council's road network (subject to grant funding)	Works and Civil	Manager Civil Infrastructure	✓	✓	✓	✓
	2.3.2 Maintain and renew Council's road network	Works and Civil	Manager Civil Infrastructure	✓	✓	✓	✓
	2.3.3 Operate Uralla Water Treatment Plant	Water Cycle	Manager Waste, Water and Sewerage services	✓	✓	✓	✓
	2.3.4 Operate Bundarra Water Treatment Plant	Water Cycle	Manager Waste, Water and Sewerage services	✓	✓	✓	✓

ECONOMY: STRATEGY	ACTIVITY	SERVICE AREA	LEAD MANAGER	2022- 2023 Yr 1	2023- 2024 Yr 2	2024- 2025 Yr 3	2025- 2026 Yr 4
	2.3.5 Operate Uralla Sewage Treatment Plant	Water Cycle	Manager Waste, Water and Sewerage services	✓	✓	✓	✓
	2.3.6 Operate Bundarra Sewage Treatment Plant	Water Cycle	Manager Waste, Water and Sewerage services	✓	✓	✓	✓
	2.3.7 Community consultation on water and sewer assets' service levels and costs of providing the service for updating asset management plans	Water Cycle	Manager Waste, Water and Sewerage services	✓			
	2.3.8 Maintain parks, gardens , recreation facilities and open spaces	Facilities and Opens Space	Manager Civil Infrastructure	✓	✓	✓	✓
	2.3.9 Provide cemetery services	Facilities and Opens Space	Manager Civil Infrastructure	✓	✓	✓	✓
	2.3.10 Review and analyse plant and equipment requirements to fit current and future needs	Infrastructure and Development	Director Infrastructure and Development	✓	✓	✓	✓
	2.3.11 Maintain built and natural stormwater drainage	Civil Infrastructure	Manager Civil Infrastructure	✓	✓	✓	✓
	2.3.12 Maintain and renew building infrastructure	Asset Management	Asset Manager			✓	✓



3.3. Environment

STRATEGIC OBJECTIVE: We are good custodians of our environment.

ENVIRONMENT: STRATEGY	ACTIVITY	SERVICE AREA	LEAD MANAGER	2022- 2023 Yr 1	2023- 2024 Yr 2	2024- 2025 Yr 3	2025- 2026 Yr 4
3.1. To preserve, protect and renew our beautiful natural environment	3.1.1 Review and monitor vegetation and environmental protection measures for sensitive Council managed land	Environmental Management	Manager Development and Planning	✓	✓	✓	✓
	3.1.2 Prepare end-of-term state of the environment report (included in State of our Region end-of-term report)	Environmental Management	Manager Development and Planning	✓	✓	✓	✓
	3.1.3 Manage and control weeds in Council's public reserves, open spaces, creek lands and public roads	Environmental Management	Manager Development and Planning	✓	✓	✓	✓
	3.1.4 Apply for grant funding to support environmental projects	Environmental Management	Manager Development and Planning	✓	✓	✓	✓
	3.1.5 Manage Crown Lands under Council care and control	Environmental Management	Manager Development and Planning	✓	✓	✓	✓
	3.1.6 Administer Native Title Act and Biodiversity Conservation Act in relation to Council activities.	Environmental Management	Manager Development and Planning	✓	✓	✓	✓
	3.1.7 Regulate and inspect Underground Petroleum Storage Systems (UPSSs) as per UPSS Regulation 2019	Environmental Management	Manager Development and Planning	✓	✓	✓	✓
	3.1.8 Promote community greening projects and involvement in environmental conservation efforts	Environmental Management	Manager Development and Planning	✓	✓	✓	✓
	3.1.9 Develop a street tree master plan for Uralla and Bundarra	Environmental Management	Manager Development and Planning	✓	✓		

ENVIRONMENT: STRATEGY	ACTIVITY	SERVICE AREA	LEAD MANAGER	2022- 2023 Yr 1	2023- 2024 Yr 2	2024- 2025 Yr 3	2025- 2026 Yr 4
	3.1.10 Develop a Climate Change Policy	Environmental Management	Manager Development and Planning	✓	✓		
3.2. Maintain a healthy balance between development and the environment	3.2.1 Provide effective, regulatory, compliance and enforcement services for the community	Development and Planning	Manager Development and Planning	✓	✓	✓	✓
	3.2.2 Investigate opportunities to implement energy efficient technologies in council facilities, infrastructure and service delivery to reduce ecological footprint	Environmental Management	Manager Development and Planning	✓	✓	✓	✓
	3.2.3 Promote Developer Contributions	Development and Planning	Manager Development and Planning	✓	✓	✓	✓
3.3. Avoid, reduce, reuse (repair), and recycle (recover) wastage to minimise waste disposal	3.3.1. Operate Uralla landfill and recycling centre	Waste Management	Manager Waste, Water and Sewerage Services	✓	✓	✓	✓
	3.3.2. Operate the Bundarra landfill until completion of life	Waste Management	Manager Waste, Water and Sewerage Services	✓	✓		
	3.3.3. PROJECT: Decommission the Bundarra landfill at completion of life	Waste Management	Manager Waste, Water and Sewerage Services			✓	
	3.3.4. Operate the Kingstown waste transfer service	Waste Management	Manager Waste, Water and Sewerage Services	✓	✓	✓	✓
	3.3.5. Support anti-littering campaign and promote recycling	Waste Management	Manager Waste, Water and Sewerage Services	✓	✓	✓	✓

ENVIRONMENT: STRATEGY	ACTIVITY	SERVICE AREA	LEAD MANAGER	2022- 2023 Yr 1	2023- 2024 Yr 2	2024- 2025 Yr 3	2025- 2026 Yr 4
	3.3.6. Provide kerbside waste collection services	Waste Management	Manager Waste, Water and Sewerage Services	✓	✓	✓	✓
	3.3.7. Establish and Operate the Bundarra waste transfer service	Waste Management	Manager Waste, Water and Sewerage Services			✓	✓
	3.3.8. Investigate opportunities for waste disposal from developers	Waste Management	Manager Waste, Water and Sewerage Services	✓	✓	✓	✓
3.4. Secure, sustainable and environmentally sound water-cycle infrastructure and services	3.4.1. Provide water cycle infrastructure services and encourage efficient water use practice	Water Cycle	Manager Waste, Water and Sewerage Services	✓	✓	✓	✓



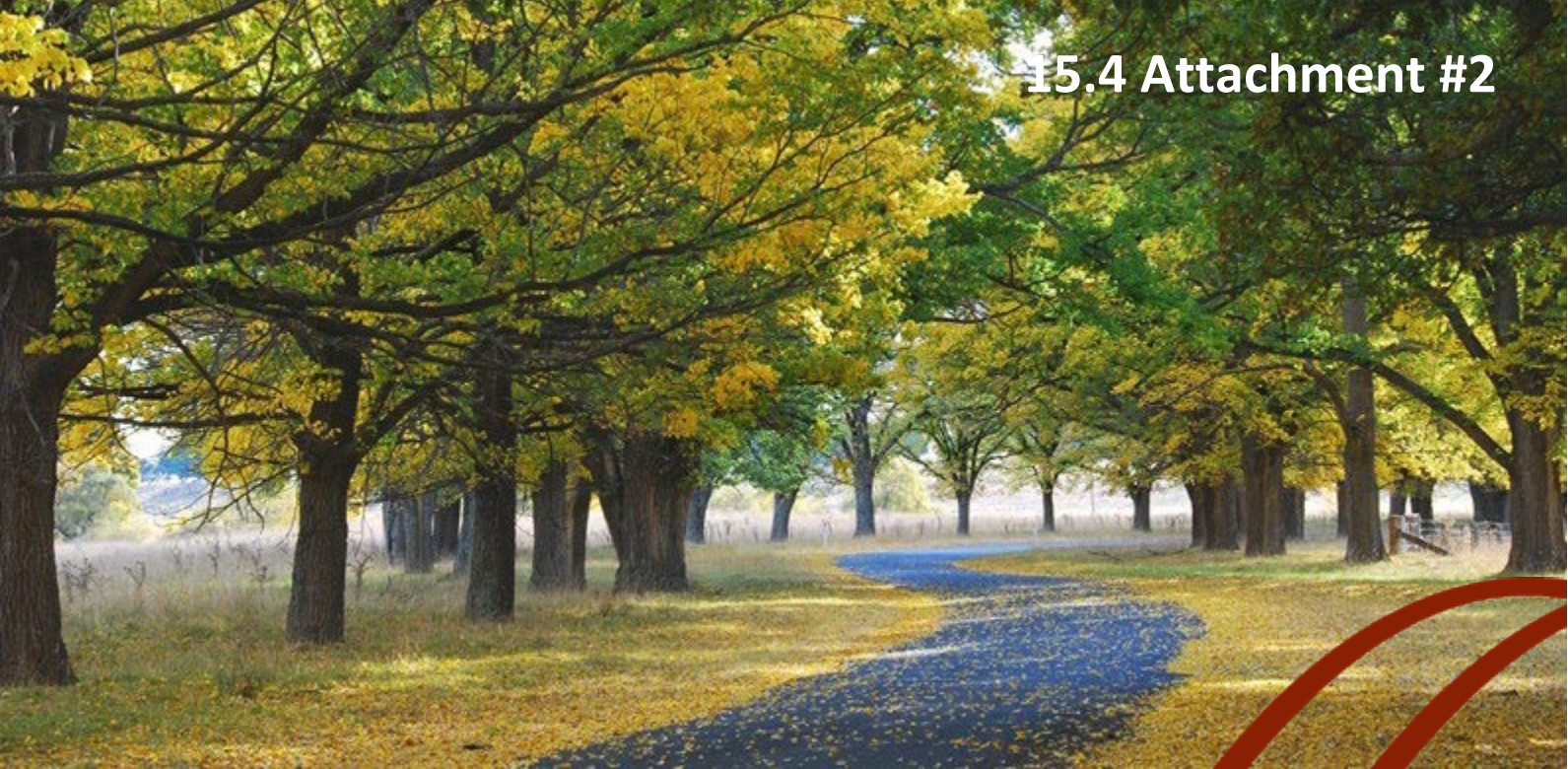
3.4. Leadership

STRATEGIC OBJECTIVE: We are an independent Shire and well-governed community.

LEADERSHIP: STRATEGY	ACTIVITY	SERVICE AREA	LEAD MANAGER	2022-2023 Yr 1	2023-2024 Yr 2	2024-2025 Yr 3	2025-2026 Yr 4
4.1 Informed and inspired leadership in our community	4.1.1. Elected members govern Council in accordance with the <i>Local Government Act 1993 (NSW)</i>	Civic Leadership	Mayor/General Manager	✓	✓	✓	✓
	4.1.2. Local Government Elections	Civic Leadership	Mayor/General Manager			✓	
	4.1.3. Collaborate with the New England Joint Organisation to achieve outcomes for the community of interest	Civic Leadership	Mayor/General Manager	✓	✓	✓	✓
	4.1.4. Collaborate with the New England Weeds Authority to manage declared noxious weeds	Civic Leadership	Mayor/General Manager	✓	✓	✓	✓
	4.1.5. ADVOCACY: Advocate for the interests of the community through the NSW Country Mayors Association	Civic Leadership	Mayor/General Manager	✓	✓	✓	✓
	4.1.6. ADVOCACY: Advocate for the interests of the community through the LGNSW Association	Civic Leadership	Mayor/General Manager	✓	✓	✓	✓
	4.1.7. Engage and collaborate with groups, businesses and potential developers	Civic Leadership	Mayor/General Manager	✓	✓	✓	✓

LEADERSHIP: STRATEGY	ACTIVITY	SERVICE AREA	LEAD MANAGER	2022-2023 Yr 1	2023-2024 Yr 2	2024-2025 Yr 3	2025-2026 Yr 4
4.2 A strategic, accountable and representative Council	4.2.1. Local Government Integrated Planning and reporting documents prepared	Civic Leadership	General Manager	✓	✓	✓	✓
	4.2.2. Annual operational plan, budget and resourcing strategy prepared	Organisation Leadership	General Manager	✓	✓	✓	✓
	4.2.3. Prepare annual reports	Governance	Manager Governance	✓	✓	✓	✓
	4.2.4. Develop and adopt annual reports	Civic Leadership	Mayor/General Manager	✓	✓	✓	✓
	4.2.5. Prepare State of our Shire (end-of-term report)	Governance	Manager Governance	✓	✓	✓	✓
	4.2.6. Adopt State of our Shire (end-of-term report)	Civic Leadership	Mayor/General Manager			✓	
	4.2.7. Provide leadership and allocate resources to enable efficient operations in order to deliver the USC mission	Organisational Leadership	General Manager	✓	✓	✓	✓
	4.2.8. Provide an operational, risk managed, governance framework to support the achievement of Council's strategic objectives and legislative compliance.	Governance & Risk	Manager Governance	✓	✓	✓	✓
	4.2.9. Undertake community engagement to inform Council decision making.	Organisational Leadership	General Manager	✓	✓	✓	✓
4.3 An efficient and effective independent local government	4.3.1. Operate in a financially compliant manner.	Financial Management	Manager Finance	✓	✓	✓	✓
	4.3.2. Review Council's performance against the Long Term Financial Plan	Financial Management	Manager Finance	✓	✓	✓	✓
	4.3.3. Own and operate depots, workshop, plant and equipment to undertake asset management and related services	Infrastructure and Development	Team Leader Stores Fleet and Workshop	✓	✓	✓	✓
	4.3.4. Adopt the Asset Management Strategy, Policy and Plans	Civic Leadership	Mayor/General Manager	✓			✓
	4.3.5. Endorse the Workforce Management Strategy	Civic Leadership	Mayor/General Manager	✓			✓

LEADERSHIP: STRATEGY	ACTIVITY	SERVICE AREA	LEAD MANAGER	2022-2023 Yr 1	2023-2024 Yr 2	2024-2025 Yr 3	2025-2026 Yr 4
	4.3.6. Implement the Workforce Management Strategy	Civic Leadership	Mayor/General Manager	✓			✓
	4.3.7. Adopt the Delivery Plan	Civic Leadership	Mayor/General Manager	✓			✓
	4.3.8. Prepare the Community Strategic Plan	Organisational Leadership	General Manager			✓	✓
	4.3.9. Review, update and maintain asset management plans and registers.	Asset Management	Asset Manager	✓	✓	✓	✓
	4.3.10. Facilitate the community's access to Council services.	Customer Service	Manager Human Resources	✓	✓	✓	✓
	4.3.11. Deliver an effective IT platform and support the organisation to be current, innovative and efficient	Information Technology	IT Coordinator	✓	✓	✓	✓
	4.3.12. Optimise information technology to support efficient service delivery	Information Technology	IT Coordinator	✓	✓	✓	✓
	4.3.13. Provide human resource services that support a high performing team culture that can deliver the USC mission	Human Resources	Manager Human Resources	✓	✓	✓	✓
	4.3.14. Provide record management services that meet Council's record keeping obligations.	Records and Information	Manager Governance	✓	✓	✓	✓
	4.3.15. Integrate asset data with resource planning systems, data modelling, capital expenditure, Asset Management Plans preparation and financial management	Asset Management	Asset Manager	✓	✓	✓	✓
	4.3.16. Optimise grant funding to deliver Council's operations	Financial Management	Director Corporate Services	✓	✓	✓	✓



Operational Plan 2022 – 2023

About this document

This document is prepared in accordance with:

1. Office of Local Government, [Integrated Planning & Reporting: Guidelines for Local Government in NSW](#), September 2021
2. Office of Local Government, [Integrated Planning & Reporting: Handbook for Local Councils in NSW](#), September 2021

Date Placed on Public Exhibition	Resolution
Date Adopted by Council	Resolution

U/INT/22/4280

Document History

Version	Date Amended	Comments
Version 0.1	27 April 2022	Draft circulated to Mayor and Councillors for out-of-session review
Version 0.2	10 May 2022	Draft to Finance Advisory Committee for review
Version 0.3	24 May 2022	Draft to Council meeting for public exhibition
Version 0.4	25 May 2022	Public Exhibition
Version 1		Final version

Further Document Information and Relationships

Related Legislation	<i>NSW Local Government Act 1993</i> <i>NSW Local Government (General) Regulations 2005</i>
Related Documents	NSW Office of Local Government Integrated Planning and Reporting Guidelines Uralla Shire Council Community Strategic Plan Uralla Shire Council Delivery Program Uralla Shire Council Resourcing Strategy

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Acknowledgement of Country

We acknowledge the Traditional Custodians of this land and recognise their sacred connection to Country. We pay our respect to Elders past, present and emerging.

Overview

The Overview provides an introduction to the annual Operational Plan.

Mayor's Message

Welcome to the Uralla Shire 2022-2023 Operational Plan.

As a community we have been through what we hope is a once in a lifetime pandemic which saw unusual measures including the deferral of the local government elections. As such, it is just over four months since the declaration of this term of office and your council has covered a large amount of territory to prepare its first annual Operational Plan.



We have been working hard as a team to concurrently undertake an extensive induction and training program and setting up the strategic framework to transform our organisation to enable a financially sustainable, independent future. This has meant reviewing the position of council and being clear about where we want to be and how we intend to get there.

Importantly, we commenced with the preparation of the Community Strategic Plan (CSP) drawing on over 1700 individual responses that enabled the drafting and further consultation to set the communities' vision and aspirations for the next ten years. Although Council is the author of the CSP it is a plan for the whole of the community to implement, not just Council. The CSP is the basis on which Council has then set out its four-year Delivery Program (DP) detailing the activities Council plans to undertake in its various roles to contribute to the delivery of the CSP. The annual Operational Plan (OP), this document, then sets out the detailed actions Council will resource for year one of the DP.

From the process of developing the DP and this OP, Council has identified five key intervention strategies to transform the organisation in order to build and lead a high-performing Council that is efficient, effective, customer focused and financially sustainable. These are outlined in a one-page *Transformation Plan* that Council will lead over this term of office.

The transformation plan is not a small undertaking and will require leadership, collaboration and hard work. To drive the successful implementation plan Council has formed a committee-of-the-whole (Mayor and all councillors) and two working groups (three Councillors to work with the Mayor and General Manager), as follows:

- Financial Advisory Committee
- Development Working Group
- Capital Works Working Group

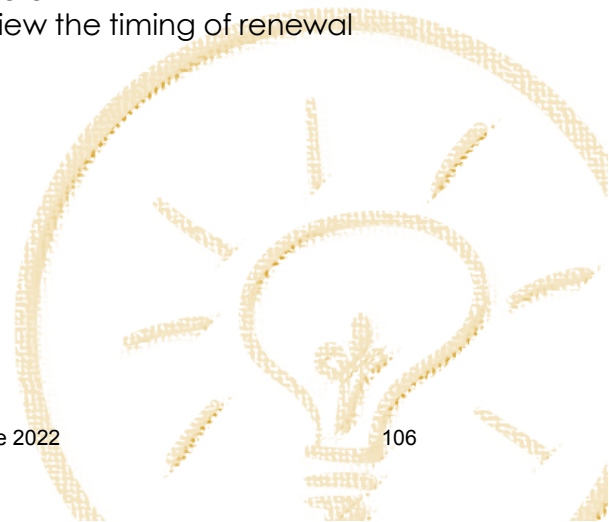
Moving into the first full financial year for this term of Council, in the current fiscal environment with costs increasing at approximately four times the rate of revenue, Council is pleased to have found sufficient savings to not further increase the operating deficit. Our assets are our biggest cost and, like most small shire councils, developing asset management plans has been challenging; however, Council now has a full suite in place albeit some are more mature than others. To better forecast Council's long-term financial position, Council:

- will undertake an organisation-wide service review
- has already commenced a review the organisation structure
- will further develop the asset management plans and review the timing of renewal
- are focused on development and growth
- will pursue new income streams and increased revenue.

It is a challenging and exciting time to be living in Uralla Shire.

In your service,

Mayor Robert Bell



ORGANISATION TRANSFORMATION PLAN

THE USC STORY

Uralla Shire Council needs to be financially sustainable, maintain agreed service levels and be able to consistently respond to customer requests in a satisfactory manner. Currently we don't always have the right resources, people or systems in place to deliver this. Plus, the current Local Government financial model is broken with fixed annual costs increasing at approximately four times the rate of revenue increases.

To remain viable we need to have clear service standards, communication methods and be structured to deliver what we say we will deliver while being clear about what we are unable to deliver.

1

Increased capability
-
The right people in
the right role

1. Review the structure – levels, service delivery focus
2. Centralised training budget & centralised training program
3. New Workforce Management Strategy developed and implemented

2

Increased capacity
-
suitable systems,
procedures
and tools

1. ICT shared service arrangement – improved software and hardware
2. Develop the customer request module – unique request number to customer, close-out to customer.
3. Procurement system completed and fully implemented

3

Promote a
'can do' culture,
focused on
customer service

1. Create a service centre team using existing FTE
2. Customer experience training for all staff
3. Embed new organisation values: Unity, Safety, Commitment to Service
4. Open customer service counter, improved workflows to close-out requests, improved teamwork, efficiency gains

4

Review service
levels, efficiency
opportunities &
costs

1. Desktop review (benchmarking) of all service areas – service levels and costs
2. Qualified assessment of nominated service areas (Council to determine)
3. Organisation structure review – shared service options, improved team-work

5

Source new
revenue
opportunities

1. New s7.11 and s7.12 income
2. Regional Energy Zone opportunities
3. Expand McMaugh Gardens
4. Fees and charges keep pace and average Benchmarking 2nd quartile
5. Other revenue sources to cover increased assets service levels (e.g. road upgrades).

Council has identified five (5) key interventions to build and lead a high-performing organisation that is efficient, effective, customer focused and financially sustainable.

General Manager's Message

It has been a very busy and exciting time working with the new Council to prepare the suite of integrated planning and reporting documents concurrent to day-to-day operations. This is an important process for Council to set out its strategic plan for the term of Council so that the organisation is clear on priorities and resourcing each year.



As the Mayor has outlined and as set out in the *Transformation Plan* we, like most other Councils in NSW and especially smaller shires, have a significant challenge ahead to achieve a method of operating that is financially viable.

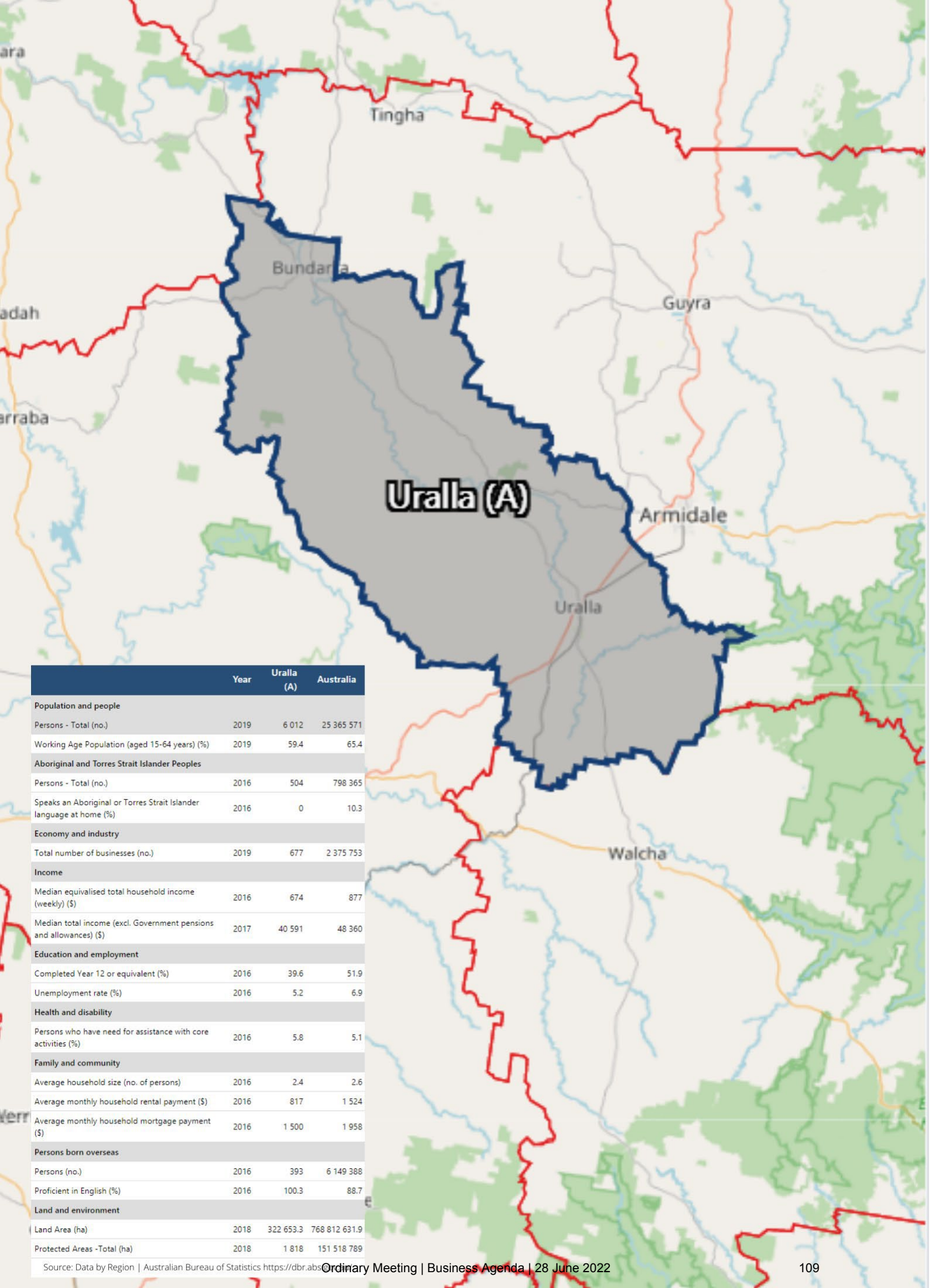
The *Transformation Plan* outlines five key pillars that set out the strategic focus of the Council to use best endeavours to deliver a good level of services within available resources. There is a significant amount of work to do to implement the Plan while continuing to deliver current services and this year's annual Operational Plan sets out what Council has resourced for 2022-23. This work includes:

- Undertaking an organisation-wide service review (desk-top benchmarking) to enable Council decisions on service standards, possible savings and efficiency gains and resourcing needs into the future. Council has included a small budget for specialist support for this process.
- Progressing any decisions on the recently proposed changes to the organisation structure including options for enhanced efficiency through teamwork and some shared service options. Council has prepared a new, significantly overhauled, Workforce Management Strategy which sets out actions to support the organisation's management of its people.
- Further developing the asset management plans so that Council can review the timing of renewal, assess the affordability of current service standards and potential asset upgrades and consider the future requirement for grants for asset sustainability. Council recently adopted an Asset Management Strategy and an Asset Management Policy which sets the strategic direction. The suite of Asset Management Plans have been developed, however, some are early versions and all need further work over the next year to enable more accurate long term forecasting.
- Pursuing new income streams and increased revenue such as opportunities arising from the New England Regional Energy Zone development and growth generally. Council plans to investigate options to prepare staged expansion designs for McMaugh Gardens and consider opportunities to apply for funding for stage 1 construction.

At the centre of all of the proposed change, will be a focus on customer service. The *Transformation Plan* intends that more efficient service team can be built so that we can respond in an effective manner to our customers.

In your service,

General Manager Kate Jessep



	Year	Uralla (A)	Australia
Population and people			
Persons - Total (no.)	2019	6 012	25 365 571
Working Age Population (aged 15-64 years) (%)	2019	59.4	65.4
Aboriginal and Torres Strait Islander Peoples			
Persons - Total (no.)	2016	504	798 365
Speaks an Aboriginal or Torres Strait Islander language at home (%)	2016	0	10.3
Economy and industry			
Total number of businesses (no.)	2019	677	2 375 753
Income			
Median equivalised total household income (weekly) (\$)	2016	674	877
Median total income (excl. Government pensions and allowances) (\$)	2017	40 591	48 360
Education and employment			
Completed Year 12 or equivalent (%)	2016	39.6	51.9
Unemployment rate (%)	2016	5.2	6.9
Health and disability			
Persons who have need for assistance with core activities (%)	2016	5.8	5.1
Family and community			
Average household size (no. of persons)	2016	2.4	2.6
Average monthly household rental payment (\$)	2016	817	1 524
Average monthly household mortgage payment (\$)	2016	1 500	1 958
Persons born overseas			
Persons (no.)	2016	393	6 149 388
Proficient in English (%)	2016	100.3	88.7
Land and environment			
Land Area (ha)	2018	322 653.3	768 812 631.9
Protected Areas -Total (ha)	2018	1 818	151 518 789

Source: Data by Region | Australian Bureau of Statistics <https://dbr.abs.gov.au>

Connecting with our Communities

Our community engagement strategy aims for broad consultation across our diverse populations, drawing on the different perspectives of our residents to guide us in the implementation of our programs.

Community Consultation on the draft 2022/23 Operational Plan and Budget

Over the past 12 months, Council has been gathering and documenting community input through a combination of different consultation activities, designed to be accessible to a range of the Uralla Shire community.

Consultations have included:

- Listening posts held in Bundarra, Invergowrie, Kentucky, Kingstown, Uralla
- Drop-in sessions at Bundarra and Uralla
- Postcards located at general stores throughout the Shire
- Written submissions to strategic documents such as the Local Strategic Planning Statement, Long Term Financial Plan, Proposed Project list, Development Control Plan, road priorities

Approximately 1700 individual responses were recorded and analysed for consideration in the drafting of this Community Strategic Plan.

The key themes and drivers to develop the community vision, goals and strategies that have emerged are:

Creating unity across the Shire

- *Building connections between villages*
- *Expand NBN and mobile coverage*
- *Developing Shire-wide signage*
- *Strengthen 'Uralla Shire' identity for townships*
- *Opportunities for community transport*

Managing extremes of weather, water

- *Effects of droughts*
- *Impact of floods, erosion*
- *Damage to road infrastructure: road surfaces, causeways*
- *Need for proactive management of waterways*

Harness emerging industries, support existing industries

- *Seasonal workers, remote work*
- *Farming, paddock to plate*
- *Retaining skills and training*
- *Supporting small businesses*
- *Supporting affordability, cost of living*

Outdoor lifestyles

- Value parks, gardens and open spaces throughout the Shire, worth investing in their upkeep
- More bike tracks, footpaths to encourage walking and riding
- Activities for young people
- Celebrating, enhancing and protecting natural environment

Following development of the draft Community Strategic Plan, Council has developed a draft four-year delivery program and a draft operational plan.

The draft operational plan information will be displayed on Council's website for a 28 day public notification period inviting individual submissions. To further assist the Community to consider and prepare a submission the following assistance will be offered:

DATE	ACTIVITY
On-going	Contact a Councilor to discuss - https://www.uralla.nsw.gov.au/Council/Mayor-Councillors/Our-Mayor-Councillors
26 May – 16 June	Email questions to Council – https://www.uralla.nsw.gov.au/Council-Services/Contact-Council

The consultation will be promoted via:

- June Council newsletter
- Public notice (website and in hard-copy at General Stores, libraries and Council's office)
- Public adverts (community publications including Uralla Wordsworth and village newsletters)
- Budget information pages on public website
- Council's Facebook page
- Email link to the public notice to key community groups requesting they inform their members.



Our Vision

In 2031 the Uralla Shire community will be vibrant with a growing economy supporting a sustainable quality of life that values its heritage

Our Mission

Uralla Shire Council listens to and facilitates the aspirations of the community

Council's role

To deliver the requirement of the *Local Government Act*, Council has many overlapping and varying roles depending on the nature of the service or activity. The roles of Council are summarised as follows:

ENABLER	Information Channel
	Advocate
	Facilitator
PROVIDER	Agent
	Part Funder
	Asset Owner
	Regulator
	Service Provider
LEADER	Strategic Planning
	Policy Setter
	Educator

Background

Integrated Planning and Reporting

In October 2009, the NSW Government's new framework for strategic planning and reporting for local councils came into effect through the introduction of the *Local Government Amendment (Planning & Reporting) Act 2009*. This Act amended the *NSW Local Government Act 1993* with regard to councils' strategic planning and reporting requirements.

The Integrated Planning & Reporting framework requires councils to better integrate their various plans and to plan holistically for the future. It requires councils and their communities to have informed discussions about funding priorities, acceptable service levels and to plan in partnership for a more sustainable future.

The framework is an improved way of doing business and ensures that all of Council's plans and policies work together to achieve the goals of the Uralla Shire community. Under the Act, Council must prepare a number of plans, which provide details on how Council intends to deliver services and infrastructure across both the short and long term, based on the priorities that have been identified through community engagement programs.

The Integrated Planning and Reporting Framework is illustrated in the diagram below:

Integrated Planning and Reporting Diagram



Our Planning Framework

Uralla Shire Council's Delivery Program 2017-2022 and Operational Plan 2019-2021 are two parts of the suite of Integrated Planning and Reporting documents. These documents are linked together by a matrix of actions that details how the community's long term aspirations and outcomes will be achieved.

Long Term (10-Years) - Community Strategic Plan 2022-2031

The Community Strategic Plan 2017-2027 was developed in consultation with the Uralla Shire community. The long term community aspirations for the future direction of Uralla Shire have been captured as Community Goals within the Community Strategic Plan. Long Term Strategies have been included and they outline how the Community Goals will be achieved.

Medium Term (4-Years) Delivery Program 2022-2025

The four year program details the Principal Activities which Council will undertake in order to work towards achieving the Community Goals of the Community Strategic Plan. Due to the Novel Coronavirus (COVID-19) pandemic, the Office of Local Government postponed NSW local elections from September 2020 to September 2021. In line with this announcement, the four year Delivery Program 2017-2021 has been extended to cover a five year period to 2022.

Short Term (1-Year) Operational Plan 2022-2023

The annual Operational Plan lists activities Council will undertake in the coming 12 month period. The Operational Plan also includes the Statement of Revenue Policy, which contains the annual budget, rates and charges, borrowings, and fees and charges.

This suite of documents is underpinned by Council's Resourcing Strategy which consists of a Long Term Financial Plan, Asset Management Plans and Workforce Plan. These documents outline how Council has considered, in the medium to long term, the Shire's finances, assets and workforce to achieve the Community Strategic Plan goals.

Addressing the Quadruple Bottom Line

The Integrated Planning & Reporting framework is designed to help improve the sustainability of the community, the local government area, and the Council using the 'quadruple bottom line' (QBL) approach. This is made up of four themes – Society, Economy, Environment and Leadership.

Society, also commonly referred to as community, is the physical and emotional health of the community and how they interact with each other within the community and with others who use and support the local services and facilities.

Economy is not financial management, rather it is about where Council spends the community's money and how it provides connectivity and support for the local economy and encourages investment and employment opportunities for the local government area.

Environment refers to ecological pressures and the state of natural resources.

Leadership, also commonly known as governance, relates not only to the way Council interacts and works with the community but also the way the community and other agencies might become involved with delivering the Operational Plan's objectives. It also relates to democracy and the operations of the elected Council.

Our Community Goals

1. Our Society

Strategic Objective: We have an accessible, inclusive and sustainable community.

- 1.1 A growing community with an active volunteer base and participation in community events
- 1.2 A safe, active and healthy shire
- 1.3 A diverse and creative culture that celebrates our history
- 1.4 Access to and equity of services



2. Our Economy

Strategic Objective: We drive the economy to support prosperity

- 2.1 An attractive environment for the business sector
- 2.2 Grow and diversify employment through existing and new businesses
- 2.3 Communities that are well serviced with essential infrastructure



3. Our Environment

Strategic Objective: We are good custodians of our environment

- 3.1 To preserve, protect and renew our beautiful natural environment
- 3.2 Maintain a healthy balance between development and the environment
- 3.3 Avoid, reduce, reuse (repair), and recycle (recover) wastage to minimise waste disposal
- 3.4 Secure, sustainable and environmentally sound water-cycle infrastructure and services



4. Our Leadership

Strategic Objective: We are an independent shire and well-governed community

- 4.1 Informed and collaborative leadership in our community
- 4.2 A strategic, accountable and representative Council
- 4.3 An efficient and effective independent local government



Our Elected members

Roles and responsibilities

Uralla Shire Council consists of nine councillors (one of whom is the Mayor), elected by the community during local government elections every four years. The local government elections were held in December 2021 at which time the Mayor was elected and eight councillors were elected, four from each of two wards.

The Mayor's role includes chairing meetings of the Council, presiding at civic functions, representing the council to other local governments and other levels of government and, when necessary, exercising Council's policy-making functions in-between those meetings.

Each councillor has the responsibility of representing the broader needs of the whole community when making decisions. Councillors are responsible for making decisions on all areas of policy and strategic priorities which have a direct impact on the projects and services Council carries out.

Decisions are adopted through a majority voting system, with each councillor allocated one vote. In the case of a tied vote, the chairperson (usually the Mayor) must make the casting vote.

Council must appoint a General Manager, who is responsible for Council's day-to-day operations and the implementation of Council policies and decisions. Council operates within a legislative framework of the *Local Government Act 1993 (NSW)* and other NSW and Commonwealth legislation.

The councillors, as the elected body of Council, are responsible for the delivery of programs and services identified in the Delivery Program.

At the end of the current term of Council, an End-of-Term Report (September 2016 - August 2021) will be provided to the community detailing Council's overall achievements in implementing the Community Strategic Plan.



Councillors Leonie Petrov, Tom O'Connor, Bruce McMullen, Leanne Doran, Mayor Robert Bell, Councillors Robert Crouch, Tim Bower, Sara Burrows, and Tara Toomey.

Operational Plan Structure

The Operational Plan is presented in this document in four key parts:

1. Overview
2. Operational Plan
3. Budget, and
4. Statement of Revenue Policy.

Part 1: Requirements of the Operational Plan

The general requirements of the Operational Plan are as follows:

- detail the work that will be done in support of the Delivery Program
- prepared and adopted annually
- allocate responsibilities for each project, program or action
- identify suitable measures to determine the effectiveness of the projects, programs and actions undertaken
- include a detailed budget for the actions to be undertaken in that year
- include council's Statement of Revenue Policy for the year covered by the Operational Plan
- fees and charges
- the statement of the pricing methodology need not include information that could confer a commercial advantage on a competitor of the council.

Public exhibition requirements for the Operational Plan

The draft Operational Plan must be publicly exhibited for at least 28 days, and submissions received by the council in that period must be considered, before the final Operational Plan is adopted by the council.

Council must publish a copy of its Operational Plan on the council's website within 28 days after the plan is adopted.

A map showing those parts of the local government area to which the various rates will apply (including each category and subcategory of the ordinary rate and each special rate included in the Operational Plan) must be available on the council's website and available for public inspection at its office (and any other places it determines) during the exhibition of the Operational Plan.





Part 2:

Operational Plan 2022-2023

The Operational Plan sets out Council's proposed Actions which will be undertaken to meet the year 1 of the Delivery Program Activities. The Operational Plan also outlines whom is responsible for each Action; Council's primary role in each Action either as a provider, a facilitator or as an advocate; and a measure and target to determine when the Action is achieved.



Service Area **Asset Management** Lead Officer **Asset Manager**

Community Strategic Plan Objectives

- 2. ECONOMY - We drive the economy to support prosperity.
- 4. LEADERSHIP - We are an independent shire and well-governed community.

Strategies

- 2.1 An attractive environment for the business sector
- 2.3 Communities that are well serviced with essential infrastructure
- 4.3 An efficient and effective independent local government

Delivery Program Activities

- 2.1.2 Operate the Uralla Caravan Park
- 2.3.12. Maintain and renew building infrastructure
- 4.3.1 Operated in a financially compliant manner
- 4.3.9 Review, update and maintain asset management plans and registers
- 4.3.15 Integrate Asset data with resource planning systems, data modelling, capital expenditure, Asset Management Plans preparation and financial management

Operational Plan Actions

		Measure of Success	Council Role
2.1.2.1.	Operate the Uralla Caravan Park	Uralla Caravan operated 365 days a year	Provider
2.1.2.2	Develop and implement a Business Plan for the Uralla Caravan Park	Business Plan for the Uralla Caravan Park implemented	Provider
2.1.2.3	Promote the Uralla Caravan Park	Increase in occupancy	Provider
2.3.12.1	Implement service review for building inspections	Service review for building inspections undertaken	Provider
2.3.12.2	Survey undertaken to ascertain customer expectations in relation to Council's buildings infrastructure	Survey undertaken by June 2023	Provider
2.3.12.3	Routine maintenance and renewal of building infrastructure	Buildings maintained	Provider
2.3.12.4	Review and adopt acceptable Level of Services of infrastructure assets in consultation with community, update any changes and measure progress annually	Levels of services adopted for infrastructure assets	Provider
2.3.12.5	Develop building asset condition processes and procedure	Procedures and processes for building asset condition drafted	Provider
4.3.1.4	Undertake asset revaluations	Asset revaluations completed by June 2023	Provider
4.3.1.12	Determine asset maintenance backlog based on asset management plans and incorporate in the Long Term Financial Plan	Asset backlog identified by March 2023	Provider
4.3.9.2	Review and update Transport Asset Management Plan renewals program	Transport Asset Management Plan reviewed by March 2023	Provider

4.3.15.1	Collect Asset annual data for Asset Management Plans	Data for Asset Management Plans collected by March 2023	Provider
4.3.15.2	Review and assess appropriate asset modelling software system	Appropriate asset modelling software sourced by June 2023	Provider
Operational Numbers			
FTE	Income	Expenses	Net Result
1.0	\$ 138,194	\$ 605,407	\$(467,213)
Capital Numbers			
	Income	Expenses	Net Result
	\$ -	\$ -	\$ -



SOCIETY
ECONOMY
ENVIRONMENT

Service Area **Development and Planning** Lead Officer **Manager Development and Planning**

Community Strategic Plan Objectives

- SOCIETY - We have an accessible, inclusive and sustainable community.
- ECONOMY - We drive the economy to support prosperity.
- ENVIRONMENT – We are good custodians of our environment

Strategies

- 1.3 A diverse and creative culture that celebrates our history
- 2.2 Grow & diversify employment through existing & new businesses
- 3.2.. Maintain a healthy balance between development and the environment

Delivery Program Activities

1.3.6	Support sustainable population growth and develop infrastructure to meet the needs of this regional growth
2.2.9	Encourage quality commercial, industrial and residential development
2.3.5	Provide a development and planning service.
2.3.6	Review and update the Local Environmental Plan to provide desired land use zonings to encourage growth
3.2.1	Provide effective, regulatory, compliance and enforcement services for the community
3.2.3	Promote Developer Contributions

Operational Plan Actions		Measure of Success	Council Role
1.3.6.3	Hold business forums	Two per year undertaken	Providers
2.2.5.1	Provide a development assessment and planning service	Development assessment and planning services provided	Provider
2.2.5.2	Continue to review assessment processes and report on Development Application	Median processing time of from date of lodgement equal to or better than State Average	Regulator
2.2.6.1	Review and update the Local Environmental Plan to provide desired land use zonings to encourage growth	Local Environmental Plan reviewed by June 2023	Provider
2.2.6.2	Implement Developer Contribution Plans	Developer Contributions Plans implemented by June 2023	Provider
2.2.9.1	Promote Council owned industrial land sites	Increase in promotions of Council owned industrial land sites	Provider
3.2.1.1	Provide effective, regulatory, compliance and enforcement services for the community	Regulatory, compliance and enforcement services for the community provided effectively	Provider
3.2.1.2	Carry out regulatory inspections	Regulatory inspections undertaken efficiently	Regulator
3.2.1.3	Seek and apply for grant funding to facilitate regulatory functions subject to associated operating costs being funded from operational revenue	Successful grant funding	Provider
3.2.3.1	Information on benefits of Developer Contributions to be uploaded on to website	Website reviewed every quarter	Provider

Operational Numbers

FTE	Income	Expenses	Net Result
3.0	\$409,133	\$ 561,644	\$(152,511)

Capital Numbers

FTE	Income	Expenses	Net Result
	\$ -	\$	\$



Service Area **Environmental Management** Lead Officer **Manager Development and Planning**

Community Strategic Plan Objectives

- ENVIRONMENT: We are good custodians of our environment.

Strategies

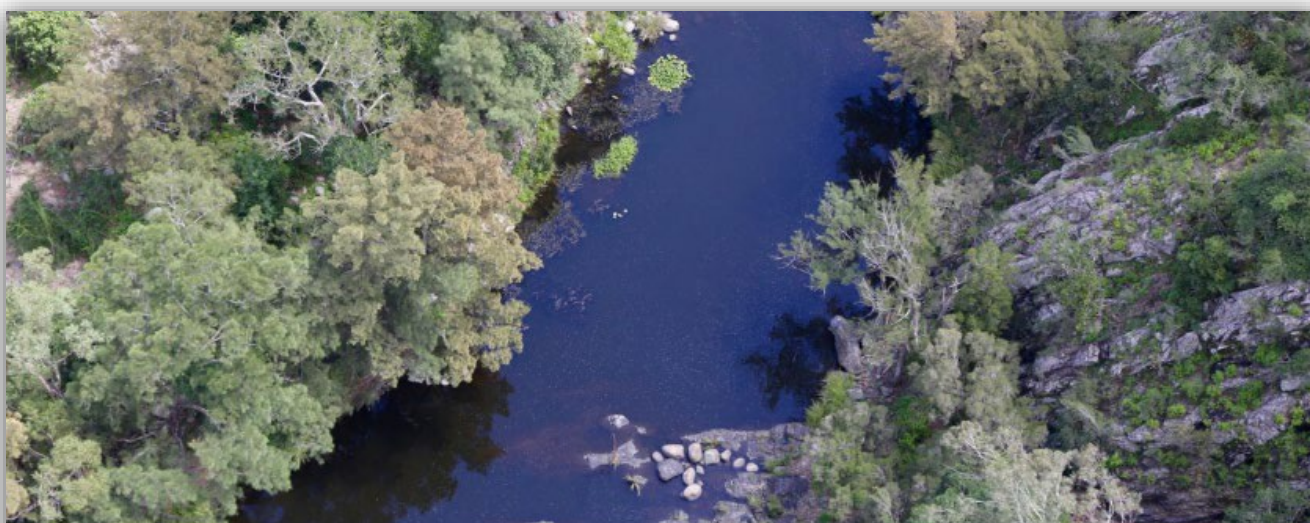
- 3.1 To preserve, protect and renew our beautiful natural environment

Delivery Program Activities

- 3.1.1 Review and monitor vegetation and environmental protection measures for sensitive Council managed land
- 3.1.2 Prepare end-of-term state of the environment report (included in State of our Shire end-of-term report)
- 3.1.3 Manage and control weeds in Council's public reserves, open spaces, creek lands and public roads
- 3.1.4 Apply for grant funding to support environmental projects
- 3.1.6 Administer Native Title Act and Biodiversity Conservation Act in relation to Council activities.
- 3.1.7 Regulate and inspect Underground Petroleum Storage Systems (UPSSs) as per UPSS Regulation 2019
- 3.1.8 Promote community greening projects and involvement in environmental conservation efforts
- 3.1.9 Develop a street tree master plan for Uralla and Bundarra
- 3.1.10 Commence development of a Climate Change Policy

Operational Plan Actions		Measure of Success	Council Role
3.1.1.1	Develop and implement vegetation management schedule for Council managed land	Vegetation Management Schedule completed and implementation commenced by June 2023	Asset Owner
3.1.1.2	Apply for eligible vegetation management grants	Successful grant applications	Provider
3.1.2.1	Establish environmental indicators and update annual environmental trends	Information collated by June 2023	Provider
3.1.3.1	Review and implement the Environmental Sustainability Action Plan priorities	Environmental Sustainability Action Plan priorities reviewed and implementation commenced by June 2023	Provider
3.1.4.1	Pursue grant funding opportunities for environmental projects subject to associated ongoing operating costs being funded from operational revenue	Successful grant applications	Provider
3.1.5.1	Undertake regular training in Crown Land management	Crown Lands management training undertaken	Enabler
3.1.5.2	Implement and maintain Crown Land Plans of Management	Plans of Management for Crown Land reviewed	Provider
3.1.6.1	Compliance with the <i>Native Title Act</i>	No breaches of the <i>Native Title Act</i>	Regulator
3.1.6.2	Compliance with the <i>Biodiversity Conservation Act</i>	No breaches of the <i>Biodiversity Conservation Act</i>	Regulator
3.1.7.1	Underground Petroleum Storage Systems sites inspected on rolling schedule	Inspections of Underground Petroleum Storage Systems undertaken as scheduled	Regulator

3.1.8.1	Collaborate with community and interested stakeholders on strategic vegetation	Engaged with community and stakeholders by June 2023	Enabler
3.1.9.1	Draft a Street Tree Master Plan for Uralla and Bundarra	Street Tree Master Plan drafted by 2023	Provider
3.1.10.1	Commence preparation of a draft Climate Change Policy	Draft of Climate Change Policy commenced by June 2023	Provider
Operational Numbers			
FTE	Income	Expenses	Net Result
1.0	\$ -	\$229,083	\$(229,083)
Capital Numbers			
FTE	Income	Expenses	Net Result
	\$ -	\$ -	\$ -



New England Weeds Authority

New England Weeds Authority (NEWA), is the registered trading name of The New England County Council.

NEWA is a single purpose Council which is a Local Control Authority for priority and invasive weeds under the NSW Biosecurity Act, 2015. The present area of operation of NEWA is the local government areas of Armidale Regional, Walcha, Uralla Shire, and Glen Innes Severn. These Councils are located in the Northern Tablelands region of New South Wales.

The County Council's governance is in accordance with the Local Government Act 1993 (LGA 1993) with the County Council first proclaimed in 1947.

Council's investment in noxious weed management on land owned or under Council responsibility is budgeted at \$97,935 in 2022/23.

Additional projects may be undertaken subject to grant funding as approved by Council.



Service Area **Emergency Management**

Lead Officer **Director Infrastructure and Development**

Community Strategic Plan Objectives

- SOCIETY - We have an accessible, inclusive and sustainable community.

Strategies

1.2 A safe, active and healthy shire

Delivery Program Activities

1.2.6 Participate on the Local Emergency Management Committee

1.2.7 Liaise with police, community organisations and the community to address crime, anti-social behaviour and maintain community safety

1.2.8 Plan for Uralla Shire Council response to natural disasters including bushfires, major storms and flood events

Operational Plan Actions		Measure of Success	Council Role
1.2.6.1	Participate as Local Emergency Management Officer (LEMO) on the New England Local Emergency Management Committee	Participate and attend meetings	Advocate
1.2.6.2	Participate in natural disaster mitigation and provide local emergency management officer	Effective mitigation strategies	Provider
1.2.7.1	Liaise with the police, emergency services and community groups to support community safety	Support provided	Provider
1.2.8.1	Review Emergency Management Plan	Annual review	Provider

Operational Numbers

FTE	Income	Expenses	Net Result
Nil	\$ 4,800	\$ 219,490	\$(214,690)

Capital Numbers

FTE	Income	Expenses	Net Result
	\$ -	\$ -	\$ -



Service Area **Water Cycle**

Lead Officer **Manager Waste, Water and Sewerage Services**

Community Strategic Plan Objectives

- 2. ECONOMY - We drive the economy to support prosperity.
- 3. ENVIRONMENT - We are good custodians of our environment.

Strategies

- 2.3 Communities that are well serviced with essential infrastructure
- 3.4 Secure, sustainable and environmentally sound water-cycle infrastructure and services
- 4.3 An efficient and effective independent local government

Delivery Program Activities

- 2.3.3 Operate Uralla Water Treatment Plant
- 2.3.4 Operate Bundarra Water Treatment Plant
- 2.3.5 Operate Uralla Sewage Treatment Plant
- 2.3.6 Operate Bundarra Sewage Treatment Plant
- 2.3.7 Community consultation on water and sewer assets' service levels and costs of providing the service for updating asset management plans
- 3.4.1 Provide water cycle infrastructure services and encourage efficient water use practices
- 4.3.9 Review, update and maintain asset management plans and registers

Operational Plan Actions		Measure of Success	Council Role
2.3.3.1	Operate the Uralla Water Treatment Plant in accordance with licence conditions	No breach of licence conditions	Asset Owner
2.3.4.1	Operate the Bundarra Water Treatment Plant in accordance with licence conditions	No breach of licence conditions	Asset Owner
2.3.5.1	Operate the Uralla Sewage Treatment Plant in accordance with licence conditions	No breach of licence conditions	Asset Owner
2.3.6.1	Operate the Bundarra Sewage Treatment Plant in accordance with best practice	No breach of licence conditions	Asset Owner
2.3.7.1	Review and update Asset Management Plans for water	Water Asset Management Plan reviewed by March 2023	Provider
2.3.7.2	Review and update Asset Management Plans for sewer	Sewer Asset Management Plan reviewed by March 2023	Provider
3.4.1.1	Promote efficient water use practices	Reduced water consumption	Provider
3.4.1.2	PROJECT: Progress the Integrated Water Cycle Management (IWCM) Plan for bulk water, water security, demand projections, demand management and delivery capacity	Integrated Water Cycle Management (IWCM) Plan commenced by June 2023	Provider
3.4.1.3	PROJECT: Complete field investigations for Groundwater drilling	Field investigations completed by June 2023	Provider
3.4.1.4	PROJECT: Roll out new integrated water and sewer telemetry system for Uralla and Bundarra	Integrated water and sewer telemetry system for Uralla and Bundarra rolled out by June 2023	Provider

4.3.9.4	Review and update Water Asset Management Plan renewals program	Water Asset Management Plan renewals program reviewed by March 2023	Provider
4.3.9.5	Review and update Wastewater Asset Management Plan renewals program	Wastewater Asset Management Plan renewals program reviewed by March 2023	Provider
Operational Numbers			
FTE	Income	Expenses	Net Result
6.1	\$2,321,572	\$2,719,960	\$(398,388)
Capital Numbers			
FTE	Income	Expenses	Net Result
	\$	\$ 625,710	\$(625,710)



Service Area **Waste Management**Lead Officer **Manager Waste, Water and Sewerage Services****Community Strategic Plan Objective**

- 3. ENVIRONMENT - We are good custodians of our environment.

Strategies

3.3 Avoid, reduce, reuse (repair), and recycle (recover) wastage to minimise waste disposal

Delivery Program Activities

- 3.3.1 Operate Uralla landfill and recycling centre
- 3.3.2 Operate the Bundarra landfill until completion of life
- 3.3.4 Operate the Kingstown waste transfer service
- 3.3.2 Operate the Bundarra landfill until completion of life
- 3.3.5 Support anti-littering campaign and promote recycling
- 3.3.6 Provide kerbside waste collection services
- 3.3.8 Investigate opportunities for waste disposal from developers

Operational Plan Actions**Measure of Success****Council Role**

3.3.1.1	Review plant investment to extend the life of the landfill	Modelling of life of landfill commenced by June 2023	Asset Owner
3.3.1.2	Maintain compliance with Environmental Protection Licence requirements for the Uralla	No breaches	Provider
3.3.1.3	Review procedures for waste and recycling services for workflow efficiency	Review procedures for waste and recycling undertaken by June 2023	Provider
3.3.1.4	Operate the Uralla Community Recycling Centre	Increase number of awareness programs	Asset Owner
3.3.1.5	Support the Northern Inland Regional Waste	Attend and participate at Northern Inland Regional Waste meetings	Advocate
3.3.1.6	Investigate increased recycling opportunities in public spaces (eg Return and Earn)	Opportunities investigated	Advocate
3.3.2.1	Progress the procurement of the Bundarra Transfer Station and decommissioning of the Bundarra Landfill	Bundarra Transfer Station procurement progressed, decommissioning of the Bundarra Landfill commenced by June 2023	Asset Owner
3.3.4.1	Operate the Kingstown waste transfer service	Kingstown waste transfer service managed	Asset Owner
3.3.5.1	Support anti-littering campaign and promote recycling	Recycling promoted	Educator
3.3.6.1	Provide kerbside waste collection services	Kerbside waste collection services provided	Provider
3.3.6.2	Review and identify preferred long term kerbside collection arrangements	Kerbside waste collection services reviewed by March 2023	Provider
3.3.6.3	Review potential for extension of kerbside collection services to locations currently	Extension of kerbside collection services reviewed by March 2023	Provider
3.3.8.1	Commence development of a Master Plan including a Filling Plan and a Post Closure Plan	Master Plan, Filling Plan and Post Closure Plan commenced	Provider

Operational Numbers			
FTE	Income	Expenses	Net Result
10.98	\$2,290,236	\$1,634,177	\$656,059
Capital Numbers			
FTE	Income	Expenses	Net Result
	\$ -	\$ 15,000	\$(15,000)





Service Area Facilities and Open Space

Lead Officer Manager Civil Infrastructure

Community Strategic Plan Objectives

- 1. SOCIETY: We have an accessible, inclusive and sustainable community.
- 2. ECONOMY - We drive the economy to support prosperity.
- 4. LEADERSHIP- We are an independent shire and well-governed community

Strategies

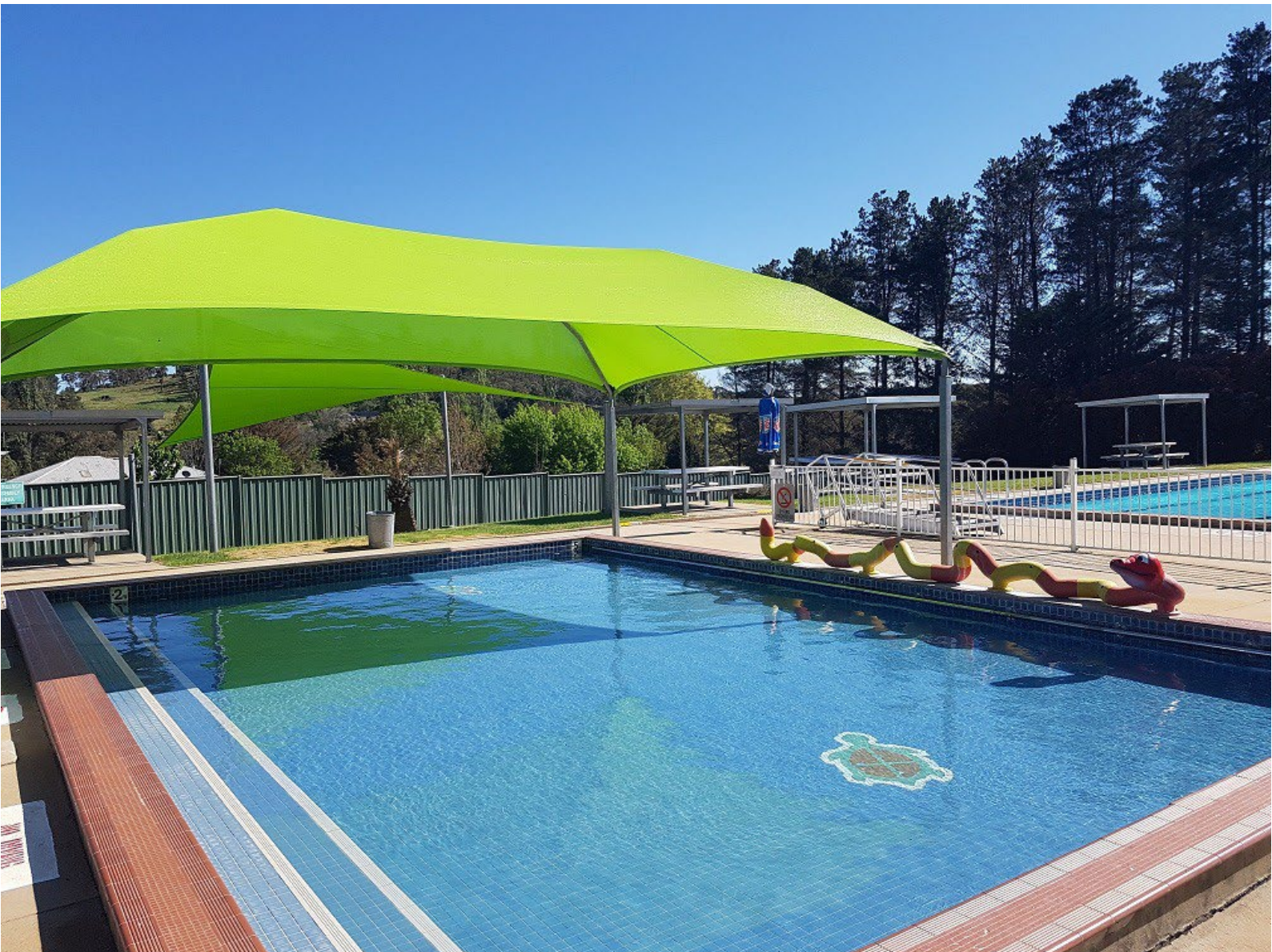
- 1.2 A safe, active and healthy shire
- 1.3 A diverse and creative culture that celebrates our history
- 2.1 An attractive environment for the business sector.
- 2.3 Communities that are well serviced with essential infrastructure
- 4.3 An efficient and effective independent local government

Delivery Program Activity

- 1.2.4 Support participation in sport
- 1.2.10 Operate Uralla community swimming pool (seasonal)
- 1.3.5 Implement Council's Disability Inclusion Action PI
- 2.1.3 Maintain camping sites (Bundarra, Emu Crossing, Yarrowyck Crossing, Uralla Fossicking Area)
- 2.3.5 Provide cemetery services
- 2.3.8 Maintain parks, gardens, recreation facilities and open spaces
- 2.3.9 Provide cemetery services
- 2.3.10 Review and analyse plant and equipment requirements to fit current and future needs
- 4.3.9 Review, update and maintain asset management plans and registers

Operational Plan Actions		Measure of Success	Council Role
1.2.4.2	Provide sports field line-marking service	Fields line-marked during season	Asset Owner
1.2.10.1	Maintain and operate the swimming pool	Water quality in compliance with Department of Health guidelines	Asset Owner
1.2.10.2	Promote attendance at the Uralla community swimming pool	Increase in attendance	Asset Owner
1.3.5.3	Construct Accessible toilets at Rotary Park, Uralla	Toilets constructed by June 2023	Asset Owner
2.1.3.1	Provide maintenance to camping sites (Bundarra Caravan Park, Emu Crossing, Yarrowyck	Camping sites maintained	Asset Owner
2.3.8.1	Develop and implement Park Maintenance Schedule	Park Maintenance Schedule drafted by June 2023	Provider
2.3.8.2	Inspect and maintain trees on public lands	Trees on public land inspected as per schedule	Provider
2.3.8.3	Inspect and maintain playground equipment	Inspection of playground equipment as per schedule	Provider
2.3.8.4	Undertake the annual maintenance program at all sporting fields	Maintenance program of all sporting fields undertaken by June 2023	Asset Owner
2.3.9.1	Provide cemetery services	Cemetery services provider	Asset Owner
2.3.9.3	Undertake the annual maintenance program of all cemeteries	Maintenance of all cemeteries undertaken	Asset Owner

2.3.10.1	Implement the Asset Management Plans for Plant and Equipment	Asset Management Plans for Plant and Equipment implemented	Provider
Operational Numbers			
FTE	Income	Expenses	Net Result
5.61	\$189,802	\$681,224	\$(491,422)
Capital Numbers			
FTE	Income	Expenses	Net Result
1.0	\$700,000	\$1,989,180	\$(1,289,180)





Service Area **Works & Civil** Lead Officer **Manager Civil Infrastructure**

Community Strategic Plan Objectives

- 1. SOCIETY: We have an accessible, inclusive and sustainable community.
- 2. ECONOMY - We drive the economy to support prosperity.
- 4. LEADERSHIP- We are an independent shire and well-governed community

Strategies

- 1.2 A safe, active and healthy shire
2.3 Communities that are well serviced with essential infrastructure

Delivery Program Activities

- 1.2.1 Maintain Council's footpath network
1.2.2 Upgrade/expand Council's footpath network (subject to grant funding).
2.3.1 Upgrade/expand Council's road network (subject to grant funding)
2.3.2 Maintain and renew Council's road network
2.3.1.1 Maintain built and natural stormwater drainage

Operational Plan Actions	Measure of Success	Council Role
1.2.1.1 Implement the Pedestrian Access and Mobility Plan (PAMP)	Pedestrian Access and Mobility Plan implemented	Provider
1.2.1.2 Inspect footpaths and cycle ways	footpaths and cycle ways inspected per schedule	Asset Owner
1.2.2.1 Seek funding to extend pedestrian and cycle ways subject to approval from council and subject to associated operating costs being funded from operational revenue. Particular projects to include grant funding for the design and construction of upgrades to the CBD area for parking lane, footpath, amenity and accessibility improvements	Grant funding applications are successful and relevant projects are delivered in accordance with the funding deed	Provider
1.2.3.1 Inspect road network monthly	Road network inspected monthly	Asset Owner
1.2.3.2 Undertake unsealed roads maintenance/grading in accordance with Transport Asset	Unsealed roads maintenance undertaken in accordance with Transport Asset Management Plan	Asset Owner
1.2.3.3 Undertake sealed roads maintenance in accordance with Transport Asset Management P	Sealed roads maintenance undertaken in accordance with Transport Asset Management Plan	Asset Owner
2.3.2.1 Provide works reports to Council at least quarterly including recommendations for adjustments to the TAMP road maintenance and renewal programming in response to onsite validation	Quarterly reporting to Council	Provider
2.3.2.2 Identify and seek funding opportunities for works and civil projects subject to approval from council and subject to associated operating costs being funded from operational revenue	Successful funding applications	Provider
2.3.2.3 Undertake sealed road rehabilitation/renewal in accordance with Transport Asset Management Plan	Sealed rehabilitation undertaken per Transport Asset Management Plan	Asset Owner
2.3.2.4 Undertake unsealed road resheeting in accordance with Transport Asset Management Plan	Resheeting unsealed road in accordance with Transport Asset Management Plan	Asset Owner

2.3.11.1	Maintain and renew stormwater and drainage infrastructure in accordance with the Asset Management Plan	Annual inspections undertaken	Asset Owner
4.3.9.6	Maintain and renew stormwater and drainage infrastructure in accordance with Asset Management Plan	Assets maintained and renewed	Asset Owner
Operational Numbers			
FTE	Income	Expenses	Net Result
33.47	\$2,871,700	\$5,885,923	\$(3,014,223)
Capital Numbers			
FTE	Income	Expenses	Net Result
	\$2,050,110	\$3,910,930	\$(1,860,820)

Road renewals scheduled for 2022/23	PROJECT BUDGET	% GRANT FUNDED
Salisbury Street (Gostwyck Rd to Duke St),	40,880	100%
Salisbury Street (Bridge St to Queen St)	73,000	100%
Northeys Road (2 sections)	346,982	100%
Gostwyck Road (4 sections)	711,480	100%
Northeys Road (1 section)	277,585	100%
Kingstown Rd (1 section)	252,330	100%
Gostwyck (1 section)	277,585	100%
Thunderbolts (4 sections)	604,800	100%





Service Area Community Care

Lead Officer Director Community Services

Community Strategic Plan Objective

SOCIETY: We have an accessible, inclusive and sustainable community

Strategy

- 1.3 A diverse and creative culture that celebrates our history
- 1.4 Access to and equity of services.

Delivery Program Activity

- 1.1.1 Coordinate and facilitate Council volunteer programs
- 1.3.5. Implement Council's Disability Inclusion Action Plan
- 1.4.2 Provide community support services
- 1.4.3 Provide community transport services

Operational Plan Action		Measure of Success	Council Role
1.1.1.1	Complete the Volunteer Strategy	Strategy developed	Enabler
1.1.1.2	Implement the volunteer strategy for the Tablelands Community Support and Tablelands	Volunteer strategy implemented	Enabler
1.1.1.5	Host a civic reception to thank volunteers	Civic reception by June 2023	Provider
1.3.5.1	Complete the review of the Disability Inclusion Action Plan	Disability Inclusion Action Plan reviewed by June 2023	Provider
1.3.5.2	Promote correct use of Accessibility Language	Protocol on correct use of Accessibility language promoted	Provider
1.4.2.1	Provide Tablelands Community Support services within funding	Funding agreements acquitted	Part Funder
1.4.2.2	Apply for funding for Tablelands Community Support services	Successful funding applications	Provider
1.4.2.3	Maintain Tablelands Community Support services accreditation	Accreditation maintained	Provider
1.4.3.1	Provide Tablelands Community Transport services within funding	Funding agreements acquitted	Part Funder
1.4.3.2	Apply for funding for Tablelands Community Transport	Successful funding applications	Provider
1.4.3.3	Coordinate volunteer drivers for Tablelands Community Transport	Drivers rostered	Provider

Operational Numbers

FTE	Income	Expenses	Net Result
19.48	\$3,045,924	\$3,190,134	\$(144,210)

Capital Numbers

FTE	Income	Expenses	Net Result
	\$ -	\$ -	\$ -



Service Area Library Services

Lead Officer Director Community Services

Community Strategic Plan Objectives

- SOCIETY: We have an accessible, inclusive and sustainable community

Strategies

- 1.1 A growing community with an active volunteer base & participation in community events
- 1.3 A diverse and creative culture that celebrates our history

Delivery Program Activities

- 1.1.1 Coordinate and facilitate Council volunteer programs.
- 1.3.2 Provide library services and programs

Operational Plan Actions		Measure of Success	Council Role
1.1.1.3	Implement the volunteer strategy for the library including the induction and support	Volunteer strategy developed Increase in volunteers	Enabler
1.3.2.1	Provide library services and programs	Library services provided	Provider
1.3.2.2	Manage the Service Level Agreement with Central Northern Regional Library	In accordance with Service Level Agreement	Provider
1.3.2.3	Attend Central Northern Regional Library Committee Meetings	Increase in number of activities CNRL meetings attended	Provider
1.3.2.4	Support the volunteers to deliver the Bundarra Library Service	Library Service in Bundarra operational	Enabler
1.3.2.5	Survey library users to review service levels	Survey undertaken by June 2023	Provider
1.3.2.6	PROJECT: Purchase and install lockers at the Uralla Library to provide 24 hour secure and weatherproof collection point for members	Lockers installed by June 2023	Provider

Operational Numbers

FTE	Income	Expenses	Net Result
1.42	\$76,450	\$315,403	\$(238,953)

Capital Numbers

FTE	Income	Expenses	Net Result
	\$ -	\$(2,000)	\$(2,000)





Service Area **Community Development** Lead Officer **Director Community Services**

Community Strategic Plan Objectives

- SOCIETY: We have an accessible, inclusive and sustainable community

Strategies

- 1.1 A growing community with an active volunteer base & participation in community events
- 1.2 A safe, active and healthy shire
- 1.3 A diverse and creative culture that celebrates our history

Delivery Program Activities

- 1.1.3 Support Council approved community events with in-kind support and/or sponsorship
- 1.2.4 Support participation in sport
- 1.2.9 ADVOCACY: Lobby government, companies and other individuals to secure funding for cultural and creative expression fields
- 1.3.1 Support the Arts.
- 1.3.3 Liaise with Elders
- 1.3.7 PROJECT: Strengthen the identity of townships and villages

Operational Plan Actions

Measure of Success

Council Role

1.1.3.2	Administer Council community sponsorship	Donations allocated	Facilitator
1.1.3.3	Coordinate Youth Week activities	Youth Week activities programmed and promoted	Facilitator
1.1.3.4	Coordinate NAIDOC Week events	NAIDOC Week activities programmed and promoted	Facilitator
1.1.3.5	Coordinate Seniors Week events	Senior Week activities programmed and promoted	Facilitator
1.1.3.6	Coordinate Volunteers Week events	Volunteers Week events programmed and promoted	Facilitator
1.2.4.1	Support participation in sport through the Northern Inland Academy of Sport membership.	NIAS promoted	Facilitator
1.2.9.1	Apply for Youth Week funding	Successful funding	Part funder
1.2.9.2	Apply for NAIDOC Week funding	Successful funding	Part funder
1.2.9.3	Apply for Seniors Week funding	Successful funding	Part funder
1.2.9.4	Apply for Volunteers Week funding	Successful funding	Part funder
1.2.9.6	Investigate opportunities to apply for suitable grants to facilitate events in the community	Successful grant applications	Enabler
1.3.1.1	Support the Arts through ArtsNW membership	Attend ArtsNW meetings	Advocated
1.3.3.1	Liaise with Elders and provide venue for meetings	Room provided	Enabler
1.3.7.1	PROJECT: Social Cohesion (Belonging to Uralla Shire) signage project	Signage erected	Provider

Operational Numbers

FTE	Income	Expenses	Net Result
-	\$3,550	\$65,757	\$(62,207)

Capital Numbers

FTE	Income	Expenses	Net Result
	\$ -	\$ -	\$ -

Community Capacity Building



Northern Inland Academy of Sport (NIAS)

Council invests \$2,000 in NIAS. NIAS attracts significant levels of grant funding that benefits members of community and contributes to community wellbeing.

The Northern Inland Academy of Sport (NIAS) is an incorporated, autonomous, community based organisation established in November 1992 to identify and prepare talented sportspeople in the Northern Inland region to reach their maximum potential, on and off the field!

Mission: To provide opportunities, pathways and access to skill development, Athlete and Coach support services that will develop individual potential, and support those identified talented sportspeople in making the transition to higher levels of competition and performance.

Our mission is achieved by providing talent development programs, support and activities to sport in the region. This assistance helps our athletes overcome major disadvantages compared to their city counterparts. Disadvantages include the tyranny of distance, lack of access to quality coaching on a regular basis, inadequate regular high quality competition and limited exposure to state sporting bodies.

Arts North West (ArtsNW)

Council invests \$4,758 in Arts North West. Arts North West attracts significant levels of grant funding that benefits members of community and contributes to community wellbeing.



Arts North West facilitates the development of arts and cultural projects and initiatives across the whole region, building a rich cultural landscape in the New England North West and increasing participation in arts and cultural activities. We play a vital role in building cultural community capacity, through advice and advocacy, through substantial professional development provision and with the forging of key partnerships and networks throughout the region. Our core business includes a multitude of day to day enquiries, providing immediate and quality advice, information and professional support to artists and organisations.

In 2022/23 Council proposes to support community capacity building through the following donations to service groups,

Thunderbolts Festival [note 1]	12,000
Lanterns Festival	3,000
Rotary Art Show [note 2]	2,000
Australia Day Activities	2,500
Other Shire events & Community Grants Fund [note 3]	1,000
Street Stall (plus overheads)	11,590
Pre-school rent	20,616
Youth Services & NAIDOC	6,600
School presentation nights	800
NIAS	2,000
Bush Bursary	3,000
Arts North West	4,758

Notes:

1. Thunderbolts Festival \$12,000 subject to the Committee engaging a local grant application writer to endeavour to seek suitable alternate funding.
2. Rotary Art Show \$2,000 and advise Rotary that the intention of Council is to reduce this to \$1,000 in 2024 and zero in 2025.
3. Noting the existence of community based grant funding programs from the New England Regional Energy Zone, Community grants fund (not 'program') at \$1,000 for small grants and donations on application (in lieu of the 'community grant program' and 'other Uralla events' budget).



SOCIETY



Service Area **McMaugh Garden Aged Care Facility** Lead Officer **Director Community Services**

Community Strategic Plan Objective

- SOCIETY: We have an accessible, inclusive and sustainable community

Strategy

- 1.1 A growing community with an active volunteer base & participation in community events
- 1.4 Operate and maintain the McMaugh Gardens Aged Care Facility

Delivery Program Activity

- 1.1.1 Coordinate and facilitate Council volunteer programs
- 1.1.4 PROJECT: Seek grant funding and undertake a staged expansion of McMaugh Gardens
- 1.4.4 Operate and maintain the McMaugh Gardens Aged Care Facility

Operational Plan Action	Measure of Success	Council Role
1.1.1.4 Implement the volunteer strategy for McMaugh Gardens including the induction and support program to promote participation	Volunteer strategy implemented	Enabler
1.1.4.1 Investigate options to prepare staged expansion designs for McMaugh Gardens	Council consideration of expansion of facility and growth of services	Asset Owner
1.1.4.2 Apply for funding for McMaugh Gardens Stage 1 (subject to Council approval)	Successful grant application	Part Funder
1.4.4.1 Manage McMaugh Gardens to accreditation standards	Aged Care Quality Standards are met	Provider
1.4.4.2 Manage McMaugh Gardens Aged Care Facility in a financially sustainable manner	Operating result per plan Annual average occupancy at benchmark	Asset Owner
1.4.4.3 Successfully complete Aged Care Quality and Safety Commission Audits	Aged Care Quality and Safety Commission Audits completed successfully	Provider

Operational Numbers

FTE	Income	Expenses	Net Result
26.33	\$3,601,412	3,434,497	\$166,915

Capital Numbers

FTE	Income	Expenses	Net Result
	\$ -	\$50,000	\$(50,000)



Service Area **Economic Development (includes Tourism)**

Lead Officer **Director Community Services**

Community Strategic Plan Objectives

- ECONOMY; We drive the economy to support prosperity

Strategies

- 1.3 A diverse and creative culture that celebrates our history
- 2.1 An attractive environment for the business sector
- 2.2 Grow & diversify employment through existing & new businesses

Delivery Program Activities

- 1.3.4 PROJECT: Develop the Uralla Old Court House as a community entertainment venue (subject to grant funding)
- 2.1.1 Operate the Uralla Visitor Information Centre
- 2.2.1 Maintain business support resources on Council's website

Operational Plan Actions		Measure of Success	Council Role
1.3.4.2	Engage with the community to activate the Old Court House entertainment venue space	Old Court House entertainment venue space booked	Asset Owner
2.1.1.1	Maintain hours of operation for accreditation for the Visitors Information Centre	VIC operational	Enabler
2.1.1.2	Collaborate with other Councils and tourism bodies to promote Uralla Shire within the region	Increase in visitors	Advocate
2.1.1.3	Update the Uralla Shire Directory interactive map	Update interactive map at least annually & on demand	Provider
2.1.1.4	Provide the opportunity for Uralla Shire businesses to promote their products and services at the Uralla Shire Visitors Information Centre on a booking basis	Increase in occupancy	Provider
2.1.3.2	Promote Shire camping sites (Bundarra Caravan Park, Emu Crossing, Yarrowyck Crossing, Uralla Fossicking Area)	Update website every 60 days	Asset Owner
2.1.4.2	Investigate opportunities to apply for suitable grants to facilitate vehicle charging without increasing cost to rate payers	Successful grant application	Enabler
2.2.1.1	Maintain business support resources on Council's website	Update website every 60 days	Provider
2.2.1.2	Liaise with Uralla Shire businesses	Business directory maintained	Enabler

Operational Numbers

FTE	Income	Expenses	Net Result
1.61	\$16,700	197,237	\$(180,537)

Capital Numbers

FTE	Income	Expenses	Net Result
	\$	\$	\$ -



Service Area **Civic Leadership**

Lead Officer **General Manager**

Community Strategic Plan Objectives

- 1. SOCIETY: We have an accessible, inclusive and sustainable community
- 2. ECONOMY: We drive the economy to support prosperity
- 4. LEADERSHIP: We are an independent Shire and well-governed community

Strategies

- 1.1 A growing community with an active volunteer base and participation in community events
- 1.2 A safe, active and healthy shire
- 1.3 A diverse and creative culture that celebrates our history
- 1.4 Access to and equity of services
- 2.1 An attractive environment for the business sector.
- 2.2 Grow & diversify employment through existing & new businesses
- 4.1 Informed and inspired leadership in our community
- 4.2 A strategic, accountable and representative Council
- 4.3 An efficient and effective independent local government

Delivery Program Activities

- 1.1.3 Support Council approved community events with in-kind support and/or sponsorship
- 1.2.9 ADVOCACY: Lobby government, companies and other individuals
- 1.3.6 Support sustainable population growth through the development of infrastructure to meet the needs of this regional growth
- 1.4.5 Conduct citizenship ceremonies
- 2.1.4 ADVOCACY: Lobby for the transition to renewable energy vehicles to occur without increasing the cost to ratepayers.
- 2.2.2 2.2.2 ADVOCACY: Lobby government to maintain and improve community and public transport service and infrastructure
- 2.2.3 ADVOCACY: Lobby for government-funded infrastructure and services to keep pace with business and industry development in the region (education, transport, health)
- 2.3.4 ADVOCACY: Lobby for government-funded telecommunications infrastructure and services
- 4.1.1 Elected members govern Council in accordance with the Local Government Act 1993 (NSW)
- 4.1.3 Collaborate with the New England Joint Organisation to achieve outcomes for the community of interest
- 4.1.4 Collaborate with the New England Weeds Authority to manage declared noxious weeds
- 4.1.5 ADVOCACY: Advocate for the interests of the community through the NSW Country Mayors Association
- 4.1.6 ADVOCACY: Advocate for the interests of the community through the LGNSW Association
- 4.2.4 Adopt annual reports

Operational Plan Actions		Measure of Success	Council Role
1.1.3.7	Coordinate the Australia Day Activities	Event taken place	Provider
1.1.3.8	Facilitate Council's Section 355 Australia Day Committee	Meetings take place	Provider
1.2.9.5	Apply for Australia Day funding	Successful grant applications	Provider
1.4.5.1	Liaise with Department of Home Affairs for the facilitation of citizenship ceremonies	Citizenship ceremonies taken place	Enabler
2.1.4.1	Actively participate through NEJO and lobby for the transition to renewable energy vehicles to occur without increasing the cost to ratepayers	Collective lobbying	Advocate
2.2.2.1	Actively participate through NEJO and lobby for government to maintain and	Collective lobbying	Advocate

	improve community and public transport service and infrastructure		
2.2.3.1	Actively participate through NEJO and lobby for improved NBN and mobile network coverage	Collective lobbying	Advocate
2.2.4.1	Advocate the needs of the community of interest through the New England Joint Organisation (NEJO)	Collective lobbying	Advocate
4.1.1.1	Elected members participate at Council meetings and workshops	Members attend 90% of meetings	Advocate
4.1.1.2	Mayor or Deputy Mayor represent Council at civic events and performs role of Council official spokesperson	Mayor/Deputy Mayor attend 90% civic events	Leader
4.1.3.1	Participate in the New England Joint Organisation to optimise regional outcomes to the benefit of Uralla Shire	Collective lobbying	Advocate
4.1.5.1	Participate and attend Country Mayor's Association meetings	Attend the meetings	Leader
4.1.6.1	Collaborate and liaise with LGNSW Association to advocate the interests of the community	Collaborate with LGNSW	Advocate
4.2.4.1	Adopt annual reports	Report prepared and adopted	Provider
2.1.5.1	ADVOCACY: Lobby for opportunities and benefits from the NEREZ without increasing the cost to ratepayers	Successful outcomes emanating from NEREZ	Advocate
4.1.7.1	Engage and collaborate with groups, businesses and potential developers	Increase in development	Enabler
Operational Numbers			
FTE	Income	Expenses	Net Result
-	\$	\$250,948	(250,948)
Capital Numbers			
FTE	Income	Expenses	Net Result
		\$(2,500)	\$(2,500)

New England Joint Organisation (NEJO)

Council is a member of NEJO. A key function of NEJO is its advocacy role; it participates in a number of key government stakeholder groups and represents Council in relation to a number of critical issues such as improved water security, telecommunications and health services.



Country Mayor's Association (CMA)

The CMA represents 70 rural and coastal Councils across NSW, advocating for local government and issues that affect our communities. The CMA provides an opportunity for Council to meet to discuss specific issues that relate to areas outside the major metropolitan centres, in addition to looking at the bigger picture of the whole local government sector within the State. Some of the key priorities for the CMA is converting waste to energy, improving roads and investing in new technologies.

LGNSW is an independent organisation that serves the interests of Councils; LGNSW represents the views of local government to State and Federal Governments, they provide policy advice, legal advice and management support.



**LEADERSHIP
SOCIETY**

Service Area **Organisational Leadership** Lead Officer **General Manager**

Community Strategic Plan Objectives

- 1. SOCIETY: We have an accessible, inclusive and sustainable community
- 4. LEADERSHIP: We are an independent Shire and well-governed community

Strategies

- 1.3 A diverse and creative culture that celebrates our history
- 4.1 Informed and collaborative leadership in our community
- 4.3 An efficient and effective independent local government

Delivery Program Activities

- 1.3.6 Support sustainable population growth and develop infrastructure to meet the needs of this regional growth
- 4.1.1 Elected members govern Council in accordance with the Local Government Act 1993 (NSW)
- 4.1.4 Collaborate with the New England Weeds Authority to manage declared noxious weeds
- 4.3.1 Operate in a financially compliant manner
- 4.3.6 Implement the Workforce Management Strategy
- 4.3.13 Provide human resource services that support a high performing team culture that can deliver the USC mission
- 4.3.16 Optimise grant funding to deliver Council's operations

Operational Plan Actions		Measure of Success	Council Role
1.3.6.1	Facilitate Council's Development Working Group	Facilitated as per terms of reference	Provider
4.1.1.3	Community engagement and consultation undertaken prior to Council decisions to change strategy, services and as required by legislation	Engagement plans drafted for change in strategy and services	Provider
4.1.1.4	Conduct Council meetings as required by legislation	Council meetings held as scheduled	Provider
4.1.1.5	Council meetings are transparent		
4.1.1.6	Hold one Council meeting at Bundarra School of the Arts Hall	Meeting held in Bundarra by June 2023	Provider
4.1.4.1	Collaborate with and attend New England Weeds Authority to manage declared noxious weeds	Collaborate	Advocate
4.3.1.1	Facilitate the Finance Advisory Committee	Facilitated as per terms of reference	Provider
4.3.1.2	Facilitate the Capital Works Working Group	Facilitated as per terms of reference	Provider
4.3.6.1	Review organisational structure and implement a structure that is fit for current services / service standards	Organisational restructure reviewed and implemented by June 2023	Provider
4.3.6.2	Investigate the acquisition of small number of residential properties so that executive staff can live and interact in the local community (rent payable)	Research undertaken and reported to Council by June 2023	Assert Owner
4.3.6.8	Implement a system for staff to provide informal feedback to General Manager and Executive. This system should allow for anonymous feedback	Feedback process implemented	Provider
4.3.6.15	Regularly review WHS reports and statistics to identify opportunities to improve WHS performance and drive down workers compensation premium	Reports reviewed, trends identified	Provider
4.3.6.19	Maintain a roster and undertake regular workplace safety walks	Roster of workplace safety walks implemented by June 2023	Provider
4.3.6.20	Review salaries so that they act as an incentive to attracting and retaining quality staff	Salaries reviewed by June 2023	Provider
4.3.6.21	Continue to offer confidential exit interviews and transition paper-based exit surveys to electronic exit surveys to enable improved reporting on systemic issues	Exit interviews offered	Provider
4.3.6.22	Provide advice and recommendations to Council on the use of contractors for specialist service/capabilities or surge capability requirements (eg to optimise additional grant funding opportunities).	Report on use of consultants for specialist service or surge in work	Provider
4.3.13.6	Investigate shared services opportunities	Shared services investigated by June 2023	Enabler
4.3.15.4	Establish Asset Management Team as per Asset Strategy	Asset Management Team established by June 2023	Provider

4.3.16.3	PROJECT: Organisation wide desktop service review and benchmarking to assess service levels and costs so that the need for savings/efficiencies and additional revenue can be assessed.	Desktop review undertaken	Provider
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Operational Numbers

FTE	Income	Expenses	Net Result
2	\$ -	\$539,051	\$(539,051)

Capital Numbers

FTE	Income	Expenses	Net Result
	\$ -	\$ -	\$ -



LEADERSHIP

Service Area **Customer Service & Communications**

Lead Officer **Manager Human Resources**

Community Strategic Plan Objective

- LEADERSHIP: We are an independent shire and well-governed community.

Strategy

4.3 An efficient and effective independent local government.

Delivery Program Activity

4.1.7 Promote Council's services and facilities

4.2.9 Undertake community engagement to inform Council decision making.

4.3.10 Facilitate the community's access to Council services.

Operational Plan Actions	Measure of Success	Council Role
4.3.10.1 Provide Customer Service during opening hours, via online services and an after hour service for emergency matters	Customer Services available during opening hours	Provider
4.3.10.2 PROJECT: Renovate the Customer Services foyer to be more accessible and efficient	Renovations undertaken	Provider
4.3.10.3 Identify gaps in knowledge for Customer Services staff	Training undertaken to up skill Customer Services staff	Provider
4.3.10.4 Source and implement Customer Experience Training	Customer Experience training provided to staff	Provider
4.3.10.5 Develop and implement customer service procedures	Customer enquiries resolved at first point of service >60%	Provider
4.3.10.6 Promote Council activities	Public notices, newsletters, media releases and website	Provider

Operational Numbers

FTE	Income	Expenses	Net Result
2.69	\$ -	\$294,071	\$(294,071)

Capital Numbers

Income	Expenses	Net Result
\$ -	\$ -	\$ -

CUSTOMER SERVICE RECEPTION PROJECT – Building renewal (stage 1)

Cost and benefits

In 2022/23 Council will embark on a two year process to transform the organisation with five key intervention strategies as outlined in the Overview section, above.

Our focus on our customers is at the centre of this plan.

One element to transform our performance will be to improve our customer service area at the administration building as part of our building renewal program so that we have:

- three customer service points:
 - Retain recently upgraded seated customer service desk (grant funded in 2020-21)
 - A standing customer service point that is open to the main office area – this will enable:
 - Standing service point
 - Secure cash drawer
 - Staff efficiency through other members of the staff being able to back-up on accessions when queues form or more complex requests are made
 - A customer meeting room for more complex customer enquiries such as pre-development application meetings.
- Building access and egress compliance (improved layout)
- Stage 1 of building renewal (carpet, paint) – other portions of the building will be renewed in accordance with the asset management plan in subsequent years.
- This project enables an important efficiency gain set out in the new organisation structure to enhance the overall capacity of the organisation, reduce the organisation's service delivery continuity vulnerability of single-person service delivery and improve customer information and Council responses to customer requests.

Stage 1 of the administration building renewal is estimated to cost \$125,000 and is included in the building asset management plan.



Service Area Governance

Lead Officer Manager Governance and Risk

Community Strategic Plan Objectives

- 1. SOCIETY: We have an accessible, inclusive and sustainable community
- 4. LEADERSHIP: We are an independent Shire and well-governed community

Strategies

- 1.2 A safe, active and healthy shire
- 2.1 An attractive environment for the business sector
- 4.2 A strategic, accountable and representative Council
- 4.3 An efficient and effective independent local government

Delivery Program Activities

- 1.2.8 Plan for Uralla Shire Council response to natural disasters including bushfires, major storms and flood events
 - 1.2.11 Integration of Safety System throughout organisation
- 4.2.1 Local government integrated planning and reporting documents prepared
- 4.2.2 Annual Operational Plan, budget and resourcing strategy prepared
- 4.2.3 Prepare annual reports

4.2.4	Adopt annual reports
4.2.7	Provide leadership and allocate resources to enable efficient operations in order to deliver the USC mission
4.2.8	Provide an operational, risk managed, governance framework to support the achievement of Council's strategic objectives and legislative compliance
4.3.6	Implement the Workforce Strategy
4.3.7	Adopt the Delivery Program
4.3.13	Provide human resource services that support a high performing team culture that can deliver the USC mission

Operational Plan Actions		Measure of Success	Council Role
1.2.8.2	Undertake an annual test the Business Continuity Plan	Business Continuity Plan undertaken by June 2023	Provider
1.2.11.1	Implement Safety System throughout the organisation	Safety System implemented by June 2023	Provider
4.2.1.1	Report quarterly on the Operational Plan and Delivery Program	Delivery Program and Operational Plan quarterly reports to Council	Provider
4.2.2.1	Draft Operational Plan for 2023-2024	Operational Plan 2023-2024 drafted	Provider
4.2.3.1	Draft Annual Report 2022-2023	Annual Report 2023-2024 drafted	Provider
4.2.4.1	Annual Report 2022-2023 presented to Council for adoption	Annual Report adopted by June 2023	Provider
4.2.7.1	Prepare Operational Plan for 2023-2024	Operational Plan 2023-2024 adopted	Provider
4.2.8.1	Update and progress the Governance Implementation Plan	Report to ARIC on Governance Implementation Plan	Provider
4.2.8.3	Maintain the Enterprise Risk Register	Risk Register reviewed every 90 days	Provider
4.2.8.4	Complete Internal Audit Program	Set Internal Audit Program by June 2023	Provider
4.2.8.5	Coordinate Audit Risk and Improvement Committee	Meetings arranged for the Audit Risk and Improvement Committee	Provider
4.3.6.13	WHS system is developed and implemented to comply with SafeWork NSW requirements	WHS system complies with SafeWork NSW	Provider
4.3.7.1	Delivery Program reviewed annually	Delivery Program reviewed by June 2023	Provider
4.3.13.2	Undertake a WHS e-solution review	WHS e-solution investigated by June 2023	Provider
4.2.7.3	Monitor and report on legislative compliance	Legislative compliance obligations met	Provider

Operational Numbers

FTE	Income	Expenses	Net Result
1.0	\$ -	\$283,381	\$(283,381)

Capital Numbers

FTE	Income	Expenses	Net Result
	\$ -	\$ -	\$ -



LEADERSHIP

Service Area **Records & Information**

Lead Officer **Manager Governance and Risk**

Community Strategic Plan Objective

- 4. LEADERSHIP: We are an independent Shire and well-governed community

Strategy

4.3 An efficient and effective independent local government

Delivery Program Activity

4.3.14 Provide record management services that meet Council's record keeping obligations

Operational Plan Actions		Measure of Success	Council Role
4.3.14.1	Provide a Records administration service	Records service provided	Provider
4.3.14.2	Review Records Protocols	Records protocols reviewed by June 2023	Provider
4.3.14.3	Draft/Review TRIM and Record keeping manual	TRIM and Recordkeeping manual updated by June 2023	Provider
4.3.14.4	Address backlog of disposal of records	Disposal of records addressed by June 2023	Provider

Operational Numbers

FTE	Income	Expenses	Net Result
1.0	\$700	\$105,780	\$(105,080)

Capital Numbers

FTE	Income	Expenses	Net Result
	\$ -	\$ -	\$ -



LEADERSHIP

Service Area **Information Technology (IT)**

Lead Officer **IT Manager**

Community Strategic Plan Objective

- 4. LEADERSHIP: We are an independent Shire and well-governed community.

Strategy

4.3 An efficient and effective independent local government

Delivery Program Activity

- 4.3.11 Deliver an effective IT platform and support the organisation to be current, innovative and efficient
- 4.3.13 Provide human resource services that support a high performing team culture that can deliver the USC mission

Operational Plan Actions		Measure of Success	Council Role
4.3.11.1	Review Council's IT platform: cloud or onsite	Review undertaken by June 2023	Provider

4.3.11.2.	Provide a Help Desk Service	Tickets closed within 3 working days	Provider
4.3.11.3	Maintain uptime of IT Services during operating hours	>98% uptime	Provider
4.3.11.4	Prepare and review a Business Continuity Plan for IT	Business Continuity Plan for IT completed and adopted by June 2022	Provider
4.3.11.5	Establish a Council intranet	Information Technology Strategic Plan drafted and milestones reached	Provider
4.3.13.1	Develop webforms for worksite data capture	Webforms developed by June 2023	Provider
Projects (if applicable)			
4.3.11.6	Transfer IT service to a shared service arrangement	Service transferred	Provider
Operational Numbers			
FTE	Income	Expenses	Net Result
1.91	\$ -	\$649,431	(649,431)
Capital Numbers			
FTE	Income	Expenses	Net Result
	\$ -	\$63,640	\$(63,640)



LEADERSHIP
SOCIETY

Service Area **Financial Management** Lead Officer: **Chief Financial Officer**

Community Strategic Plan Objective

- 1.SOCIETY: We have an accessible inclusive and sustainable community
- 4. LEADERSHIP: We are an independent Shire and well-governed community

Strategies

- 1.2 A safe, active and healthy shire
- 4.2 A strategic, accountable and representative Council
- 4.3 An efficient and effective independent local government

Delivery Program Activities

- 1.2.5 Own and resource the maintenance of Shire based regional fire service assets
- 4.2.2 Annual Operational Plan, budget and resourcing strategy prepared
- 4.2.7 Provide leadership and allocate resources to enable efficient operations in order to deliver the USC mission
- 4.3.1 Operate in a financially compliant manner
- 4.3.2 Review Council's performance against the Long Term Financial Plan
- 4.3.11 Deliver an effective IT platform and support the organisation to be current, innovative and efficient
- 4.3.16 Optimise grant funding to deliver Council's operations

Operational Plan Actions		Measure of Success	Council Role
1.2.5.1	Budget for and pay annual maintenance costs of Shire based regional fire service assets	Annual maintenance costs budgeted	Provider
1.2.5.2	Revalue Shire based regional fire service assets	Fire service assets revalued	Provider
4.2.2.2	Draft Budget for 2023-2024	Budget for 2023-2024 drafted by March 2023	Provider
4.2.2.3	Review all fees and charges on an annual basis for full cost recovery	Fees and charges reviewed by June 2023	Provider
4.2.7.2	Prepare Budget for 2023-2024	Budget for 2023-2024 adopted	Provider
4.3.1.3	Quarterly budget reviews completed	Quarterly budget reviews presented to Council	Provider
4.3.1.5	End of Financial Year Statements completed	End of Financial Year Statements completed	Provider
4.3.17	Complete annual external audit	Annual external audit	Enabler
4.3.18	Model and adopt rate structures on an annual basis and attend to the issue of accurate rate notices as required	Review of rate structures by June 2023	Provider
4.3.1.9	Collect all rates and charges in line with payment requirements and undertake debt recovery in accordance with Council's Debt Recovery Policy	Collection of rates	Provider
4.3.1.10	Identify strategies to achieve a consolidated surplus before capital grants (balanced budget for all funds) over the full term of the LTFP	Strategies identified and reported to Council	Provider
4.3.1.11	Review asset valuations and depreciation methodology for all asset classes	Asset valuations and depreciation methodology for all asset classes reviewed	Provider
4.3.1.13	Maximise return on investment within the risk parameters provided by the USC Investments Policy 2019	Reports on investments presented to Council	Provider
4.3.1.16	Deliver payroll services	Payroll service provided	Provider
4.3.2.1	Review and revise Long Term Financial Plan	Long Term Financial Plan reviewed	Provider
4.3.2.2	Endorse the review of the Long Term Financial Plan	Long Term Financial Plan endorsed	Provider
4.3.16.1	Identify, assess, apply for suitable grant funding to optimise Council's grant revenue, subject to Council approval	Successful grant applications	Provider
4.3.16.2	Implement and acquit government grant allocations	Acquittals completed	Provider
Operational Numbers			
FTE	Income	Expenses	Net Result
7.14	\$6,305,121	\$733,089	\$5,572,032
Capital Numbers			
FTE	Income	Expenses	Net Result
	\$ -	\$ -	\$ -



LEADERSHIP

Service Area **Infrastructure Management and Operations** Lead Officer **Team Leader Fleet, Stores and Workshops**

Community Strategic Plan Objective

- 4. LEADERSHIP: We are an independent shire and well-governed community.

Strategy

4.3 An efficient and effective independent local government.

Delivery Program Activity

4.3.3 Own and operate depots, workshop, plant and equipment to undertake asset management and related services

Operational Plan Actions		Measure of Success	Council Role
4.3.3.1	Maintain plant and equipment	Plant and equipment maintained to safety standards	Provider
4.3.3.2	Provide Depot, Stores and Workshop operations	Procurement compliance	Provider
4.3.3.3	Plant and equipment procurement and disposal	Procurement and asset disposal policies compliance	Provider

Operational Numbers

FTE	Income	Expenses	Net Result
4.42	\$120,000	\$426,013	\$(306,013)

Capital Numbers

FTE	Income	Expenses	Net Result
	\$ -	\$1,351,745	\$(1,351,745)



LEADERSHIP SOCIETY

Service Area **Human Resources** Lead Officer **Human Resources Manager**

Community Strategic Plan Objective

- SOCIETY: We have an accessible inclusive and sustainable community
- LEADERSHIP: We are an independent shire and well-governed community.

Strategy

1.2 A safe, active and health Shire

4.3 An efficient and effective independent local government.

Delivery Program Activity

1.2.11 Integration of Safety System throughout organisation

4.3.6 Implement the Workforce Management Strategy

4.3.13 Provide human resource services that support a high performing team culture that can deliver the USC mission

Operational Plan Actions		Measure of Success	Council Role
1.2.11.2	Develop and implement annual WHS training	WHS training delivered annually	Provider
4.3.6.3	Continue to implement position descriptions which include specific and measurable indicators	Position descriptions developed	Provider
4.3.6.4	Continue to implement an online performance management system to acknowledge high performers and assist struggling employees	Online performance management system implemented and delivered June 2023	Provider
4.3.6.5	Review salaries so that they act as an incentive to attracting and retaining quality staff	Review of salaries completed by June 2023	Provider
4.3.6.6	Continue to offer confidential exit interviews and transition paper-based exit surveys to electronic exit surveys to enable improved reporting on systemic issues	Exit interviews offered	Provider
4.3.6.7	Undertake staff engagement survey to understand how staff are feeling about organisation	Survey undertaken by June 2023	Provider
4.3.6.9	Invest in an employment marketing prospectus to promote the benefits of living and working in Uralla Shire for Council	Marketing prospectus developed	Provider
4.3.6.10	Review service critical positions and develop succession plans for these roles	Service critical positions identified and succession plans developed by June 2023	Provider
4.3.6.11	Training for mandatory licences and skills is undertaken as require	Training for mandatory licences undertaken by June 2023	Enabler
4.3.6.12	Provide leadership training for Directors and Managers to ensure they have the necessary skills to successfully lead the organisation	Leadership training delivered to Executive and Managers	Enabler
4.3.6.14	Report incidents and accidents to the relevant authority and investigate	Incidents and accidents reported within 48 hours	Provider
4.3.6.17	Recover at Work strategies are implemented for workplace injuries	Reduction in leave taken for workplace injuries	Provider
4.3.13.1	Provide human resource services that support a high performing team culture that can deliver the USC mission	Human resources services provided during work hours	Provider
4.3.13.3	Employ staff in accordance with legislation and Council's Workforce Management Strategy	Staff employed in accordance with legislation	Provider
4.3.13.4	Bullying Prevention Management Program implemented	Bullying Prevention Management Program implemented by June 2023	Provider
Operational Numbers			
FTE	Income	Expenses	Net Result
3.0	\$15,000	\$162,803	\$(147,803)
Capital Numbers			
FTE	Income	Expenses	Net Result
	\$ -	\$ -	\$ -

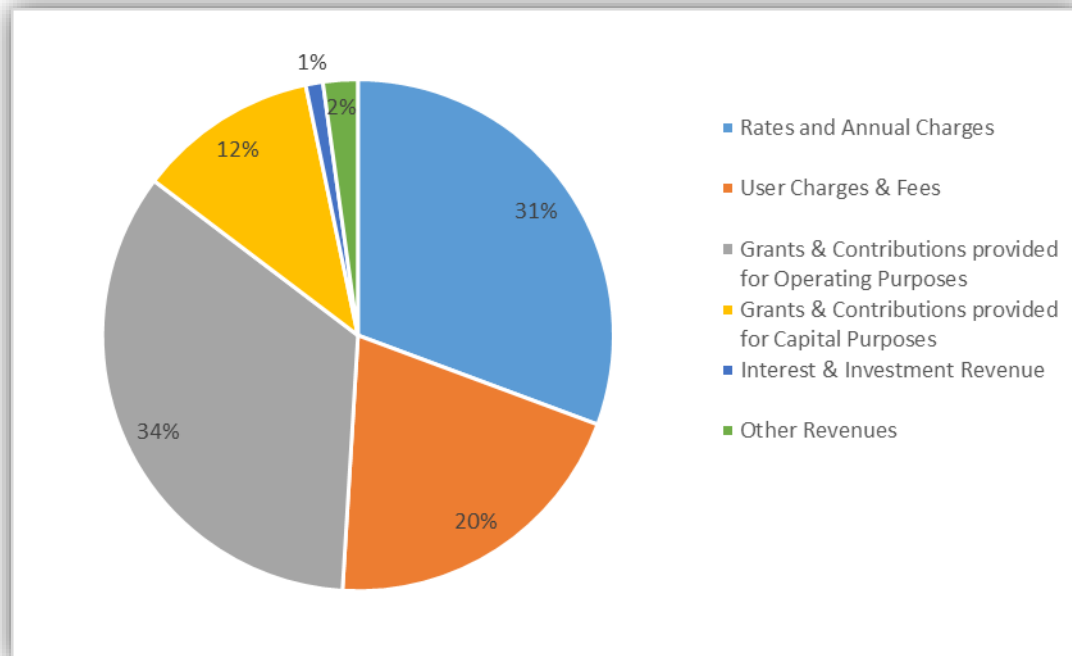
This part of the document is laid out by fund. It sets out our budget for the year ahead and includes the financial plans and budgets for capital works and where funds and resources come from, and go to, in terms of carrying out day-to-day Council operations and to helping fund capital expenditure items.

Financial Snapshot 2022-2023

The Financial Snapshot provides Council's projected income statement together with a brief overview of how Council obtains its funds and resources, and how they are allocated.

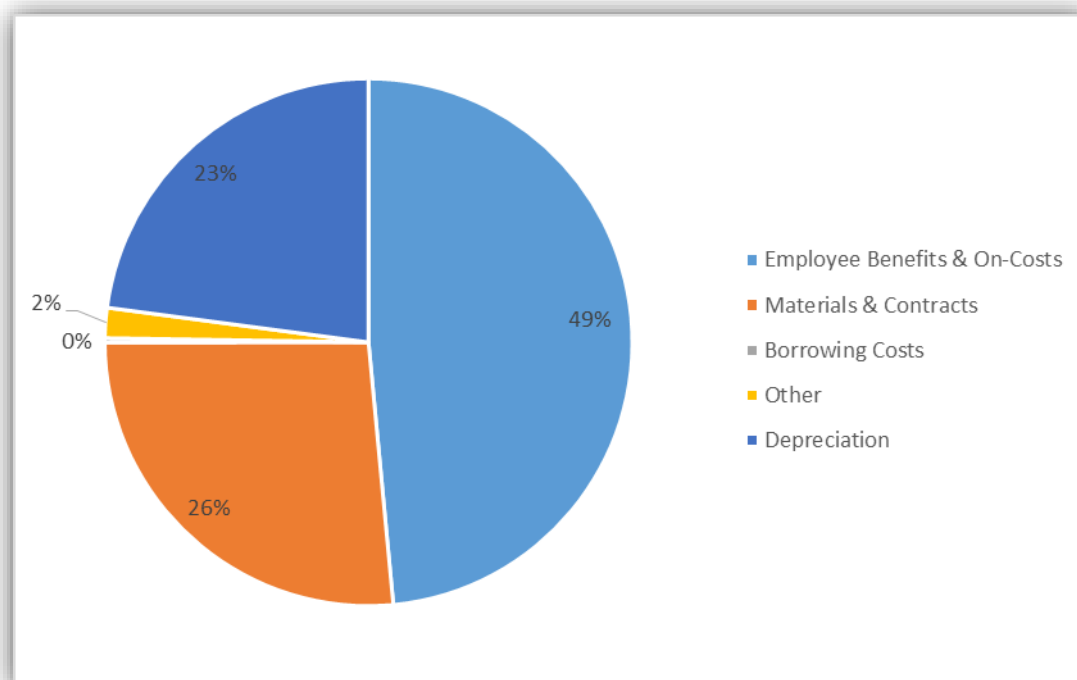
Uralla Shire Council Year Ended 30 June 2023 INCOME STATEMENT - CONSOLIDATED Scenario: Base Case			
	Actuals 2020/21 \$	Current Year 2021/22 \$	2022/23 \$
Income from Continuing Operations			
Revenue:			
Rates & Annual Charges	6,867,000	7,122,291	7,395,141
User Charges & Fees	5,083,000	5,498,890	4,895,658
Other Revenues	651,000	495,995	529,760
Grants & Contributions provided for Operating Purposes	8,222,000	7,501,440	8,281,140
Grants & Contributions provided for Capital Purposes	7,268,000	5,937,588	2,750,110
Interest & Investment Revenue	162,000	94,240	262,161
Other Income:			
Reversal of impairment losses on receivables	1,000	-	-
Total Income from Continuing Operations	28,254,000	26,650,444	24,113,970
Expenses from Continuing Operations			
Employee Benefits & On-Costs	10,498,000	10,834,211	11,221,791
Borrowing Costs	77,000	75,770	60,533
Materials & Contracts	6,618,000	6,266,711	6,129,328
Depreciation & Amortisation	5,273,000	4,875,761	5,298,823
Other Expenses	390,000	464,872	427,595
Net Losses from the Disposal of Assets	502,000	-	-
Total Expenses from Continuing Operations	23,358,000	22,517,324	23,138,070
Operating Result from Continuing Operations	4,896,000	4,133,120	975,900
Discontinued Operations - Profit/(Loss)	-	-	-
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	4,896,000	4,133,120	975,900
Net Operating Result before Grants and Contributions provided for Capital Purposes	(2,372,000)	(1,804,468)	(1,774,210)

The first table and pie chart represent a breakdown of our cash inflows (per the cash flow statement). In the table, it is evident that grants and contributions for both capital and operating purposes are the major source of funding, equating to 45.71% of total funds. Source of funds include rates and charges, user fees and charges, investment interest, and other revenues.



CASH INFLOWS	\$	%
Rates and Annual Charges	7,384,151	30.57%
User Charges & Fees	4,912,793	20.34%
Grants & Contributions provided for Operating Purposes	8,293,702	34.33%
Grants & Contributions provided for Capital Purposes	2,750,110	11.38%
Interest & Investment Revenue	275,229	1.14%
Other Revenues	541,527	2.24%
Total	24,157,512	100.00%

The second table and pie chart represents a breakdown of outflows (per the cash flow statement). The table demonstrates that the purchase of infrastructure property, plant and equipment represents a significant component of Council's expenditure equating to 30.6%/.



From Cash Flow Statement	\$	%
Employee Benefits & On-Costs	11,217,695	42.85%
Materials & Contracts	6,129,942	23.42%
Borrowing Costs	61,665	0.24%
Other	519,906	1.99%
Purchase of Infrastructure, Property, Plant & Equipment	8,010,705	30.60%
Repayment of Borrowings & advances	237,007	0.91%
	26,176,920	100.01%

Uralla Shire Council
Year Ended 30 June 2023
INCOME STATEMENT - CONSOLIDATED
Scenario: Base Case

	Actuals 2020/21 \$	Current Year 2021/22 \$	2022/23 \$
Income from Continuing Operations			
Revenue:			
Rates & Annual Charges	6,867,000	7,122,291	7,395,141
User Charges & Fees	5,083,000	5,498,890	4,895,658
Other Revenues	651,000	495,995	529,760
Grants & Contributions provided for Operating Purposes	8,222,000	7,501,440	8,281,140
Grants & Contributions provided for Capital Purposes	7,268,000	5,937,588	2,750,110
Interest & Investment Revenue	162,000	94,240	262,161
Other Income:			
Reversal of impairment losses on receivables	1,000	-	-
Total Income from Continuing Operations	28,254,000	26,650,444	24,113,970
Expenses from Continuing Operations			
Employee Benefits & On-Costs	10,498,000	10,834,211	11,221,791
Borrowing Costs	77,000	75,770	60,533
Materials & Contracts	6,618,000	6,266,711	6,129,328
Depreciation & Amortisation	5,273,000	4,875,761	5,298,823
Other Expenses	390,000	464,872	427,595
Net Losses from the Disposal of Assets	502,000	-	-
Total Expenses from Continuing Operations	23,358,000	22,517,324	23,138,070
Operating Result from Continuing Operations	4,896,000	4,133,120	975,900
Discontinued Operations - Profit/(Loss)	-	-	-
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	4,896,000	4,133,120	975,900
Net Operating Result before Grants and Contributions provided for Capital Purposes	(2,372,000)	(1,804,468)	(1,774,210)

Uralla Shire Council
Year Ended 30 June 2023
INCOME STATEMENT - GENERAL FUND
Scenario: Base Case

	Actuals 2020/21 \$	Current Year 2021/22 \$	2022/23 \$
Income from Continuing Operations			
Revenue:			
Rates & Annual Charges	5,708,000	5,739,282	5,937,417
User Charges & Fees	3,500,000	3,775,904	3,266,512
Other Revenues	571,000	526,153	559,394
Grants & Contributions provided for Operating Purposes	5,901,000	5,072,144	5,569,963
Grants & Contributions provided for Capital Purposes	3,900,000	2,678,088	2,750,110
Interest & Investment Revenue	83,000	54,116	154,024
Other Income:			
Reversal of impairment losses on receivables	1,000	-	-
Total Income from Continuing Operations	19,664,000	17,845,687	18,237,420
Expenses from Continuing Operations			
Employee Benefits & On-Costs	7,564,000	7,964,622	8,134,227
Borrowing Costs	73,000	70,888	56,273
Materials & Contracts	5,018,000	4,493,147	4,166,185
Depreciation & Amortisation	4,398,000	4,017,481	4,245,763
Other Expenses	383,000	464,872	427,595
Net Losses from the Disposal of Assets	495,000	-	-
Total Expenses from Continuing Operations	17,931,000	17,011,010	17,030,043
Operating Result from Continuing Operations	1,733,000	834,677	1,207,377
Discontinued Operations - Profit/(Loss)	-	-	-
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	1,733,000	834,677	1,207,377
Net Operating Result before Grants and Contributions provided for Capital Purposes	(2,167,000)	(1,843,411)	(1,542,733)

Uralla Shire Council
Year Ended 30 June 2023
INCOME STATEMENT - WATER FUND
Scenario: Base Case

	Actuals 2020/21 \$	Current Year 2021/22 \$	2022/23 \$
Income from Continuing Operations			
Revenue:			
Rates & Annual Charges	473,000	553,622	584,864
User Charges & Fees	531,000	612,018	578,218
Other Revenues	21,000	4,000	5,000
Grants & Contributions provided for Operating Purposes	16,000	196,603	137,862
Grants & Contributions provided for Capital Purposes	58,000	1,150,000	-
Interest & Investment Revenue	27,000	19,492	51,674
Other Income:			
Reversal of impairment losses on receivables	-	-	-
Total Income from Continuing Operations	1,126,000	2,535,735	1,357,618
Expenses from Continuing Operations			
Employee Benefits & On-Costs	393,000	413,070	400,070
Borrowing Costs	-	-	-
Materials & Contracts	628,000	815,012	800,287
Depreciation & Amortisation	440,000	435,975	450,660
Other Expenses	4,000	-	-
Net Losses from the Disposal of Assets	-	-	-
Total Expenses from Continuing Operations	1,465,000	1,664,057	1,651,017
Operating Result from Continuing Operations	(339,000)	871,678	(293,399)
Discontinued Operations - Profit/(Loss)	-	-	-
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	(339,000)	871,678	(293,399)
Net Operating Result before Grants and Contributions provided for Capital Purposes	(397,000)	(278,322)	(293,399)

Uralla Shire Council
Year Ended 30 June 2023
INCOME STATEMENT - SEWER FUND
Scenario: Base Case

	Actuals 2020/21 \$	Current Year 2021/22 \$	2022/23 \$
Income from Continuing Operations			
Revenue:			
Rates & Annual Charges	686,000	829,387	872,860
User Charges & Fees	13,000	7,530	14,295
Other Revenues	36,000	-	2,000
Grants & Contributions provided for Operating Purposes	13,000	15,737	60,256
Grants & Contributions provided for Capital Purposes	3,125,000	2,109,500	-
Interest & Investment Revenue	24,000	12,960	14,543
Other Income:			
Reversal of impairment losses on receivables	-	-	-
Total Income from Continuing Operations	3,897,000	2,975,114	963,954
Expenses from Continuing Operations			
Employee Benefits & On-Costs	236,000	210,522	292,034
Borrowing Costs	-	-	-
Materials & Contracts	327,000	317,574	390,018
Depreciation & Amortisation	216,000	213,564	386,891
Other Expenses	3,000	-	-
Net Losses from the Disposal of Assets	-	-	-
Total Expenses from Continuing Operations	782,000	741,660	1,068,943
Operating Result from Continuing Operations	3,115,000	2,233,454	(104,989)
Discontinued Operations - Profit/(Loss)	-	-	-
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	3,115,000	2,233,454	(104,989)
Net Operating Result before Grants and Contributions provided for Capital Purposes	(10,000)	123,954	(104,989)

Uralla Shire Council
Year Ended 30 June 2023
INCOME STATEMENT - AGED CARE (MCMAUGH) FUND
Scenario: Base Case

	Actuals 2020/21 \$	Current Year 2021/22 \$	2022/23 \$
Income from Continuing Operations			
Revenue:			
Rates & Annual Charges	-	-	-
User Charges & Fees	1,039,000	1,103,438	1,036,633
Other Revenues	23,000	11,800	9,800
Grants & Contributions provided for Operating Purposes	2,292,000	2,216,956	2,513,059
Grants & Contributions provided for Capital Purposes	185,000	-	-
Interest & Investment Revenue	28,000	7,672	41,920
Other Income:			
Reversal of impairment losses on receivables	-	-	-
Total Income from Continuing Operations	3,567,000	3,339,866	3,601,412
Expenses from Continuing Operations			
Employee Benefits & On-Costs	2,305,000	2,245,997	2,395,460
Borrowing Costs	4,000	4,882	4,260
Materials & Contracts	645,000	686,936	819,272
Depreciation & Amortisation	219,000	208,741	215,509
Other Expenses	-	-	-
Net Losses from the Disposal of Assets	7,000	-	-
Total Expenses from Continuing Operations	3,180,000	3,146,555	3,434,501
Operating Result from Continuing Operations	387,000	193,311	166,911
Discontinued Operations - Profit/(Loss)	-	-	-
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	387,000	193,311	166,911
Net Operating Result before Grants and Contributions provided for Capital Purposes	202,000	193,311	166,911

Uralla Shire Council
Year Ended 30 June 2023
BALANCE SHEET - CONSOLIDATED
Scenario: Base Case

	Actuals	Current Year	
	2020/21	2021/22	2022/23
	\$	\$	\$
ASSETS			
Current Assets			
Cash & Cash Equivalents	-	948,323	782,107
Investments	14,107,000	12,392,045	10,538,854
Receivables	3,293,000	2,397,404	2,451,014
Inventories	261,000	284,458	272,137
Contract assets	1,094,000	878,000	878,000
Other	81,000	68,859	65,665
Total Current Assets	18,836,000	16,969,090	14,987,777
Non-Current Assets			
Contract assets	-	216,000	216,000
Infrastructure, Property, Plant & Equipment	238,317,000	245,627,487	248,339,369
Right of use assets	62,000	62,000	62,000
Total Non-Current Assets	238,379,000	245,905,487	248,617,369
TOTAL ASSETS	257,215,000	262,874,577	263,605,146
LIABILITIES			
Current Liabilities			
Payables	6,303,000	5,684,875	5,591,734
Contract liabilities	2,215,000	1,153,575	1,238,392
Lease liabilities	16,000	-	-
Borrowings	266,000	237,007	197,060
Provisions	2,419,000	2,396,133	2,396,133
Total Current Liabilities	11,219,000	9,471,589	9,423,319
Non-Current Liabilities			
Lease liabilities	48,000	64,000	64,000
Borrowings	1,705,000	1,507,000	1,309,940
Provisions	2,814,000	2,836,867	2,836,867
Total Non-Current Liabilities	4,567,000	4,407,867	4,210,807
TOTAL LIABILITIES	15,786,000	13,879,457	13,634,126
Net Assets	241,429,000	248,995,120	249,971,020
EQUITY			
Retained Earnings	79,217,000	83,350,120	84,326,020
Revaluation Reserves	165,645,000	165,645,000	165,645,000
Other Reserves	-	-	-
Council Equity Interest	244,862,000	248,995,120	249,971,020
Non-controlling equity interests	-	-	-
Total Equity	244,862,000	248,995,120	249,971,020

Uralla Shire Council
Year Ended 30 June 2023
BALANCE SHEET - GENERAL FUND
Scenario: Base Case

	Actuals 2020/21 \$	Current Year 2021/22 \$	2022/23 \$
ASSETS			
Current Assets			
Cash & Cash Equivalents	3,353,000	498,880	-
Investments	5,607,000	5,607,000	3,935,969
Receivables	2,865,000	1,919,313	1,984,310
Inventories	261,000	284,458	272,137
Contract assets	806,000	806,000	806,000
Other	81,000	68,859	65,665
Total Current Assets	12,973,000	9,184,510	7,064,080
Non-Current Assets			
Contract assets	-	-	-
Infrastructure, Property, Plant & Equipment	207,659,000	210,523,933	213,613,165
Right of use assets	62,000	62,000	62,000
Total Non-Current Assets	207,721,000	210,585,933	213,675,165
TOTAL ASSETS	220,694,000	219,770,443	220,739,245
LIABILITIES			
Bank Overdraft	-	-	-
Payables	3,235,000	2,616,875	2,523,734
Contract liabilities	2,073,000	1,153,575	1,238,392
Lease liabilities	16,000	-	-
Borrowings	257,000	230,251	190,528
Provisions	2,419,000	2,396,133	2,396,133
Total Current Liabilities	8,000,000	6,396,833	6,348,787
Non-Current Liabilities			
Lease liabilities	48,000	64,000	64,000
Borrowings	1,676,000	1,482,065	1,291,537
Provisions	2,814,000	2,836,867	2,836,867
Total Non-Current Liabilities	4,538,000	4,382,932	4,192,404
TOTAL LIABILITIES	12,538,000	10,779,766	10,541,191
Net Assets	208,156,000	208,990,677	210,198,054
EQUITY			
Retained Earnings	58,590,000	59,424,677	60,632,054
Revaluation Reserves	149,566,000	149,566,000	149,566,000
Other Reserves	-	-	-
Council Equity Interest	208,156,000	208,990,677	210,198,054
Non-controlling equity interests	-	-	-
Total Equity	208,156,000	208,990,677	210,198,054

Uralla Shire Council
Year Ended 30 June 2023
BALANCE SHEET - WATER FUND
Scenario: Base Case

	Actuals 2020/21 \$	Current Year 2021/22 \$	2022/23 \$
ASSETS			
Current Assets			
Cash & Cash Equivalents	10,000	-	-
Investments	2,600,000	1,716,023	1,571,364
Receivables	270,000	340,630	329,340
Inventories	-	-	-
Contract assets	-	-	-
Other	-	-	-
Total Current Assets	2,880,000	2,056,653	1,900,704
Non-Current Assets			
Contract assets	-	-	-
Infrastructure, Property, Plant & Equipment	14,017,000	15,570,025	15,432,575
Right of use assets	-	-	-
Total Non-Current Assets	14,017,000	15,570,025	15,432,575
TOTAL ASSETS	16,897,000	17,626,678	17,333,279
LIABILITIES			
Current Liabilities			
Payables	-	-	-
Contract liabilities	142,000	-	-
Lease liabilities	-	-	-
Borrowings	-	-	-
Provisions	-	-	-
Total Current Liabilities	142,000	-	-
Non-Current Liabilities			
Lease liabilities	-	-	-
Borrowings	-	-	-
Provisions	-	-	-
Total Non-Current Liabilities	-	-	-
TOTAL LIABILITIES	142,000	-	-
Net Assets	16,755,000	17,626,678	17,333,279
EQUITY			
Retained Earnings	7,678,000	8,549,678	8,256,279
Revaluation Reserves	9,077,000	9,077,000	9,077,000
Other Reserves	-	-	-
Council Equity Interest	16,755,000	17,626,678	17,333,279
Non-controlling equity interests	-	-	-
Total Equity	16,755,000	17,626,678	17,333,279

Uralla Shire Council
Year Ended 30 June 2023
BALANCE SHEET - SEWER FUND
Scenario: Base Case

	Actuals 2020/21 \$	Current Year 2021/22 \$	2022/23 \$
ASSETS			
Current Assets			
Cash & Cash Equivalents	9,000	-	-
Investments	2,300,000	1,469,023	1,431,522
Receivables	74,000	96,161	103,064
Inventories	-	-	-
Contract assets	288,000	72,000	72,000
Other	-	-	-
Total Current Assets	2,671,000	1,637,184	1,606,586
Non-Current Assets			
Contract assets	-	216,000	216,000
Infrastructure, Property, Plant & Equipment	12,282,000	15,333,270	15,258,879
Right of use assets	-	-	-
Total Non-Current Assets	12,282,000	15,549,270	15,474,879
TOTAL ASSETS	14,953,000	17,186,454	17,081,465
LIABILITIES			
Current Liabilities			
Payables	-	-	-
Contract liabilities	-	-	-
Lease liabilities	-	-	-
Borrowings	-	-	-
Provisions	-	-	-
Total Current Liabilities	-	-	-
Non-Current Liabilities			
Lease liabilities	-	-	-
Borrowings	-	-	-
Provisions	-	-	-
Total Non-Current Liabilities	-	-	-
TOTAL LIABILITIES	-	-	-
Net Assets	14,953,000	17,186,454	17,081,465
EQUITY			
Retained Earnings	9,164,000	11,397,454	11,292,465
Revaluation Reserves	5,789,000	5,789,000	5,789,000
Other Reserves	-	-	-
Council Equity Interest	14,953,000	17,186,454	17,081,465
Non-controlling equity interests	-	-	-
Total Equity	14,953,000	17,186,454	17,081,465

Uralla Shire Council
Year Ended 30 June 2023
BALANCE SHEET - AGED CARE (MCMAUGH) FUND
Scenario: Base Case

	Actuals 2020/21 \$	Current Year 2021/22 \$	2022/23 \$
ASSETS			
Current Assets			
Cash & Cash Equivalents	61,000	449,443	782,107
Investments	3,600,000	3,600,000	3,600,000
Receivables	84,000	41,300	34,300
Inventories	-	-	-
Contract assets	-	-	-
Other	-	-	-
Total Current Assets	3,745,000	4,090,743	4,416,407
Non-Current Assets			
Contract assets	-	-	-
Infrastructure, Property, Plant & Equipment	4,359,000	4,200,259	4,034,750
Right of use assets	-	-	-
Total Non-Current Assets	4,359,000	4,200,259	4,034,750
TOTAL ASSETS	8,104,000	8,291,002	8,451,157
LIABILITIES			
Current Liabilities			
Payables	3,068,000	3,068,000	3,068,000
Contract liabilities	-	-	-
Lease liabilities	-	-	-
Borrowings	9,000	6,756	6,532
Provisions	-	-	-
Total Current Liabilities	3,077,000	3,074,756	3,074,532
Non-Current Liabilities			
Lease liabilities	-	-	-
Borrowings	29,000	24,935	18,403
Provisions	-	-	-
Total Non-Current Liabilities	29,000	24,935	18,403
TOTAL LIABILITIES	3,106,000	3,099,691	3,092,935
Net Assets	4,998,000	5,191,311	5,358,222
EQUITY			
Retained Earnings	3,785,000	3,978,311	4,145,222
Revaluation Reserves	1,213,000	1,213,000	1,213,000
Other Reserves	-	-	-
Council Equity Interest	4,998,000	5,191,311	5,358,222
Non-controlling equity interests	-	-	-
Total Equity	4,998,000	5,191,311	5,358,222

Uralla Shire Council
Year Ended 30 June 2023
CASH FLOW STATEMENT - CONSOLIDATED
Scenario: Base Case

	Actuals 2020/21 \$	Current Year 2021/22 \$	2022/23 \$
Cash Flows from Operating Activities			
Receipts:			
Rates & Annual Charges	7,007,000	7,385,050	7,384,151
User Charges & Fees	5,391,000	5,421,618	4,912,793
Investment & Interest Revenue Received	221,000	62,879	275,229
Grants & Contributions	15,436,000	13,197,879	11,043,812
Other	645,000	628,492	541,527
Payments:			
Employee Benefits & On-Costs	(10,371,000)	(10,854,978)	(11,217,695)
Materials & Contracts	(6,653,000)	(6,213,343)	(6,129,942)
Borrowing Costs	(79,000)	(74,351)	(61,665)
Other	(386,000)	(386,638)	(519,906)
Net Cash provided (or used in) Operating Activities	11,211,000	9,166,609	6,228,305
Cash Flows from Investing Activities			
Receipts:			
Sale of Investment Securities	7,805,000	1,714,955	1,853,191
Sale of Infrastructure, Property, Plant & Equipment	183,000	-	-
Payments:			
Purchase of Investment Securities	(7,955,000)	-	-
Purchase of Infrastructure, Property, Plant & Equipment	(9,611,000)	(13,139,248)	(8,010,705)
Net Cash provided (or used in) Investing Activities	(9,578,000)	(11,424,293)	(6,157,514)
Cash Flows from Financing Activities			
Receipts:			
Other Financing Activity Receipts	1,270,000	-	-
Payments:			
Repayment of Borrowings & Advances	(218,000)	(226,993)	(237,007)
Repayment of lease liabilities (principal repayments)	(14,000)	-	-
Other Financing Activity Payments	(639,000)	-	-
Net Cash Flow provided (used in) Financing Activities	399,000	(226,993)	(237,007)
Net Increase/(Decrease) in Cash & Cash Equivalents	2,032,000	(2,484,677)	(166,216)
plus: Cash & Cash Equivalents - beginning of year	1,401,000	3,433,000	948,323
Cash & Cash Equivalents - end of the year	3,433,000	948,323	782,107
Cash & Cash Equivalents - end of the year	3,433,000	948,323	782,107
Investments - end of the year	14,107,000	12,392,045	10,538,854
Cash, Cash Equivalents & Investments - end of the year	17,540,000	13,340,368	11,320,961
Representing:			
- External Restrictions	12,690,000	10,149,045	9,966,885
- Internal Restrictions	4,510,000	2,985,000	1,336,000
- Unrestricted	340,000	206,323	18,076
	17,540,000	13,340,368	11,320,961

Uralla Shire Council
Year Ended 30 June 2023
CASH FLOW STATEMENT - GENERAL FUND
Scenario: Base Case

	Actuals 2020/21 \$	Current Year 2021/22 \$	2022/23 \$
Cash Flows from Operating Activities			
Receipts:			
Rates & Annual Charges	-	6,037,467	5,934,351
User Charges & Fees	-	3,755,096	3,270,533
Investment & Interest Revenue Received	-	23,657	167,896
Grants & Contributions	-	7,651,083	8,332,635
Other	-	615,950	564,161
Payments:			
Employee Benefits & On-Costs	-	(7,985,389)	(8,130,131)
Materials & Contracts	-	(4,439,779)	(4,166,799)
Borrowing Costs	-	(69,469)	(57,405)
Other	-	(386,638)	(519,906)
Net Cash provided (or used in) Operating Activities	-	5,201,978	5,395,335
Cash Flows from Investing Activities			
Receipts:			
Sale of Investment Securities	-	-	1,671,031
Sale of Infrastructure, Property, Plant & Equipment	-	-	-
Payments:			
Purchase of Investment Securities	-	-	-
Purchase of Infrastructure, Property, Plant & Equipment	-	(7,835,414)	(7,334,995)
Net Cash provided (or used in) Investing Activities	-	(7,835,414)	(5,663,964)
Cash Flows from Financing Activities			
Receipts:			
Other Financing Activity Receipts	-	-	-
Payments:			
Repayment of Borrowings & Advances	-	(220,684)	(230,251)
Repayment of lease liabilities (principal repayments)	-	-	-
Other Financing Activity Payments	-	-	-
Net Cash Flow provided (used in) Financing Activities	-	(220,684)	(230,251)
Net Increase/(Decrease) in Cash & Cash Equivalents	-	(2,854,120)	(498,880)
plus: Cash & Cash Equivalents - beginning of year	-	3,353,000	498,880
Cash & Cash Equivalents - end of the year	-	498,880	(0)
Cash & Cash Equivalents - end of the year	3,353,000	498,880	(0)
Investments - end of the year	5,607,000	5,607,000	3,935,969
Cash, Cash Equivalents & Investments - end of the year	8,960,000	6,105,880	3,935,969
Representing:			
- External Restrictions	4,703,000	3,896,000	3,896,000
- Internal Restrictions	4,510,000	2,985,000	1,336,000
- Unrestricted	(253,000)	(775,120)	(1,296,031)
	8,960,000	6,105,880	3,935,969

Uralla Shire Council
Year Ended 30 June 2023
CASH FLOW STATEMENT - WATER FUND
Scenario: Base Case

	Actuals 2020/21 \$	Current Year 2021/22 \$	2022/23 \$
Cash Flows from Operating Activities			
Receipts:			
Rates & Annual Charges	-	544,743	581,372
User Charges & Fees	-	549,755	593,310
Investment & Interest Revenue Received	-	20,004	51,364
Grants & Contributions	-	1,204,603	137,862
Other	-	4,000	5,000
Payments:			
Employee Benefits & On-Costs	-	(413,070)	(400,070)
Materials & Contracts	-	(815,012)	(800,287)
Borrowing Costs	-	-	-
Other	-	-	-
Net Cash provided (or used in) Operating Activities	-	1,095,023	168,551
Cash Flows from Investing Activities			
Receipts:			
Sale of Investment Securities	-	883,977	144,659
Sale of Infrastructure, Property, Plant & Equipment	-	-	-
Payments:			
Purchase of Investment Securities	-	-	-
Purchase of Infrastructure, Property, Plant & Equipment	-	(1,989,000)	(313,210)
Net Cash provided (or used in) Investing Activities	-	(1,105,023)	(168,551)
Cash Flows from Financing Activities			
Receipts:			
Other Financing Activity Receipts	-	-	-
Payments:			
Repayment of Borrowings & Advances	-	-	-
Repayment of lease liabilities (principal repayments)	-	-	-
Other Financing Activity Payments	-	-	-
Net Cash Flow provided (used in) Financing Activities	-	-	-
Net Increase/(Decrease) in Cash & Cash Equivalents	-	(10,000)	(0)
plus: Cash & Cash Equivalents - beginning of year	-	10,000	0
Cash & Cash Equivalents - end of the year	-	0	0
Cash & Cash Equivalents - end of the year	10,000	0	0
Investments - end of the year	2,600,000	1,716,023	1,571,364
Cash, Cash Equivalents & Investments - end of the year	2,610,000	1,716,023	1,571,364
Representing:			
- External Restrictions	-	-	-
- Internal Restrictions	-	-	-
- Unrestricted	2,610,000	1,716,023	1,571,364
	2,610,000	1,716,023	1,571,364

Uralla Shire Council
Year Ended 30 June 2023
CASH FLOW STATEMENT - SEWER FUND
Scenario: Base Case

	Actuals 2020/21 \$	Current Year 2021/22 \$	2022/23 \$
Cash Flows from Operating Activities			
Receipts:			
Rates & Annual Charges	-	802,840	868,428
User Charges & Fees	-	13,329	12,317
Investment & Interest Revenue Received	-	11,546	14,050
Grants & Contributions	-	2,125,237	60,256
Other	-	-	2,000
Payments:			
Employee Benefits & On-Costs	-	(210,522)	(292,034)
Materials & Contracts	-	(317,574)	(390,018)
Borrowing Costs	-	-	-
Other	-	-	-
Net Cash provided (or used in) Operating Activities	-	2,424,857	274,999
Cash Flows from Investing Activities			
Receipts:			
Sale of Investment Securities	-	830,977	37,501
Sale of Infrastructure, Property, Plant & Equipment	-	-	-
Payments:			
Purchase of Investment Securities	-	-	-
Purchase of Infrastructure, Property, Plant & Equipment	-	(3,264,834)	(312,500)
Net Cash provided (or used in) Investing Activities	-	(2,433,857)	(274,999)
Cash Flows from Financing Activities			
Receipts:			
Other Financing Activity Receipts	-	-	-
Payments:			
Repayment of Borrowings & Advances	-	-	-
Repayment of lease liabilities (principal repayments)	-	-	-
Other Financing Activity Payments	-	-	-
Net Cash Flow provided (used in) Financing Activities	-	-	-
Net Increase/(Decrease) in Cash & Cash Equivalents	-	(9,000)	-
plus: Cash & Cash Equivalents - beginning of year	-	9,000	-
Cash & Cash Equivalents - end of the year	-	-	-
Cash & Cash Equivalents - end of the year	9,000	-	-
Investments - end of the year	2,300,000	1,469,023	1,431,522
Cash, Cash Equivalents & Investments - end of the year	2,309,000	1,469,023	1,431,522
Representing:			
- External Restrictions	-	-	-
- Internal Restrictions	-	-	-
- Unrestricted	2,309,000	1,469,023	1,431,522
	2,309,000	1,469,023	1,431,522

Uralla Shire Council
Year Ended 30 June 2023
CASH FLOW STATEMENT - AGED CARE (MCMAUGH) FUND
Scenario: Base Case

	Actuals 2020/21 \$	Current Year 2021/22 \$	2022/23 \$
Cash Flows from Operating Activities			
Receipts:			
Rates & Annual Charges	-	-	-
User Charges & Fees	-	1,103,438	1,036,633
Investment & Interest Revenue Received	-	7,672	41,920
Grants & Contributions	-	2,216,956	2,513,059
Other	-	54,500	16,800
Payments:			
Employee Benefits & On-Costs	-	(2,245,997)	(2,395,460)
Materials & Contracts	-	(686,936)	(819,272)
Borrowing Costs	-	(4,882)	(4,260)
Other	-	-	-
Net Cash provided (or used in) Operating Activities	-	444,752	389,420
Cash Flows from Investing Activities			
Receipts:			
Sale of Investment Securities	-	-	-
Sale of Infrastructure, Property, Plant & Equipment	-	-	-
Payments:			
Purchase of Investment Securities	-	-	-
Purchase of Infrastructure, Property, Plant & Equipment	-	(50,000)	(50,000)
Net Cash provided (or used in) Investing Activities	-	(50,000)	(50,000)
Cash Flows from Financing Activities			
Receipts:			
Other Financing Activity Receipts	-	-	-
Payments:			
Repayment of Borrowings & Advances	-	(6,309)	(6,756)
Repayment of lease liabilities (principal repayments)	-	-	-
Other Financing Activity Payments	-	-	-
Net Cash Flow provided (used in) Financing Activities	-	(6,309)	(6,756)
Net Increase/(Decrease) in Cash & Cash Equivalents	-	388,443	332,664
plus: Cash & Cash Equivalents - beginning of year	-	61,000	449,443
Cash & Cash Equivalents - end of the year	-	449,443	782,107
Cash & Cash Equivalents - end of the year	61,000	449,443	782,107
Investments - end of the year	3,600,000	3,600,000	3,600,000
Cash, Cash Equivalents & Investments - end of the year	3,661,000	4,049,443	4,382,107
Representing:			
- External Restrictions	3,068,000	3,068,000	3,068,000
- Internal Restrictions	-	-	-
- Unrestricted	593,000	981,443	1,314,107
	3,661,000	4,049,443	4,382,107

Uralla Shire Council
 Budget for the Year Ending 30 June 2023
 CAPITAL EXPENDITURE - CONSOLIDATED
 Scenario: Base Case

	2022-2023 Budget	New asset or asset renewal
Organisational Services		
<i>IT Services</i>		
Technology replacement	66,140	Renewal
Infrastructure & Development		
Plant replacement program (net of sales)	1,304,545	Renewal
Depot - workshop safety audit action requirements	17,200	Renewal
Replacement roller shutters Bundarra	30,000	Renewal
<i>Works & Civil</i>		
Stormwater drainage	33,037	New
Biketrack - Plane Avenue 158m south of East St to Ro	79,000	New
Kerb & Gutter	70,600	New
Road Safety	10,000	Renewal
Local Urban Streets		
Salisbury Street (Gostwyck Rd to Duke St)	40,880	Renewal
Salisbury Street (Bridge St to Queen St)	73,000	Renewal
Local Urban Streets Reseals	53,268	Renewal
Sealed Rural Roads		
Northeys Road (2 sections)	346,982	Renewal
Gostwyck Road (4 sections)	711,480	Renewal
Northeys Road (1 section)	277,585	Renewal
Kingstown Rd (1 section)	252,330	Renewal
Gostwyck (1 section)	277,585	Renewal
Sealed road reseal program	318,614	Renewal
Regional Rural Unsealed Roads Re-sheeting	22,000	Renewal
Regional Rural Sealed Roads		
Thunderbolts Way (17,750 to 18,500) 750m	252,000	Renewal
Thunderbolts Way (19,000 to 19,750) 750m	252,000	Renewal
Thunderbolts Way (21750 to 22000) 100m - part s	33,600	Renewal
Thunderbolts Way (23500 to 23750) 200m	67,200	Renewal
Sealed Regional Road Reseal program	105,000	Renewal
Unsealed Rural Roads		
Rural Unsealed Roads Re-sheeting	634,769	Renewal
<i>Facilities & Open Space</i>		
Caravan Parks		
Queen St - Electrical works upgrades	60,500	Renewal
Uralla Parks		
Pioneer, Rotary and The Glen	1,700,000	New
Swimming Pool		
Plant & Equipment	28,230	Renewal

Uralla Shire Council
Budget for the Year Ending 30 June 2023
CAPITAL EXPENDITURE - CONSOLIDATED
Scenario: Base Case

	2022-2023 Budget	New asset or asset renewal
Sporting Facilities		
General	33,000	Renewal
Operational Buildings		
Administration - carpet and general works	53,500	Renewal
Administration - customer service & Corp Services	121,950	Renewal
<i>Water</i>		
Uralla		
Telemetry upgrade	203,210	Renewal
Water meter replacements	30,000	Renewal
Waterworks Rd gravel re-sheeting	50,000	Renewal
Replacement of service lines	30,000	Renewal
<i>Sewer</i>		
Uralla		
Telemetry upgrade	85,000	Renewal
New switchboards at sewage pumping stations et	150,000	New
Manhole relining	62,500	Renewal
Lining aluminium tank at STP	15,000	Renewal
<i>Waste</i>		
Switchboard / power metering upgrade	15,000	Renewal
Community Services		
<i>Library</i>		
Collection/return lockers	2,000	New
<i>McMaugh Gardens</i>		
General furniture & equipment	50,000	Renewal
	8,010,705	

Part 4: Statement of Revenue 2022-2023

This part of the document includes Council rates, charges and levies to be applied.

Rating Policy

Rate Income

In accordance with Section 514 of the *Local Government Act 1993*, each parcel of land within Council's area must be categorised for rating purposes.

Section 497 of the *Local Government Act 1993* provides the method for structure of a rate. A rate may consist of:

- (a) an ad-valorem amount (which may be subject to a minimum amount); or
- (b) a base amount to which an ad-valorem amount is added.

Uralla Shire Council utilises option (b), being the use of a base amount plus an ad-valorem.

A base amount is an amount paid by every rateable property in each land category, regardless of land value. An Ad Valorem amount (c in \$ applied to Land Value) is the amount calculated in addition to the base amount. The base amount and Ad Valorem amount are combined to give the total amount of the rate.

The Valuer Generals Department is the agency which determines the unimproved capital value of all properties within a Council area for the purposes of rating and re-values all properties within the Uralla Shire Council area once every five years. A revaluation was carried out in 2019 and that has been used for rating purposes in this Operational Plan. Information on the valuation methodology can be obtained through the Valuer General website at www.valuergeneral.nsw.gov.au/land_values/how_do_we_value_land/valuation_method.

Rate Pegging

For 2022-23 Council has increased its notional general rate income by 2.50%. This percentage includes the permissible increase of 0.70% announced by the Independent Pricing and Regulatory Tribunal (IPART) on 13 December 2021 and a permanent special variation under Section 508(2) of the *Local Government Act 1993 (NSW)*.

The components of the rate peg for 2022-23 are made up of:

- The change in the local government cost index (LGCI) to June 2021 of 0.9%.
- A productivity factor set at 0.0% because the ABS indices used by IPART for the LGCI incorporate improvements in labour and capital productivity.
- A downward adjustment of 0.2% to remove the additional revenue that was included in the 2021-22 rate peg to meet the costs of the 2021 local government elections.
- A population factor for each council, which for Uralla Shire Council was 0.0%.

The NSW Government has undertaken to fully fund the increase in 2021-22 emergency services levy (ESL) contributions and cover any COVID-related increases in the cost of local government elections.

IPART advised that in determining the 2022-23 rate peg, they took into consideration the Local

Government Cost Index, which measures price changes over the past year for goods, materials and labour used by an average council. The Local Government Cost Index is calculated by combining 26 cost components (such as employee benefits, salaries and wages, and building materials for roads, bridges and footpaths) using expenditure weightings based on NSW councils' expenditure in 2017-18 and 2018-19. The cost components measured cost changes over the year to June 2021 compared to the year to June 2020, with the exception of the Emergency Services Levy (ESL), which was calculated by using forecast costs for 2021-22.

The main contributors to the change in the index for the period ending June 2021 are:

- An increase of 1.2% in employee benefits and on-costs, measured by the ABS wage price index for the NSW public sector;
- An increase of 1.1% in construction works – roads, drains, footpaths, kerbing, bridges costs, measured by the ABS producer price index for roads and bridge construction – NSW; and
- An increase of 1.5% in other business services, measured by the ABS producer price index for other administrative services, not elsewhere classified.
- Decreases in electricity, water and sewerage and automotive fuel of between 6.6% and 2.4%.

Annual charges for water and sewerage funds are not subject to rate pegging legislation, however, reflect the requirement to finance the maintenance, renewal and replacement of infrastructure required for effective water supplies and sewerage systems.

Rating Categories

There are four land categories used for rating purposes, being: Farmland, Residential, Mining and Business. Council has made one sub-category of the Residential Category called Rural Residential.

Farmland Rate

The Farmland Rate applies to all rateable assessments categorised as farmland under Section 515 of the *Local Government Act 1993* throughout the whole of the Council area. A map of the area to which the Farmland Rate applies (whole of shire) is included at the end of this document.

Residential Rate

The Residential Rate applies to all rateable assessments categorised as residential under Section 516 of the *Local Government Act 1993* throughout the whole of the Council area. A map of the area to which the Residential Rate applies (whole of shire) is included at the end of this document.

Rural Residential Rate

The Rural Residential Rate applies to all rateable assessments categorised as Rural Residential under Section 529 of the *Local Government Act 1993* throughout the whole of the Council area. A map of the area to which the Rural Residential Rate applies (whole of shire) is included at the

end of this document.

Business Rate

The Business Rate applies to all rateable assessments categorised as Business under Section 518 of the *Local Government Act 1993* throughout the whole of the Council area. A map of the area to which the Business Rate applies (whole of shire) is included at the end of this document.

Mining Rate

The Mining Rate applies to all rateable assessments categorised as Mining under Section 517 of the *Local Government Act 1993* throughout the whole of the Council area. A map of the area to which the Mining Rate applies (whole of shire) is included at the end of this document.

Rates Structure – 2022/2023

Rate Type	Category	Sub Category	Ad Valorem Amount Cents in \$		Base Amount \$		Base Amount % Yield		Rate Yield \$	
			2022/2023	2021/2022	2022/2023	2021/2022	2022/2023	2021/2022	2022/2023	2021/2022
Ordinary	Farmland		0.3298	0.3201	\$306.00	\$306.00	7.45%	7.59%	\$2,428,872	\$2,365,726
Ordinary	Residential	Ordinary	0.3298	0.3201	\$306.00	\$306.00	49.25%	49.95%	\$910,184	\$885,779
Ordinary	Residential	Rural	0.3298	0.3201	\$306.00	\$306.00	33.48%	34.62%	\$767,737	\$759,343
Ordinary	Business		0.3298	0.3201	\$306.00	\$306.00	45.03%	45.33%	\$107,365	\$103,968
Ordinary	Mining		0.3298	0.3201	\$306.00	\$306.00	0.00%	0.00%	\$0	\$0

Average Rate for each Land Category 2022/2023

	Farmland	Residential	Rural Residential	Business	Mining
Approximate Total Rates from Category	\$2,428,872	\$910,184	\$767,737	\$107,365	\$0
% of Total Rates	57.63%	21.60%	18.22%	2.55%	0%
Number of assessments	591	1,465	840	158	0
Average rates per assessment	\$4,110	\$621	\$914	\$680	\$0
Total Land Value of category	\$681,633,000	\$140,052,905	\$154,850,630	\$17,894,770	\$0
% of Total Land Value	68.55%	14.08%	15.57%	1.80%	0%

Average Rate for each Land Category 2021/2022

	Farmland	Residential	Rural Residential	Business	Mining
Approximate Total Rates from Category	\$2,365,726	\$885,779	\$759,343	\$103,968	\$0
% of Total Rates	57.49%	21.53%	18.45%	2.53%	0%
Number of assessments	587	1,446	859	154	0
Average rates per assessment	\$4,030	\$613	\$884	\$675	\$0
Total Land Value of category	\$682,944,100	\$138,489,020	\$155,104,500	\$17,758,240	\$0
% of Total Land Value	68.69%	13.93%	15.60%	1.79%	0%

Average Rate for each Land Category 2020/2021

	Farmland	Residential	Rural Residential	Business	Mining
Approximate Total Rates from Category	\$2,321,599	\$861,793	\$734,268	\$100,370	\$0
% of Total Rates	57.78%	21.45%	18.27%	2.50%	0%
Number of assessments	595	1,436	846	152	0
Average rates per assessment	\$3,902	\$600	\$868	\$660	\$0
Total Land Value of category	\$684,040,440	\$137,565,450	\$153,357,130	\$17,481,640	\$0
% of Total Land Value	68.925%	13.861%	15.452%	1.761%	0%

Annual Charges

Water Supply - Access Charges

In accordance with Section 501 of the *Local Government Act 1993*, it is proposed to levy a charge on all consumers connected to, or capable of being connected to, the Uralla or Bundarra water supply systems for water services, based on the table below.

Annual Water Access Charges				
Charge	Amount		Yield	
	2022/2023	2021/2022	2022/2023	2021/2022
Uralla Water	\$415.00	\$395.00	\$517,090	\$489,800
Bundarra Water	\$415.00	\$395.00	\$97,525	\$94,010
Total			\$614,615	\$583,810

Water Supply – Consumption Charges

In accordance with Section 502 of the *Local Government Act 1993*, it is proposed to levy a charge for the consumption of water for all properties, as detailed in the table below:

Water Usage Charge				
Charge	Amount per kL		Estimated Yield	
	2022/2023	2021/2022	2022/2023	2021/2022
Uralla Water Consumption Charge	\$3.00	\$2.86	\$548,076	\$522,500
Bundarra Water Consumption Charge	\$3.00	\$2.86	\$86,538	\$82,500
Total			\$634,614	\$605,000

Sewerage Charges - Residential

In accordance with Sections 501 and 502 of the *Local Government Act 1993*, it is proposed to levy a charge on all residential consumers connected to, or capable of being connected to, the Uralla sewer system for sewerage services, as detailed in the table below:

Annual Sewer Charges – Residential				
Charge	Amount		Yield	
	2022/2023	2021/2022	2022/2023	2021/2022
Uralla Sewerage	\$678.00	\$645.00	\$715,290	\$677,895
Bundarra Sewerage	\$678.00	\$645.00	\$119,328	\$113,520
Total			\$834,618	\$791,736

Sewerage Charges – Non-Residential

In accordance with Sections 501 and 502 of the *Local Government Act 1993*, it is proposed to levy a charge on all non-residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer systems for sewerage services, that is the greater of:

- i) A charge calculated according to Department of Planning, Industry and Environment, Liquid Trade Waste Management Guidelines – 2021
- ii) A charge that is equal to the Sewerage Charges - Residential

Annual Sewer Charges – Non-Residential				
Charge	Amount		Yield	
	2022/2023	2021/2022	2022/2023	2021/2022
Uralla Sewerage – Access	\$473.00	\$450.00	\$51,084	\$42,750
Uralla Sewerage – Usage	\$1.57	\$1.50		
Bundarra Sewerage – Access	\$473.00	\$450.00	\$12,771	\$9,000
Bundarra Sewerage – Usage	\$1.57	\$1.50		

Trade Waste Charges

In accordance with Sections 501 and 502 of the *Local Government Act 1993*, it is proposed to levy a charge on all premises classified as dischargers of Liquid Trade Waste as per the Liquid Trade Waste Management Guidelines issued by the NSW Department of Planning, Industry and Environment that are connected to, or capable of being connected to, the Uralla or Bundarra sewer systems, according to Department of Planning, Industry and Environment, Liquid Trade Waste Management Guidelines – 2021.

Trade Waste Charges – Non-Residential				
Charge	Amount		Yield	
	2022/2023	2021/2022	2022/2023	2021/2022
Trade Waste - Annual	\$85.50	\$83.00	\$10,965	\$2,075
Trade Waste – Usage	\$1.50	\$1.47		

Stormwater Management Levy

In accordance with Section 496A of the *Local Government Act 1993*, it is proposed to levy a charge for the provision of stormwater management services.

The levy applies to all urban residential, business and industrial lots with impervious surfaces, as detailed in the table below:

Stormwater Management Levy				
Charge per lot	Amount		Estimated Yield	
	2022/2023	2021/2022	2022/2023	2021/2022
Urban Residential levy	\$25.00	\$25.00	\$25,300	\$24,775
Urban Strata residential levy	\$12.50	\$12.50	\$262	\$262
Charge per 350m ²	Amount		Estimated Yield	
Urban Business and industrial	\$25.00	\$25.00	\$7,475	\$7,450

Environmental Levy

In accordance with Section 501 of the *Local Government Act 1993*, it is proposed to levy an annual charge on all rateable properties as an Environmental Levy. This charge recognises that all rateable properties potentially produce waste and hence should contribute to the costs of running Council's Waste Management Facilities. Gate charges will apply as per Council's Fees and Charges Policy.

Environmental Levy				
Charge	Amount		Estimated Yield	
	2022/2023	2021/2022	2022/2023	2021/2022
Environmental Levy	\$327.00	\$320.00	\$998,658	\$974,720

Waste Management Charge (Residential)

In accordance with Section 496 of the *Local Government Act 1993* Council proposes to levy annual charges for the provision of waste management collection services on each parcel of rateable land for which services are available. The charges will be made as set out in the table below:

Waste Management Charge – Residential				
Charge	Amount		Yield	
	2022/2023	2021/2022	Services	Total Yield
Uralla Residential Domestic Waste Management – General Waste 140L & Recycling Waste 240L services (1 x each bin)	\$368.00	\$360.00	1,148	\$422,464
Bundarra Residential Domestic Waste Management – General Waste 140L & Recycling Waste 240L services (1 x each bin)	\$368.00	\$360.00	183	\$67,344
Invergowrie Residential Domestic Waste Management – General Waste 140L & Recycling Waste 240L services (1 x each bin)	\$368.00	\$360.00	570	\$209,760
Kentucky Residential Domestic Waste Management – General Waste 240L (per bin)	\$275.00	\$269.00	83	\$22,825
Additional – All Residential Areas except Kentucky - General Waste 140L service (per bin)	\$240.00	\$235.00	14	\$3,360
Additional – All Residential Areas except Kentucky - Recycling Waste 240L service (per bin)	\$128.00	\$125.00	2	\$256
TOTAL				\$726,009

Waste Management Charge (Non Rateable)

In accordance with Section 503(2) of the *Local Government Act 1993*, Council proposes to levy an annual charge for the removal of material from non-rateable properties. The charges will be made as set out in the table below:

Charge	Amount	
	2022/2023	2021/2022
Uralla & Bundarra Non-Rateable – General Waste 240L service (per bin)	\$275.00	\$263.00
Uralla & Bundarra Non-Rateable – General Waste 140L service (per bin)	\$213.00	\$208.00
Uralla & Bundarra Non-Rateable – Recycling Waste 240L (per bin)	\$128.00	\$125.00

Waste Management Charge (Non Residential)

In accordance with Section 501 of the *Local Government Act 1993*, Council proposes to levy an annual charge for the removal of material from non-residential properties. The charges will be made as set out in the table below:

Waste Management Charge – Non-Residential				
Charge	Amount		Yield	
	2022/2023	2021/2022	Services	Total Yield
Uralla Commercial –General Waste 240L service (per bin)	\$275.00	\$269.00	155	\$42,625
Uralla Commercial – General Waste 140L service (per bin)	\$213.00	\$208.00	71	\$15,123
Bundarra Commercial – General Waste 240L service (per bin)	\$275.00	\$269.00	46	\$12,650
Uralla & Bundarra Commercial – Recycling Waste 240L service (per bin)	\$128.00	\$125.00	35	\$4,480
TOTAL				\$74,878

Borrowings

There are no proposed borrowings for 2022/2023.

Interest on Rates & Charges

Interest will be charged on overdue rates and charges as regulated by the Office of Local Government. Council will apply the maximum rate determined under this regulation. Interest will be calculated on a simple daily basis.

In accordance with section 566(3) of the *Local Government Act 1993*, the Minister has determined that the maximum rate of interest payable on overdue rates and charges for the period 1 July 2022 to 30 June 2023 (inclusive) will be 6.0% per annum.

Fees and Charges

In accordance with Section 608 of the *Local Government Act 1993*, Council proposes a range of fees and charges as contained in the **2022/2023 Fees and Charges Schedule** contained in this document. Council reserves the right to change any of the fees and charges or strike new fees and charges during 2022/2023.

The application of these fees and charges will reduce the level of cross subsidisation required to be funded by ordinary rates.

The following factors have been taken into account in determining the fees:

- the cost of providing the service;
- the importance of the service to the community;
- the price fixed by the relevant industry body;
- any factors specified in the Local Government Regulations;
- National Competition Policy;
- Goods and Services Tax legislation.

Council provides a range of goods and services where statutory charges are set by regulation, examples include:

- section 603 certificates;
- section 149 certificates;
- information supplied under *Government Information (Public Access) Act 2009*;
- impounding fees;
- dog registrations; and
- building application fees.

Pricing Policy

Council is committed to providing a variety of goods and services which reflect concern for the individual and the wider community, and which meets the diverse needs of everyone who lives in, works in, or visits the Council area.

Council will ensure that charges are raised as equitably as possible. The charges or fees set have Goods and Services Tax (GST) included where applicable. Those charges or fees subject to GST are indicated in the Fees and Charges Schedule. The principles of competitive neutrality which is part of the National Competition Policy have been taken into consideration in the pricing policy.

Council adopts a user pays principle in the assessing and levying of fees and charges, whilst recognising the need for supplementing income in particular circumstances.

Council will ensure that all rates, charges and fees are set so as to provide adequate cash flows to meet operating costs and to assist in the provision of funding capital renewal and replacement.

Council will pursue all cost effective opportunities in order to maximise its revenue base and to seek an acceptable commercial rate of return on investments, subject to risk parameters.

Council recognises the need to set prices for goods and services in order to provide the most effective level of service to our community and to ensure resources are deployed most efficiently.

During the next financial year, Council will continue investigations into alternative methods of raising revenue with particular emphasis on user pays principles. Revision of Council's pricing policy will be undertaken during this period.

Council's pricing policy in relation to any particular good or service may be found in the relevant section of the Fees and Charges Schedule.

Council reserves the right to charge for any additional services or facilities, and to cater for legislative changes which are not identified in the fees and charges schedule.

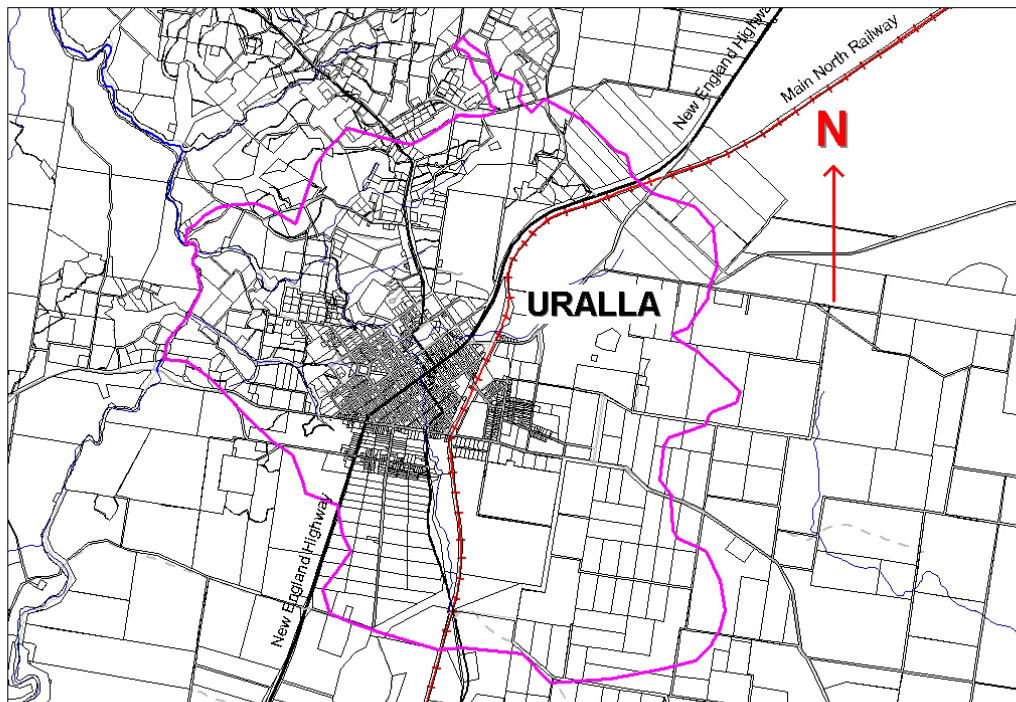
Rating Maps

Map of Ordinary Rate Area



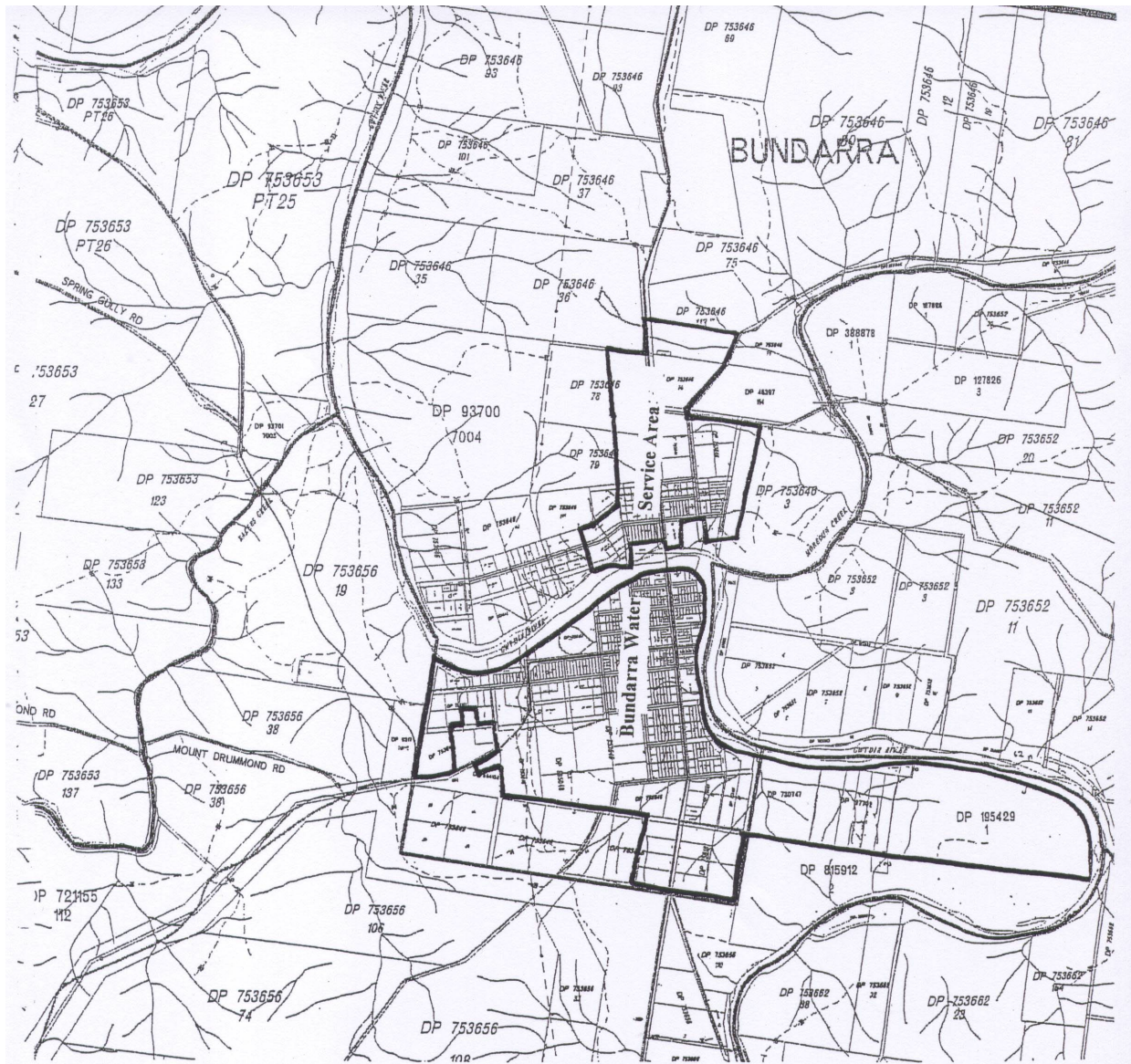
Uralla Shire applies the same base rate and rate in the dollar (ad valorem) for all rating categories (Farmland, Residential, Rural Residential, Mining and Business) across the Shire.

Map of Uralla Stormwater Catchment Area

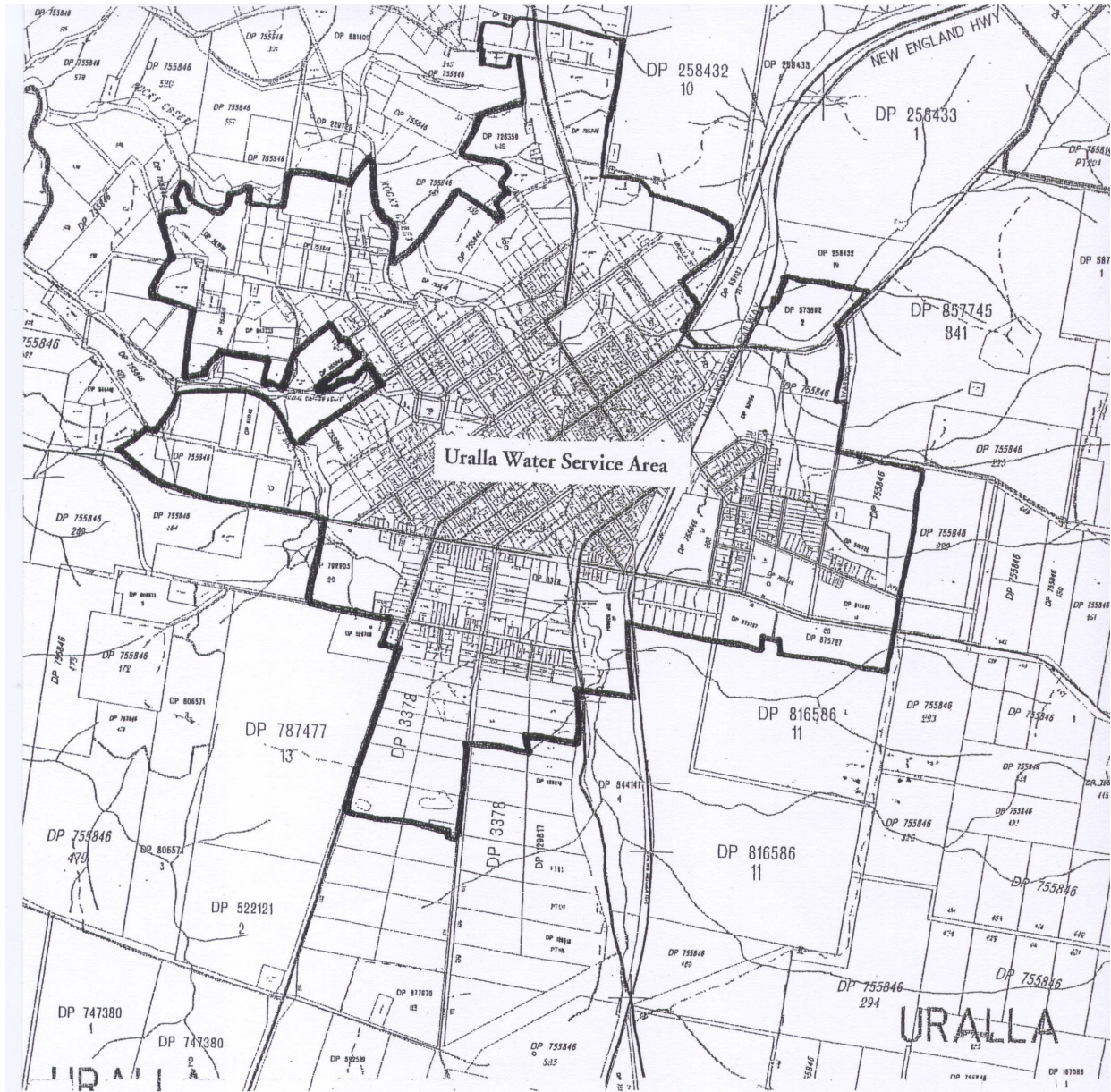


URALLA SHIRE COUNCIL URBAN STORMWATER CATCHMENT AREA

Map of Bundarra Water Service Area



Map of Uralla Water Service Area



PART 5: FEES & CHARGES

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Fees & Charges 2023

Uralla Shire Council

Final Version as at 23/06/2022

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Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Uralla Shire Council

Utilities

Water Services

Access and Supply

Water Access Charge Uralla and Bundarra	\$395.00	\$415.00	\$0.00	\$415.00	5.06%	\$20.00	Per annum per assessment	N
Water Supply – consumption charge	\$2.86	\$3.00	\$0.00	\$3.00	4.90%	\$0.14	Per kL	N

Water Connection Fees

Uralla and Bundarra Connection Charge to water main, up to 4 m	\$1,265.00	\$1,305.00	\$0.00	\$1,305.00	3.16%	\$40.00	Per connection within 4 m of water main: 20 mm or 25 mm	N
Uralla and Bundarra Connection Charge to water main, connection over 4 m	Construction cost + cost of additional design requirements will apply. Price on application. Per m construction cost + cost of additional design requirements will apply. Price on application.						Last year fee Per connection beyond 4 m of water main: 20 mm or 25 mm	N

Other Water Fees and Charges

Hydrant Flow Test	\$95.00	\$120.00	\$0.00	\$120.00	26.32%	\$25.00	Per test	N
Water Meter supplied and fitted (20 mm) or replaced	\$204.00	\$210.50	\$0.00	\$210.50	3.19%	\$6.50	Per Meter	N
Water Meter Testing only	\$76.00	\$135.00	\$0.00	\$135.00	77.63%	\$59.00	Per Meter	N

Fee will be refunded where meter is checked and found to be reading more than 4% over or under as per Australian Std AS3565-1 1998 and 2004

Water Meter Special read	\$76.00	\$78.50	\$0.00	\$78.50	3.29%	\$2.50	Per Read	N
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Water Sales

Treated sewage effluent charge from the Uralla STP	\$1.00	\$1.03	\$0.00	\$1.03	3.00%	\$0.03	kL	N
Bulk water sales	\$5.70	\$6.00	\$0.00	\$6.00	5.26%	\$0.30	Per kL	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Water Restriction Devices

Installation/ Removal during service hours (7.30 am-3.00 pm)	\$151.50	\$156.50	\$0.00	\$156.50	3.30%	\$5.00	Per Activity	N
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Other Costs

Council required to clear vegetation to gain access to a meter, at cost charge	\$85.00	\$88.00	\$0.00	\$88.00	3.53%	\$3.00	Per Activity	N
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This charge applies where property owners have not prevented vegetation from growing around the meter and will not clear it themselves. Rates advise that this is an 'at cost' charge.

Council required to return to property to read meter (e.g. where meter access is denied by locked yards/ gates etc)	\$67.00	\$69.50	\$0.00	\$69.50	3.73%	\$2.50	Per Visit	N
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Sewer Charges

Access and Supply

Residential sewer access charge	\$645.00	\$678.00	\$0.00	\$678.00	5.12%	\$33.00	Per annum single dwelling per lot/unit	N
Non-residential sewer access charge	\$450.00	\$473.00	\$0.00	\$473.00	5.11%	\$23.00	Per annum per connection	N
Usage charge	\$1.50	\$1.57	\$0.00	\$1.57	4.67%	\$0.07	Per kL	N
Unconnected lot sewer access charge	\$645.00	\$678.00	\$0.00	\$678.00	5.12%	\$33.00	Per annum per Lot	N

Sewer Connection Charges

Supply & install pressure sewer unit & house service – Bundarra only	\$0.00	\$10,308.20	\$0.00	\$10,308.20	∞	\$10,308.20		N
Provide junction to main on property, up to 4 m	\$1,055.00	\$1,090.00	\$0.00	\$1,090.00	3.32%	\$35.00		N
Council staff exposed main								

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Sewer Connection Charges [continued]

Provide junction and connection beyond 4m from sewer main	Price on application. Full cost recovery construction cost + cost of additional design requirements will apply. Last year fee Per m construction cost + cost of additional design requirements will apply. Price on application.					Per m construction cost plus other design requirements	N
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Trade Waste Charges

Trade Waste

Trade Waste – application fee	\$83.00	\$85.50	\$0.00	\$85.50	3.01%	\$2.50	Per Annum	N
Trade Waste – usage	\$1.47	\$1.50	\$0.00	\$1.50	2.04%	\$0.03	Per kL	N

Drainage Fees

Copy of Drainage Plan	\$39.50	\$41.00	\$0.00	\$41.00	3.80%	\$1.50	Per Plan	N
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Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Engineering Services

General Services

Hire of Council Equipment - Bond 5% of replacement value	Bond 5% of replacement value						Per equipment	N
Hire of Council Equipment - other	Per policy						Per equipment	N
Other (private) works	At cost plus 25%						Per work	N
	Last year fee							
	At cost plus margin - refer policy							

Kerb and Guttering

Private works (not in conjunction with works program)	Full cost of works per DCP plus 25%						Per Metre	N
Adjoining owner charges (in conjunction with works program)	\$106.50	\$100.00	\$10.00	\$110.00	3.29%	\$3.50	Per Metre	N

Gutter Bridges

Gutter Bridge Construction	Full cost of works plus 25%						Per construction	N
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Landscaping Bonds

Residential Flats/Units	\$713.00	\$735.00	\$0.00	\$735.00	3.09%	\$22.00	Per Unit/ Minimum (GST payable only on forfeiture)	N
Light Industry/ Industry	\$2,935.00	\$3,025.00	\$0.00	\$3,025.00	3.07%	\$90.00	Per Unit/ Minimum (GST payable only on forfeiture)	N

Rural Addressing

Installation of new/ replacement numbering post	\$74.00	\$69.55	\$6.95	\$76.50	3.38%	\$2.50	Per post	N
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Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Plant Hire Charges

Charges by Plant Item	Internal hire rate plus 25% with a minimum 1 hr applying	Per Item	N
Grading Plant	Internal hire rate plus 25% with a minimum 1 hr applying	Per Crew	N
Grading of private roads and driveways to be charged at full crew costs (grader, water cart & roller) unless alternative work available for unrequested grading items			

Road Restoration Fees

Road Restoration Fees	As per RMS Schedules							N
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Civil Engineering Works

Civil Engineering Works	Estimated full cost of agreed work plus 25% margin or at hourly rates for unspecified work (i.e hire of plant only) plus 25%		N
The 25% margin may be varied subject to the nature and value of the work			

Sale of sand, gravel and topsoil

Delivery is at Council Truck hire rates (includes driver) plus 25%.

At cost of winning material, plus 25% margin, subject to the following minimums:

Unsieved sand	\$21.00	\$20.00	\$2.00	\$22.00	4.76%	\$1.00	Per Cubic Metre	N
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Mount Mutton transmitter

Leasing of space for transmitter and aerial at Mount Mutton	\$3,960.00	\$3,708.00	\$370.80	\$4,078.80	3.00%	\$118.80	Per annum	N
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Waste Management Facility

Domestic Waste Management

Domestic Waste Collection - 1 x 240L general waste (Kentucky)	\$269.00	\$275.00	\$0.00	\$275.00	2.23%	\$6.00	Per annum per assessment	N
Waste Facility Fee – included in Environmental Levy	\$320.00	\$327.00	\$0.00	\$327.00	2.19%	\$7.00	Per Annum	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Domestic Waste Management [continued]

Domestic Waste collection-1x14 0L General and 1x240L Recycling (all areas except Kentucky)	\$360.00	\$368.00	\$0.00	\$368.00	2.22%	\$8.00	Per Annum	N
Additional kerbside recycling service 240L - residential or commercial (all areas except Kentucky)	\$125.00	\$128.00	\$0.00	\$128.00	2.40%	\$3.00	Per Annum	N
Additional 140L kerbside general waste service - residential (all areas except Kentucky)	\$235.00	\$240.00	\$0.00	\$240.00	2.13%	\$5.00	Per Annum	N

Green Waste Kerbside Collection Fee – Uralla Township

Collection Fee	\$86.50	\$90.00	\$0.00	\$90.00	4.05%	\$3.50	Per Annum & pro rata	N
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Commercial Recycling

Manual Collection Weekly – Cardboard Only	\$21.50	\$22.50	\$0.00	\$22.50	4.65%	\$1.00	Per Week	N
Manual Collection bi-weekly – Cardboard Only	\$42.50	\$45.00	\$0.00	\$45.00	5.88%	\$2.50	Per Week	N
Community event bin charge (per bin)	\$5.30	\$5.50	\$0.00	\$5.50	3.77%	\$0.20	Per Event	N
Commercial event bin charge (per bin)	\$21.50	\$22.50	\$0.00	\$22.50	4.65%	\$1.00	Per Event	N

Non-Rateable Commercial Recycling

Waste Product Sales

240L Wheelie Bin	\$101.50	\$105.00	\$0.00	\$105.00	3.45%	\$3.50	Each	N
140L Wheelie Bin	\$82.50	\$85.00	\$0.00	\$85.00	3.03%	\$2.50	Each	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Waste Product Sales [continued]

Delivery – Uralla & Bundarra town area (within 5 km)	\$21.00	\$20.00	\$2.00	\$22.00	4.76%	\$1.00	Per return trip	N
Delivery – Uralla and Bundarra 5-15 km	\$26.50	\$27.27	\$2.73	\$30.00	13.21%	\$3.50	Per return trip	N
Delivery – beyond 15 km from Uralla or Bundarra, maximum 30 km	\$32.50	\$32.73	\$3.27	\$36.00	10.77%	\$3.50	Per return trip	N

Sorted Recycling

Recyclable materials, sorted only	No charge					Any volume	N
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Residential Waste (Sorted)

Wheelie Bin (up to 240 Litre, per bin)	\$4.30	\$4.09	\$0.41	\$4.50	4.65%	\$0.20	Per wheelie bin (full or part)	N
Car/sedan/wagon/4X4 domestic	\$5.40	\$5.09	\$0.51	\$5.60	3.70%	\$0.20	Full or part	N
Utility/6 x 4 trailer	\$10.60	\$10.00	\$1.00	\$11.00	3.77%	\$0.40	Level	N
Utility/6 x 4 trailer, heaped	\$16.00	\$15.09	\$1.51	\$16.60	3.75%	\$0.60	Heaped	N

Residential Waste (Unsorted)

Car/sedan/wagon/4x4 domestic vehicle	\$10.80	\$10.18	\$1.02	\$11.20	3.70%	\$0.40	Per load (full or part)	N
Utility/6x4 trailer	\$21.20	\$20.00	\$2.00	\$22.00	3.77%	\$0.80	Per load (full or part)	N
Utility/6x4 trailer, heaped	\$32.00	\$30.00	\$3.00	\$33.00	3.13%	\$1.00	Per load	N
Wheelie Bin (Up to 240L and per bin)	\$8.60	\$8.09	\$0.81	\$8.90	3.49%	\$0.30	Per load (full or part)	N

Commercial Waste

Commercial Waste - Bulk - Sorted	\$67.00	\$62.73	\$6.27	\$69.00	2.99%	\$2.00	Per cubic metre	N
Commercial Waste - Bulk - Unsorted	\$135.00	\$126.36	\$12.64	\$139.00	2.96%	\$4.00	Per cubic metre	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Commercial Waste [continued]

Annual kerbside service – Commercial 240 ltr bin (Uralla and Bundarra)	\$269.00	\$275.00	\$0.00	\$275.00	2.23%	\$6.00	Per Property	N
Annual kerbside service – Commercial 140 ltr bin (Uralla)	\$208.00	\$213.00	\$0.00	\$213.00	2.40%	\$5.00	Per Property	N

Uncontaminated garden and wood waste

Uncontaminated garden and wood waste : Car - Sedan or wagon	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	Per load	N
Uncontaminated garden and wood waste : Large trailer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	Per load	N
Uncontaminated garden and wood waste : Truck	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	Per cubic metre	N
Uncontaminated garden and wood waste : Utility or small trailer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	Per load	N
Uncontaminated garden and wood waste: wheelie bins (maximum of 2)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	per wheelie bin	N

Contaminated Garden and Wood Waste

Contaminated garden and wood waste	Charged at residential/commercial waste rates							N
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Clean brick, Concrete, Tile

Wheelie Bin (up to 240 L, per bin)	\$5.40	\$5.09	\$0.51	\$5.60	3.70%	\$0.20	per bin (Full or part)	N
Car/sedan/wagon/4X4 domestic	\$7.50	\$7.09	\$0.71	\$7.80	4.00%	\$0.30	Full or part	N
Utility/6 x 4 trailer	\$8.50	\$8.00	\$0.80	\$8.80	3.53%	\$0.30	Full or part	N
Commercial	\$27.00	\$25.45	\$2.55	\$28.00	3.70%	\$1.00	Per cubic metre	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Mattresses

Cot mattresses or any stripped mattresses	No charge Min. Fee excl. GST: \$7.00						Each	N
Single	\$10.60	\$10.00	\$1.00	\$11.00	3.77%	\$0.40	Each	N
King Single	\$13.00	\$12.18	\$1.22	\$13.40	3.08%	\$0.40	Each	N
Double	\$16.00	\$15.09	\$1.51	\$16.60	3.75%	\$0.60	Each	N
Queen	\$21.50	\$20.45	\$2.05	\$22.50	4.65%	\$1.00	Each	N
King	\$23.50	\$22.27	\$2.23	\$24.50	4.26%	\$1.00	Each	N

Lounges

1 seater	\$10.60	\$10.00	\$1.00	\$11.00	3.77%	\$0.40	Each	N
2 seater	\$16.80	\$15.82	\$1.58	\$17.40	3.57%	\$0.60	Each	N
3 seater	\$21.50	\$20.45	\$2.05	\$22.50	4.65%	\$1.00	Each	N

E-Waste

NTCRS eligible e-waste	Free of charge						Per Item	N
Non NTCRS e-waste	\$1.65	\$1.55	\$0.15	\$1.70	3.03%	\$0.05	Per Item	N

Appliances

Fridges, freezers & air-conditioning units containing CFCs	\$16.00	\$15.09	\$1.51	\$16.60	3.75%	\$0.60	Per Unit	N
All other white goods	Free of charge						Per Item	N

Dead Animals

Small domestic animals e.g. cats, chickens, possums, dogs	\$15.40	\$14.55	\$1.45	\$16.00	3.90%	\$0.60	Per Item	N
Medium animals – e.g. goats, sheep, pigs	\$36.50	\$34.55	\$3.45	\$38.00	4.11%	\$1.50	Per Item	N
Large Animals – e.g. horses, cattle	\$49.50	\$46.36	\$4.64	\$51.00	3.03%	\$1.50	Per Item	N

Tyres

Loads comprising more than 20 tyres, or tyre loads that are over 200 kg, will not be accepted without evidence of the required tracking and consignment.

Motorcycle	\$6.88	\$6.46	\$0.65	\$7.10	3.20%	\$0.22	Per Item	N
Car	\$8.00	\$7.55	\$0.75	\$8.30	3.75%	\$0.30	Per Item	N
4X4	\$12.23	\$11.45	\$1.15	\$12.60	3.03%	\$0.37	Per Item	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Tyres [continued]

Light truck	\$14.40	\$13.64	\$1.36	\$15.00	4.17%	\$0.60	Per Item	N
Truck	\$27.00	\$25.45	\$2.55	\$28.00	3.70%	\$1.00	Per Item	N
Super single	\$44.87	\$42.00	\$4.20	\$46.20	2.96%	\$1.33	Per Item	N
Small tractor tyre, up to 1 m	\$108.74	\$101.82	\$10.18	\$112.00	3.00%	\$3.26	Per Item	N
Medium tractor tyre, 1 m-1.9 m	\$179.50	\$168.18	\$16.82	\$185.00	3.06%	\$5.50	Per Item	N
Large tractor tyre, 2 m-2.8 m	\$179.45	\$168.18	\$16.82	\$185.00	3.09%	\$5.55	Per Item	N
Extra large tractor tyre, > 2.8 m	\$198.50	\$185.86	\$18.59	\$204.45	3.00%	\$5.95	Per Item	N
Fork lift tyre, small up to 12"	\$21.49	\$20.14	\$2.01	\$22.15	3.07%	\$0.66	Per Item	N
Fork lift tyre, medium 12"-18"	\$26.22	\$24.55	\$2.45	\$27.00	2.97%	\$0.78	Per Item	N
Fork lift tyre, large greater than 18"	\$47.47	\$44.54	\$4.45	\$49.00	3.22%	\$1.53	Per Item	N
Grader tyre	\$130.50	\$122.27	\$12.23	\$134.50	3.07%	\$4.00	Per Item	N
Earth mover, small – up to 1 m	\$151.88	\$142.18	\$14.22	\$156.40	2.98%	\$4.52	Per Item	N
Earth mover, medium, 1 m-1.5 m	\$275.32	\$257.82	\$25.78	\$283.60	3.01%	\$8.28	Per Item	N
Earth mover, large, greater than 1.5 m	\$549.00	\$514.55	\$51.45	\$566.00	3.10%	\$17.00	Per Item	N
Shredded Tyres	NOT ACCEPTED							N

Tyres on Rims

Tyres on rim will be charged at double the rate of tyres off rim

Asbestos

Inadequately wrapped or unbagged asbestos will not be accepted. Please note that asbestos weighing more than 100 kg, or consisting of more than 10 m2 of sheeting in one load, will not be accepted without evidence of the required consignment number.

Asbestos – asbestos bag including disposal cost, maximum 0.5 cubic metre	\$20.00	\$19.09	\$1.91	\$21.00	5.00%	\$1.00	Per Bag	N
Asbestos-containing materials (subject to specific cost assessment)	\$272.00	\$254.55	\$25.45	\$280.00	2.94%	\$8.00	Per tonne	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Certified ENM and VENM

Clean Fill for use on cell walls, certified, all volumes	No charge					Any Volume	N
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Bio solids

All special wastes must be collected, transported and disposed of strictly in accordance with the requirements of the WorkCover Authority and the Environment Protection Authority.

Processed sludges from water & sewage treatment (in solid form only, liquid not accepted))	\$53.00	\$50.00	\$5.00	\$55.00	3.77%	\$2.00	Per cubic metre	N
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DRAFT

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Community and Recreational Services

Sporting Fields

Field Hire

External users – details of application should be sought from Council

Hampden Park	\$56.00	\$52.73	\$5.27	\$58.00	3.57%	\$2.00	Per Day	N
Uralla Sporting Complex #	\$56.00	\$52.73	\$5.27	\$58.00	3.57%	\$2.00	Per field/per day	N
Canteen hire (two available) #	\$53.00	\$50.00	\$5.00	\$55.00	3.77%	\$2.00	Per day per canteen	N
Canteen hire bond (for non-regular user groups and for those outside of Uralla Shire area)	\$1,055.00	\$1,090.00	\$0.00	\$1,090.00	3.32%	\$35.00	Per event booking	N

Parks and Gardens

Casual Hiring Fee

Alma Park: Connect power to bandstand	\$35.50	\$33.64	\$3.36	\$37.00	4.23%	\$1.50	Per Day	N
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Aquatic Centre

Admittance Fees

Single Admission Fee – Adult	\$4.00	\$3.64	\$0.36	\$4.00	0.00%	\$0.00	Per Person	N
Single Admission Fee – Child	\$2.50	\$1.82	\$0.18	\$2.00	-20.00%	-\$0.50	Per Person	N
Books of 10 – Adult	\$36.00	\$33.73	\$3.37	\$37.10	3.06%	\$1.10	Per Book	N
Books of 10 – Child	\$22.50	\$16.36	\$1.64	\$18.00	-20.00%	-\$4.50	Per Book	N
Books of 20 – Adult	\$68.00	\$63.67	\$6.37	\$70.04	3.00%	\$2.04	Per Book	N
Books of 20 – Child	\$45.00	\$30.91	\$3.09	\$34.00	-24.44%	-\$11.00	Per Book	N
Books of 50 – Adult	\$160.00	\$149.81	\$14.98	\$164.79	2.99%	\$4.79	Per Book	N
Books of 50 – Child	\$112.50	\$77.27	\$7.73	\$85.00	-24.44%	-\$27.50	Per Book	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Library Services

Library Fees

Lost membership card replacement	\$5.00	\$5.00	\$0.00	\$5.00	0.00%	\$0.00	Per Card	N
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Lost, damaged or stolen books

Processing Fee	\$11.00	\$11.00	\$0.00	\$11.00	0.00%	\$0.00	Per Item	N
Item Replacement	At cost - determined by CNRL per item.						Per Item	N

Inter-Library Loan Fee

Charge 1 (local library search)	No charge from specific NSW libraries.						Per Item	N
Charge 2 (Library Lending Charge)	\$28.50	\$25.91	\$2.59	\$28.50	0.00%	\$0.00	Per Item	N

Photocopies and Printing (self-service)

A4 Black and White	\$0.30	\$0.27	\$0.03	\$0.30	0.00%	\$0.00	Per single sided page	N
A4 Colour	\$0.50	\$0.45	\$0.05	\$0.50	0.00%	\$0.00	Per single sided page	N
A3 Black and White	\$0.50	\$0.45	\$0.05	\$0.50	0.00%	\$0.00	Per single sided page	N
A3 Colour	\$1.00	\$0.91	\$0.09	\$1.00	0.00%	\$0.00	Per single sided page	N

Tourism

Hire

Uralla Visitor Information Centre - Hire of Kitchen	A refundable cleaning bond of \$100.00 to be paid by all hirers. Full day hire of kitchen \$40.00 plus GST Half day hire of kitchen \$20.00 plus GST							N
Gold Pan Hire	\$19.00	\$17.82	\$1.78	\$19.60	3.16%	\$0.60	Per Day	N

Photocopies and Printing (non self-service)

A4 (Black and White)	\$0.75	\$0.73	\$0.07	\$0.80	6.67%	\$0.05	Per single sided page	N
A4 (Colour)	\$1.15	\$1.09	\$0.11	\$1.20	4.35%	\$0.05	Per single sided page	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Cemeteries

Searches

Record search for burial details (after 15 minutes)	\$121.00	\$125.00	\$0.00	\$125.00	3.31%	\$4.00	Per Hour	N
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Uralla and Bundarra Lawn Cemeteries

Purchase of Double Depth Plot (does not include plaque)	\$1,585.00	\$1,636.36	\$163.64	\$1,800.00	13.56%	\$215.00	Per Plot	N
Interment	\$683.00	\$690.00	\$69.00	\$759.00	11.13%	\$76.00	Per interment	N
Interment: Saturdays, Sundays and Public Holidays loading	\$895.00	\$913.64	\$91.36	\$1,005.00	12.29%	\$110.00	Per interment	N
Surcharge for digging of grave by hand	\$105.00	\$119.09	\$11.91	\$131.00	24.76%	\$26.00	Per Person, Per Hour	N

Uralla and Bundarra Old Section Cemeteries

Purchase of plot - Double depth	\$1,585.00	\$1,636.36	\$163.64	\$1,800.00	13.56%	\$215.00	Per Plot	N
Purchase of plot - Single Depth	\$865.00	\$963.64	\$96.36	\$1,060.00	22.54%	\$195.00	Per Plot	N
Permission to carry out work at existing grave, includes monument erection and inspection	\$66.00	\$68.00	\$0.00	\$68.00	3.03%	\$2.00	Per Plot	N
Interment	\$738.00	\$766.36	\$76.64	\$843.00	14.23%	\$105.00	Per interment	N
Interment in an existing monument	\$950.00	\$990.91	\$99.09	\$1,090.00	14.74%	\$140.00	Per interment	N
Interment: Saturdays, Sundays and Public Holidays loading	\$895.00	\$913.64	\$91.36	\$1,005.00	12.29%	\$110.00	Per interment	N
Placement of ashes	\$318.00	\$373.64	\$37.36	\$411.00	29.25%	\$93.00	Minimum Per Placement	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Uralla and Bundarra Niche Wall and Uralla Niche Garden

Purchase of Niche in wall and Interment of Ashes *	\$512.00	\$530.00	\$53.00	\$583.00	13.87%	\$71.00	Per Niche	N
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* Interment includes standard plaque 145mm x 120mm

Purchase of Niche in garden	\$609.00	\$570.91	\$57.09	\$628.00	3.12%	\$19.00	Per Niche	N
Interment of Ashes	\$131.00	\$122.73	\$12.27	\$135.00	3.05%	\$4.00	Per Interment	N
Surcharge for family presence at interment after hours	\$73.00	\$68.64	\$6.86	\$75.50	3.42%	\$2.50	Per Interment	N
Vase	\$75.50	\$70.91	\$7.09	\$78.00	3.31%	\$2.50	Per Vase	N
Additional lines on plaque	\$37.00	\$35.00	\$3.50	\$38.50	4.05%	\$1.50	Per Line	N
Removal of plaques	\$173.50	\$162.73	\$16.27	\$179.00	3.17%	\$5.50	Per Plaque	N

Building Rental – Uralla

Hill Street Uralla

Per Unit	\$288.50	\$297.50	\$0.00	\$297.50	3.12%	\$9.00	Per Unit Per Fortnight	N
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Uralla Pre-School

5 Hill Street, Uralla	\$423.00	\$396.36	\$39.64	\$436.00	3.07%	\$13.00	Per Week	N
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Queen Street Uralla Caravan Park

Powered site for up to 2 persons	\$31.50	\$29.55	\$2.95	\$32.50	3.17%	\$1.00	Per Night	N
Unpowered site for up to 2 persons	\$23.00	\$21.82	\$2.18	\$24.00	4.35%	\$1.00	Per Night	N
Additional persons >2	\$5.00	\$4.55	\$0.45	\$5.00	0.00%	\$0.00	Per Night	N
Uninhabited, unpowered tent site	\$5.50	\$5.00	\$0.50	\$5.50	0.00%	\$0.00	Per Night	N

Longer stays (7 nights for 6)

Weekly Powered site for up to 2 persons	\$186.00	\$174.55	\$17.45	\$192.00	3.23%	\$6.00	Per Week	N
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Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Longer stays (7 nights for 6) [continued]

Weekly Unpowered site for up to 2 persons	\$136.50	\$128.18	\$12.82	\$141.00	3.30%	\$4.50	Per Week	N
Permanents with metered site	\$121.00	\$113.64	\$11.36	\$125.00	3.31%	\$4.00	Per Week	N
Power for metered site	\$0.40	\$0.36	\$0.04	\$0.40	0.00%	\$0.00	kWh	N

Uralla Community Centre

Tablelands Community Support Options – TCS

TCS Office	\$379.00	\$355.45	\$35.55	\$391.00	3.17%	\$12.00	Per Week	N
Office 1	\$158.00	\$148.18	\$14.82	\$163.00	3.16%	\$5.00	Per Week	N
Office 2	\$39.50	\$37.27	\$3.73	\$41.00	3.80%	\$1.50	Per Week	N

Large Group Room

Local Community Groups – Half Day	\$45.50	\$42.73	\$4.27	\$47.00	3.30%	\$1.50	Half Day	N
Local Community Groups – Full Day	\$85.50	\$80.45	\$8.05	\$88.50	3.51%	\$3.00	Full Day	N
Affiliated Centre Tenants	\$69.00	\$65.00	\$6.50	\$71.50	3.62%	\$2.50	Half Day	N
Commercial Users	\$126.50	\$118.64	\$11.86	\$130.50	3.16%	\$4.00	Full Day	N

Private Parties/ Commercial Functions

Booking	\$147.00	\$137.73	\$13.77	\$151.50	3.06%	\$4.50	Per Day	N
Cleaning bond (refundable)	\$283.50	\$292.50	\$0.00	\$292.50	3.17%	\$9.00	Per Booking	N

Small Group Room

Local Community Groups – Half Day	\$29.00	\$27.27	\$2.73	\$30.00	3.45%	\$1.00	Half Day	N
Local Community Groups – Full Day	\$45.50	\$42.73	\$4.27	\$47.00	3.30%	\$1.50	Full Day	N
Affiliated Centre Tenants	\$56.00	\$52.73	\$5.27	\$58.00	3.57%	\$2.00	Half Day	N
Commercial Groups	\$80.50	\$75.45	\$7.55	\$83.00	3.11%	\$2.50	Full Day	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Kitchen (large room only)

All groups: Including crockery and cutlery	Included in large room hire						Per Day	N
All breakages will be charged at replacement cost	All breakages will be charged at replacement cost							N

Building Rental – Bundarra

Bundarra School of Arts Hall

Hall Hire (less than 2 hours)	\$20.00	\$18.18	\$1.82	\$20.00	0.00%	\$0.00	Per two hours	N
General Hall Hire <50	\$47.50	\$44.55	\$4.45	\$49.00	3.16%	\$1.50	Per Day	N
General Hall Hire >50	\$73.00	\$68.64	\$6.86	\$75.50	3.42%	\$2.50	Per Day	N
Kitchen Use Extra <50	\$25.50	\$24.09	\$2.41	\$26.50	3.92%	\$1.00	Per Day	N
Kitchen Use Extra >50	\$37.50	\$35.45	\$3.55	\$39.00	4.00%	\$1.50	Per Day	N
Balls/weddings (includes kitchen hire)	\$137.00	\$128.64	\$12.86	\$141.50	3.28%	\$4.50	Per Day	N
Auction Sales, markets and similar uses	\$132.50 plus 25% of subletting fees						Per Day	N
Small Regular Usage – eg sporting clubs	\$10.00	\$9.09	\$0.91	\$10.00	0.00%	\$0.00	Per Session	N
Cleaning bond (refundable)	\$100.00	\$100.00	\$0.00	\$100.00	0.00%	\$0.00	Per Booking	N

External Equipment Hire

Cleaning bond (refundable)	\$50.00	\$50.00	\$0.00	\$50.00	0.00%	\$0.00	Per hire	N
Chairs	\$1.60	\$1.50	\$0.15	\$1.65	3.13%	\$0.05	Per Item	N
Tables	\$7.30	\$6.91	\$0.69	\$7.60	4.11%	\$0.30	Per Item	N
Replacement of broken or missing chairs and tables (hall or external use)	At replacement cost						Per Item	N

Bundarra Caravan Park

Powered site for up to 2 persons	\$24.00	\$22.73	\$2.27	\$25.00	4.17%	\$1.00	Per Night	N
Unpowered site for up to 2 persons	\$10.40	\$9.82	\$0.98	\$10.80	3.85%	\$0.40	Per Night	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Bundarra Caravan Park [continued]

Additional persons	\$5.00	\$4.55	\$0.45	\$5.00	0.00%	\$0.00	Per Night	N
Showers	\$3.00	\$2.73	\$0.27	\$3.00	0.00%	\$0.00	Per Use	N

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Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Aged and Disabled Services

Tableland Community Support

Home Care Packages and Private Clients

HCP Clients

Care Management HCP Level 1 - Fortnightly	\$70.00	\$70.00	\$0.00	\$70.00	0.00%	\$0.00	Per fortnight	N
Care Management HCP Level 2 - Fortnightly	\$140.00	\$140.00	\$0.00	\$140.00	0.00%	\$0.00	Per fortnight	N
Care Management HCP Level 3 - Fortnightly	\$350.00	\$350.00	\$0.00	\$350.00	0.00%	\$0.00	Per fortnight	N
Care Management HCP Level 4 - Fortnightly	\$550.00	\$550.00	\$0.00	\$550.00	0.00%	\$0.00	Per fortnight	N
Care with active sleepover (Sleepover with Active Care) - HCP	Fees by Agreement						24 hrs	N
Domestic Assistance - Mon to Fri 6am to 6pm (HCP clients)	\$70.00	\$70.00	\$0.00	\$70.00	0.00%	\$0.00	Per Hour	N
Domestic Assistance - Public holiday (HCP clients)	\$140.00	\$140.00	\$0.00	\$140.00	0.00%	\$0.00	Per Hour	N
Domestic Assistance - Sat (HCP clients)	\$105.00	\$105.00	\$0.00	\$105.00	0.00%	\$0.00	Per Hour	N
Domestic Assistance - Sun (HCP clients)	\$122.50	\$122.50	\$0.00	\$122.50	0.00%	\$0.00	Per Hour	N
In Home Respite - Mon to Fri 6am to 6pm (HCP clients)	\$70.00	\$70.00	\$0.00	\$70.00	0.00%	\$0.00	Per hour	N
In Home Respite - Public Holiday (HCP clients)	\$140.00	\$140.00	\$0.00	\$140.00	0.00%	\$0.00	Per hour	N
In Home Respite - Sat (HCP clients)	\$105.00	\$105.00	\$0.00	\$105.00	0.00%	\$0.00	Per hour	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

HCP Clients [continued]

In Home Respite - Sun (HCP clients)	\$122.50	\$122.50	\$0.00	\$122.50	0.00%	\$0.00	Per hour	N
Overnight Respite - HCP	Fees by Agreement						10 hrs	N
Package Management HCP Level 1 - Fortnightly	\$70.00	\$70.00	\$0.00	\$70.00	0.00%	\$0.00	Per fortnight	N
Package Management HCP Level 2 - Fortnightly	\$80.00	\$80.00	\$0.00	\$80.00	0.00%	\$0.00	Per fortnight	N
Package Management HCP Level 3 - Fortnightly	\$100.00	\$100.00	\$0.00	\$100.00	0.00%	\$0.00	Per fortnight	N
Package Management HCP Level 4 - Fortnightly	\$120.00	\$120.00	\$0.00	\$120.00	0.00%	\$0.00	Per fortnight	N
Personal Care - Mon to Fri 6am to 6pm (HCP clients)	\$70.00	\$70.00	\$0.00	\$70.00	0.00%	\$0.00	Per hour	N
Personal Care - Public Holiday (HCP clients)	\$140.00	\$140.00	\$0.00	\$140.00	0.00%	\$0.00	Per hour	N
Personal Care - Sat (HCP clients)	\$105.00	\$105.00	\$0.00	\$105.00	0.00%	\$0.00	Per hour	N
Personal Care - Sun (HCP clients)	\$122.50	\$122.50	\$0.00	\$122.50	0.00%	\$0.00	Per hour	N
Registered Nurse - Mon to Fri 6am to 6pm (HCP clients)	\$85.00	\$85.00	\$0.00	\$85.00	0.00%	\$0.00	Per hour	N
Registered Nurse - Public Holiday (HCP clients)	\$170.00	\$170.00	\$0.00	\$170.00	0.00%	\$0.00	Per hour	N
Registered Nurse - Sat (HCP clients)	\$127.50	\$127.50	\$0.00	\$127.50	0.00%	\$0.00	Per hour	N
Registered Nurse - Sun (HCP clients)	\$148.75	\$148.75	\$0.00	\$148.75	0.00%	\$0.00	Per hour	N
Social Support - Mon to Fri 6am to 6pm (HCP clients)	\$70.00	\$70.00	\$0.00	\$70.00	0.00%	\$0.00	Per Hour	N
Social support - Public Holiday (HCP clients)	\$140.00	\$140.00	\$0.00	\$140.00	0.00%	\$0.00	Per Hour	N
Social Support - Sat (HCP clients)	\$105.00	\$105.00	\$0.00	\$105.00	0.00%	\$0.00	Per Hour	N
Social support - Sun (HCP clients)	\$122.50	\$122.50	\$0.00	\$122.50	0.00%	\$0.00	Per Hour	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

HCP Clients [continued]

Travel (HCP clients)	\$1.10	\$1.10	\$0.00	\$1.10	0.00%	\$0.00	Per km	N
Home Care Packages – Client Income Assessed Fee	Dept of Social Services Fees – My Aged Care website							N
Home Care Packages – Exit Fee	\$400.00	\$400.00	\$0.00	\$400.00	0.00%	\$0.00	Exit	N

Private Clients

Administration (Private Clients) - Monthly	Charged by agreement relative to service needs (incl GST) Min. Fee excl. GST: \$70.00							N
Registered Nurse - Mon to Fri 6am to 6pm (Private clients)	\$126.50	\$115.00	\$11.50	\$126.50	0.00%	\$0.00	Per hour	N
Registered Nurse - Public Holiday (Private clients)	\$247.50	\$240.00	\$24.00	\$264.00	6.67%	\$16.50	Per hour	N
Registered Nurse - Sat (Private clients)	\$170.50	\$159.65	\$15.97	\$175.62	3.00%	\$5.12	Per hour	N
Registered Nurse - Sun (Private clients)	\$198.00	\$185.40	\$18.54	\$203.94	3.00%	\$5.94	Per hour	N
Travel (Private Clients)	\$1.20	\$1.27	\$0.13	\$1.40	16.67%	\$0.20	Per km	N
Case Management (Private clients) - Monthly	Cost by agreement relative to care needs - Plus GST Min. Fee excl. GST: \$90.00						Per Month	N
Domestic Assistance – Mon to Fri 6am to 6pm (Private clients)	\$71.50	\$71.50	\$7.15	\$78.65	10.00%	\$7.15	Per Hour	N
Domestic Assistance – Sat (Private clients)	\$121.00	\$115.00	\$11.50	\$126.50	4.55%	\$5.50	Per Hour	N
Domestic Assistance – Sun (Private clients)	\$143.00	\$135.00	\$13.50	\$148.50	3.85%	\$5.50	Per Hour	N
Domestic Assistance – Public holiday (Private clients)	\$165.00	\$160.00	\$16.00	\$176.00	6.67%	\$11.00	Per Hour	N
Social Support – Mon to Fri 6am to 6pm (Private clients)	\$71.50	\$71.50	\$7.15	\$78.65	10.00%	\$7.15	Per Hour	N
Social Support – Sat (Private clients)	\$121.00	\$117.34	\$11.73	\$129.07	6.67%	\$8.07	Per Hour	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Private Clients [continued]

Social Support – Sun (Private clients)	\$143.00	\$138.64	\$13.86	\$152.50	6.64%	\$9.50	Per Hour	N
Social Support – Public Holiday (Private clients)	\$165.00	\$170.00	\$17.00	\$187.00	13.33%	\$22.00	Per Hour	N
Personal Care – Mon to Fri 6am to 6pm (Private clients)	\$71.50	\$71.50	\$7.15	\$78.65	10.00%	\$7.15	Per Hour	N
Personal Care – Sat (Private clients)	\$121.00	\$113.30	\$11.33	\$124.63	3.00%	\$3.63	Per Hour	N
Personal Care – Sun (Private clients)	\$143.00	\$133.90	\$13.39	\$147.29	3.00%	\$4.29	Per Hour	N
Personal Care – Public Holiday (Private clients)	\$165.00	\$170.00	\$17.00	\$187.00	13.33%	\$22.00	Per Hour	N
In Home Respite – Mon to Fri 6am to 6pm (Private clients)	\$71.50	\$71.50	\$7.15	\$78.65	10.00%	\$7.15	Per Hour	N
In Home Respite – Sat (Private clients)	\$121.00	\$121.36	\$12.14	\$133.50	10.33%	\$12.50	Per Hour	N
In Home Respite – Sun (Private clients)	\$143.00	\$145.00	\$14.50	\$159.50	11.54%	\$16.50	Per Hour	N
In Home Respite – Public Holiday (Private clients)	\$165.00	\$172.73	\$17.27	\$190.00	15.15%	\$25.00	Per Hour	N
Overnight Respite - Private Clients	Fees by Agreement Min. Fee excl. GST: \$71.50						10 hrs	N
Care with active sleepover (Sleepover with Active Care) - Private Clients	Fees by Agreement Min. Fee excl. GST: \$300.00						24 hrs	N

Commonwealth Home Support Programme

Goods, Equipment and Technology	25% of variable costs for goods / equipment or assistive technology						25% of variable costs for goods/ equipment or assistive technology.	N
Domestic Assistance	\$15.00	\$15.00	\$0.00	\$15.00	0.00%	\$0.00	Per Hour	N
Personal care	\$15.00	\$15.00	\$0.00	\$15.00	0.00%	\$0.00	Per Hour	N
Respite	\$15.00	\$15.00	\$0.00	\$15.00	0.00%	\$0.00	Per Hour	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Commonwealth Home Support Programme [continued]

Social Support – Individual	\$15.00	\$15.00	\$0.00	\$15.00	0.00%	\$0.00	Per Hour	N
Social Support – Group	\$12.00	\$12.00	\$0.00	\$12.00	0.00%	\$0.00	Per Hour	N
Allied Health	\$35.00	\$35.00	\$0.00	\$35.00	0.00%	\$0.00	Service	N
Home Maintenance	\$30.00	\$30.00	\$0.00	\$30.00	0.00%	\$0.00	Service	N

NDIS

House cleaning	As per NDIS Price Guide - 1 July 2022 Last year fee As per NDIS Price Guide - 1 July 2021					Per hour	Y
Plan Management	As per NDIS Price Guide 1 July 2022 Last year fee As per NDIS Price Guide 1 July 2021					Per hour	Y
Self-Care Activities	As per NDIS Price Guide 1 July 2022 Last year fee As per NDIS Price Guide 1 July 2021					Per hour	Y

McMaugh Gardens Aged Care Centre

Bond

Accommodation Entry Bond	\$200,000.00	\$225,000.00	\$0.00	\$225,000.00	12.50%	\$25,000.00	Per Room maximum to asset testing	Y
Accommodation Entry Bond – further detail	In line with the Dept of Health & Ageing regulated Pensioner Allowable limit for Accommodation Bonds							Y

Daily Fees

Standard Resident	As per Department of Health schedule of resident fees & charges					Per Day	Y
Protected Resident	As per Department of Health schedule of resident fees & charges					Per Day	Y
Phased Resident	As per Department of Health schedule of resident fees & charges					Per Day	Y
Non Standard Resident	As per Department of Health schedule of resident fees & charges					Per Day	Y

Respite

Pensioner	As per Department of Health schedule of resident fees & charges					Per Day	Y
Non-Pensioner	As per Department of Health schedule of resident fees & charges					Per Day	Y
Day Respite	As per Department of Health schedule of resident fees & charges					Per Day	Y

Telephone Calls

Local	\$0.70	\$0.68	\$0.07	\$0.75	7.14%	\$0.05	Per Call	N
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Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Telephone Calls [continued]

STD						At cost	Per Call	N
Fax Transmission	\$0.70	\$0.68	\$0.07	\$0.75	7.14%	\$0.05	Per Page	N

Transport Residents

To Armidale	\$37.50	\$35.45	\$3.55	\$39.00	4.00%	\$1.50	Return Trip	N
From Uralla Doctors Surgery or Foot Clinic	\$6.40	\$6.00	\$0.60	\$6.60	3.13%	\$0.20	One Way Trip	N
To and from Uralla CBD	\$6.40	\$6.00	\$0.60	\$6.60	3.13%	\$0.20	One Way Trip	N
To Tamworth	By negotiation						One Way Trip	N
Staff Escort	\$47.50	\$44.55	\$4.45	\$49.00	3.16%	\$1.50	Hour	N

Visitor Meals

Lunch	\$10.60	\$10.00	\$1.00	\$11.00	3.77%	\$0.40	Each	N
Dinner	\$10.60	\$10.00	\$1.00	\$11.00	3.77%	\$0.40	Each	N

Tablelands Community Transport

Vehicle Hire (without driver)

Subject to conditions on application

Car

Mini Bus

Client Contributions – Individual return transport

0-15 km	\$9.00	\$10.00	\$0.00	\$10.00	11.11%	\$1.00	Per return trip per person	N
16-50 km	\$20.00	\$20.00	\$0.00	\$20.00	0.00%	\$0.00	Per return trip per person	N
51-100 km	\$25.00	\$30.00	\$0.00	\$30.00	20.00%	\$5.00	Per return trip per person	N
101-150 km	\$35.00	\$40.00	\$0.00	\$40.00	14.29%	\$5.00	Per return trip per person	N
151-200 km	\$40.00	\$45.00	\$0.00	\$45.00	12.50%	\$5.00	Per return trip per person	N
201-250 km	\$45.00	\$50.00	\$0.00	\$50.00	11.11%	\$5.00	Per return trip per person	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Client Contributions – Individual return transport [continued]

251-300 km	\$50.00	\$60.00	\$0.00	\$60.00	20.00%	\$10.00	Per return trip per person	N
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Client Contributions – Group return transport

Access Bus (Uralla/ Invergowrie/ Armidale)	\$5.00	\$5.00	\$0.00	\$5.00	0.00%	\$0.00	Per return trip per person	N
Social Outing	\$10.00	\$15.00	\$0.00	\$15.00	50.00%	\$5.00	Per return trip per person	N

Other Services

Community transport – other	Cost is variable based on km and time used							N
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Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Development and Health Services

Development Control

The fees identified as a Statutory Fee in the Council Cost Recovery Policy column will be charged in accordance with the maximum fee payable under the Environmental Planning and Assessment Act 1979 (as amended). The applicable fees at the time of printing are as follows and may be changed without notice.

Section 7.11 Contributions

Previously Section 94 Contributions

Section 7.11 Contributions	See: Section 7.11 and 7.12 Contributions Document		N
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Complying Development Certificates – Fees based on construction cost

To \$5,000	\$197.00 plus \$5.50 per \$1,000	Per Application	Y
\$5,001-\$100,000	\$228.00 plus \$3.85 per \$1,000 above \$5,000	Per Application	Y
\$100,001-\$250,000	\$627.00 plus \$2.20 per \$1,000 above \$100,000	Per Application	Y
Over \$250,000	\$985.00 plus \$1.10 per \$1,000 above \$250,000	Per Application	Y

Bushfire Attack Certification

Development Applications – Building Works – Based on cost of works

Environmental Planning & Assessment Regulation 2000 (EPAR) Clause 246B

Less than \$5000	\$110.00	\$129.00	\$0.00	\$129.00	17.27%	\$19.00	Per Application	Y
\$5,001-\$50,000	\$198.00 + \$3.00 per \$1,000, or part thereof, above \$5,000						Per Application	Y
	Last year fee							
	\$170.00 + \$3.00 per \$1,000, or part thereof, above \$5,000							
\$50,001-\$250,000	\$412.00 + \$3.64 per \$1,000, or part thereof, above \$50,000						Per Application	Y
	Last year fee							
	\$352.00 + \$3.64 per \$1,000, or part thereof, above \$50,000							
\$250,001-\$500,000	\$1,356.00 + \$2.34 per \$1,000, or part thereof, above \$250,000						Per Application	Y
	Last year fee							
	\$1,160.00 + \$2.34 per \$1,000, or part thereof, above \$250,000							
\$500,001-\$1,000,000	\$2,041.00 + \$1.64 per \$1,000, or part thereof, above \$500,000						Per Application	Y
	Last year fee							
	\$1,745.00 + \$1.64 per \$1,000, or part thereof, above \$500,000							
\$1,000,001-\$10,000,000	\$3058.00 + \$1.44 per \$1,000, or part thereof, above \$1,000,000						Per Application	Y
	Last year fee							
	\$2,615.00 + \$1.44 per \$1,000, or part thereof, above \$1,000,000							
Greater than \$10,000,001	\$18,565.00 + \$1.19 per \$1,000, or part thereof, above \$10,000,000						Per Application	Y
	Last year fee							
	\$15,875.00 + \$1.19 per \$1,000, or part thereof, above \$10,000,000							

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Development Application

Designated development requiring advertising	\$2,220.00	\$2,596.00	\$0.00	\$2,596.00	16.94%	\$376.00	Per Application	Y
Designated Development – Standard DA Fees plus additional fee(c.251)	\$920.00	\$1,076.00	\$0.00	\$1,076.00	16.96%	\$156.00	Per Application	Y
Erection of dwelling costing less than \$100,000 (c.247)	\$455.00	\$532.00	\$0.00	\$532.00	16.92%	\$77.00	Per Application	Y
Development not involving the erection of a building, the carrying out of a work, or the subdivision of land or demolition	\$285.00	\$333.00	\$0.00	\$333.00	16.84%	\$48.00	Per Application	Y
Advertising Signs (c.250)	\$285.00	\$333.00	\$0.00	\$333.00	16.84%	\$48.00	First Sign	Y
Additional Signs	\$93.00	\$93.00	\$0.00	\$93.00	0.00%	\$0.00	Per Additional Sign	Y

Miscellaneous Administrative Application Fees

Section 88B	\$59.50	\$61.50	\$0.00	\$61.50	3.36%	\$2.00	Per Application	N
Stamping additional plans and specs – up to four copies	\$25.80	\$26.57	\$0.00	\$26.57	2.98%	\$0.77	Per Application	Y
Each additional copy	\$10.30	\$10.61	\$0.00	\$10.61	3.01%	\$0.31	Per Document	Y
Building Specifications	\$22.00	\$23.00	\$0.00	\$23.00	4.55%	\$1.00	Per Document	N
Certified Copy of Document, map or plan as per s, 150(2) (R.c.262)	\$53.00	\$62.00	\$0.00	\$62.00	16.98%	\$9.00	Per Document	Y

Building Entitlement Confirmation Fee

Per application	\$314.00	\$323.42	\$0.00	\$323.42	3.00%	\$9.42	Per Application	Y
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Planning Reform Fee

For cost of work >\$50,000 for each \$1,000	(\$0.64 per \$1,000) - \$5 Last year fee \$0.64 per \$1,000						Per Matter	Y
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Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Subdivision Fees

Subdivisions – Opening of a New Road	\$665.00	\$777.00	\$0.00	\$777.00	16.84%	\$112.00	Per Application	Y
Plus fee per additional lot created	\$65.00	\$65.00	\$0.00	\$65.00	0.00%	\$0.00	Per Additional Lot	Y
Subdivisions – No opening of a New Road	\$330.00	\$386.00	\$0.00	\$386.00	16.97%	\$56.00	Per Application	Y
Plus fee per additional lot created	\$53.00	\$53.00	\$0.00	\$53.00	0.00%	\$0.00	Per Additional Lot	Y
Subdivisions – Strata	\$330.00	\$386.00	\$0.00	\$386.00	16.97%	\$56.00	Per Application	Y
Plus fee per additional lot created	\$65.00	\$65.00	\$0.00	\$65.00	0.00%	\$0.00	Per Additional Lot	Y

Subdivision Certificate / Title Plan Processing Fee

Processing Fee	\$165.50	\$170.50	\$0.00	\$170.50	3.02%	\$5.00	Per Application	N
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Refund of DA fee for cancellation of DA

Processing commenced	1/2 DA fee					Per Application	N
Processing largely completed	No refund					Per Application	N
Processing not commenced	Full DA fee					Per Application	N

Review of Determination per s, 82A, EPA Regulations c.257

Not involving building work	50% of original DA fee						Per Application	Y
Dwelling <\$100,000	\$190.00	\$222.00	\$0.00	\$222.00	16.84%	\$32.00	Per Application	Y

All other Development Work – EPA R. c.257

Less than \$5,000	\$55.00	\$64.00	\$0.00	\$64.00	16.36%	\$9.00	Per Application	Y
\$5,001-\$250,000	\$100.00 + \$1.50 per \$1,000, or part thereof, above \$5,000						Per Application	Y
	Last year fee							
	\$85.00 + \$1.50 per \$1,000, or part thereof, above \$5,000							
\$250,001-\$500,000	\$585.00 + \$0.85 per \$1,000, or part thereof, above \$250,000						Per Application	Y
	Last year fee							
	\$500.00 + \$0.85 per \$1,000, or part thereof, above \$250,000							
\$500,001-\$1,000,000	\$833.00 + \$0.50 per \$1,000, or part thereof, above \$500,000						Per Application	Y
	Last year fee							
	\$712.00 + \$0.50 per \$1,000, or part thereof, above \$500,000							

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

All other Development Work – EPA R. c.257 [continued]

\$1,000,001-\$10,000,000	\$1154.00 + \$0.40 per \$1,000, or part thereof, above \$1,000,000						Per Application	Y
	Last year fee \$987.00 + \$0.40 per \$1,000, or part thereof, above \$1,000,000							
Greater than \$10,000,001	\$5,540.00 + \$0.27 per \$1,000, or part thereof, above \$10,000,000						Per Application	Y
	Last year fee \$4,737.00 + \$0.27 per \$1,000, or part thereof, above \$10,000,000							
Plus fee for required Notice under s.82A EPA Regulations	\$620.00	\$725.00	\$0.00	\$725.00	16.94%	\$105.00	Per Application	Y

Review of Determination per s, 82B, EPA Regulations (Rejection) – c.257A

Less than \$100,000	\$55.00	\$64.00	\$0.00	\$64.00	16.36%	\$9.00	Per Application	Y
\$100,001-\$1,000,000	\$150.00	\$175.00	\$0.00	\$175.00	16.67%	\$25.00	Per Application	Y
Greater than \$1,000,001	\$250.00	\$292.00	\$0.00	\$292.00	16.80%	\$42.00	Per Application	Y

Modification of Consent at Applicants Request – c.258

4.55 – Minor Error/Discrepancy	\$71.00	\$83.00	\$0.00	\$83.00	16.90%	\$12.00	Per Application	Y
4.55 – Modification of minor environmental impact	\$754.00 or 50% or original fee whichever is lesser Last year fee \$645.00 or 50% or original fee whichever is lesser						Per Application	Y

Other modifications per s.4.55 not of minor environmental impact

Original fee was less than \$100.00 (c.258)	50% of original fee						Per Application	Y
Original fee was greater than \$101.00 (no works involved)	50% of original fee						Per Application	Y
No building or work involved: For dwelling house costing \$100,000 or less	\$190.00	\$222.00	\$0.00	\$222.00	16.84%	\$32.00	Per Application	Y

All other requests for modifications, based on estimated construction costs

Less than \$5,000	\$55.00	\$64.00	\$0.00	\$64.00	16.36%	\$9.00	Per Application	Y
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Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

All other requests for modifications, based on estimated construction costs [continued]

\$5,001-\$250,000	\$100.00 + \$1.50 per \$1,000, or part thereof, above \$5,000						Per Application	Y
	Last year fee \$85.00 + \$1.50 per \$1,000, or part thereof, above \$5,000							
\$250,001-\$500,000 (c. 258)	\$585.00 + \$0.85 per \$1,000, or part thereof, above \$250,000						Per Application	Y
	Last year fee \$500.00 + \$0.85 per \$1,000, or part thereof, above \$250,000							
\$500,001-\$1,000,000	\$833.00 + \$0.50 per \$1,000, or part thereof, above \$500,000						Per Application	Y
	Last year fee \$712.00 + \$0.50 per \$1,000, or part thereof, above \$500,000							
\$1,000,001-\$10,000,000	\$1154.00 + \$0.40 per \$1,000, or part thereof, above \$1,000,000						Per Application	Y
	Last year fee \$987.00 + \$0.40 per \$1,000, or part thereof, above \$1,000,000							
Greater than \$10,000,001	\$5,540.00 + \$0.27 per \$1,000, or part thereof, above \$10,000,000						Per Application	Y
	Last year fee \$4,737.00 + \$0.27 per \$1,000, or part thereof, above \$10,000,000							
Modification to consent requiring advertisement per s. 4.55 EPA Act	\$665.00	\$725.00	\$0.00	\$725.00	9.02%	\$60.00	Per Application	Y

Designated Development

Fee	\$920.00	\$1,076.00	\$0.00	\$1,076.00	16.96%	\$156.00	Per Application	Y
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Integrated Development (c.252A/253)

Standard DA fee plus additional fee	\$140.00	\$164.00	\$0.00	\$164.00	17.14%	\$24.00	Per Application	Y
Fee to be forwarded to Integrated Authority	\$320.00	\$374.00	\$0.00	\$374.00	16.88%	\$54.00	Per Application	Y

Advertised Development (c.252)

Fee	\$1,105.00	\$1,292.00	\$0.00	\$1,292.00	16.92%	\$187.00	Per Application	Y
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Prohibited Development

Fee	\$1,105.00	\$1,292.00	\$0.00	\$1,292.00	16.92%	\$187.00	Per Application	Y
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Building Line Variation

All premises	\$163.00	\$168.00	\$0.00	\$168.00	3.07%	\$5.00	Per Application	N
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Name	Year 21/22 Fee (incl. GST)	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
		Fee (excl. GST)	GST	Fee (incl. GST)				

Other Notice Required

Fee	\$1,105.00	\$1,292.00	\$0.00	\$1,292.00	16.92%	\$187.00	Per Application	Y
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Privately Certified Certificate Registration (c.263)

Fee	\$36.00	\$36.00	\$0.00	\$36.00	0.00%	\$0.00		Y
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Engineering Plans Checking (design and construction) – based on cost of work

Less than \$10,000	\$429.00	\$401.82	\$40.18	\$442.00	3.03%	\$13.00	Per Application	N
\$10,001-\$100,000	\$536.00	\$502.73	\$50.27	\$553.00	3.17%	\$17.00	Per Application	N
Plus fee for each \$1,000 above \$10,000 to \$100,000	\$21.50	\$20.45	\$2.05	\$22.50	4.65%	\$1.00	Per Application	N
Above \$100,000	\$2,395.00	\$2,245.45	\$224.55	\$2,470.00	3.13%	\$75.00	Per Application	N

Planning Proposal

Planning proposal application	At full cost to applicant				Per Application	N
Subject to \$4,500 deposit						

SEPP Applications

Long Service Levy

Part of the service may not be GST taxable

Long Service Levy fee for cost of works > \$25,000	0.35% of cost of all building work \$25,000 and over					Cost of work	Y
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Construction Certificates

To \$5,000	\$175.00	\$163.86	\$16.39	\$180.25	3.00%	\$5.25	Per Application	N
\$5,001-\$100,000	\$240.00	\$224.55	\$22.45	\$247.00	2.92%	\$7.00	Per Application	N
\$100,001-\$250,000	\$375.00	\$351.82	\$35.18	\$387.00	3.20%	\$12.00	Per Application	N
Over \$250,000	\$387.00 plus \$1.10 per \$1,000 above \$250,000						Per Application	N
Last year fee								
\$375.00 plus \$1.10 per \$1,000 above \$250,000								

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Fee for Basix Certificate (c.262B)

Section 68 Applications

On-site Waste Water management system	\$237.50	\$245.00	\$0.00	\$245.00	3.16%	\$7.50	Per Application	N
Minor changes to existing OSSM system or scheduled inspection	\$86.00	\$89.00	\$0.00	\$89.00	3.49%	\$3.00	Per Application	N
Sewer supply work	\$166.50	\$171.50	\$0.00	\$171.50	3.00%	\$5.00	Per Application	N
Water supply work	\$166.50	\$171.50	\$0.00	\$171.50	3.00%	\$5.00	Per Application	N
Stormwater supply work	\$166.50	\$171.50	\$0.00	\$171.50	3.00%	\$5.00	Per Application	N
Install a manufactured home, moveable dwelling or associated structure	\$429.00	\$442.00	\$0.00	\$442.00	3.03%	\$13.00	Per Application	N
Management of waste	\$107.00	\$110.50	\$0.00	\$110.50	3.27%	\$3.50	Per Application	N
Community land	\$107.00	\$110.50	\$0.00	\$110.50	3.27%	\$3.50	Per Application	N
Public Roads	\$107.00	\$110.50	\$0.00	\$110.50	3.27%	\$3.50	Per Application	N
Caravan Park/ camping ground	\$213.50	\$220.00	\$0.00	\$220.00	3.04%	\$6.50	Per Application	N
Amusement Device	\$166.50	\$171.50	\$0.00	\$171.50	3.00%	\$5.00	Per Application	N
Domestic oil or solid fuel heating appliance, other than a portable appliance	\$166.50	\$171.50	\$0.00	\$171.50	3.00%	\$5.00	Per Application	N
Use a standing vehicle or any article for the purpose of selling any article in a public place	\$405.00	\$418.00	\$0.00	\$418.00	3.21%	\$13.00	Per Application	N

Building Inspections (including Compliance and Occupation Certificates)

Inspection	\$219.85	\$270.00	\$27.00	\$297.00	35.09%	\$77.15	Per inspection	N
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Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Building Certificates (EPA R. c.260)

Domestic – Includes Initial inspection

Fee	\$250.00	\$250.00	\$0.00	\$250.00	0.00%	\$0.00	Per Dwelling	Y
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Commercial

Building Certificates – building up to 200m2	\$250.00	\$250.00	\$0.00	\$250.00	0.00%	\$0.00	Per Building	Y
Building Certificates – Fee for 201-2,000m2	\$250.00 plus \$0.50 per m2 over 200m2						Per Building	Y
Building Certificates – Fee for greater than 2,001m2	\$1,165.00 plus \$0.075 per m2 over 2000m2						Per Building	Y

Building Certificate – additional inspections (if required)

Fee	\$90.00	\$90.00	\$0.00	\$90.00	0.00%	\$0.00	Per Building	Y
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Copy of Building Certificate (c.261)

Fee	\$13.00	\$13.00	\$0.00	\$13.00	0.00%	\$0.00	Per Copy	Y
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Additional fee where applicant /owner erected the building and:

Development consent, complying development consent or construction certificate consent was required and not obtained	Maximum fee payable to which the erection or alteration relates in the period of 24 months immediately preceding	Per Certificate	Y
Penalty notice has been issued for an offence under 4.2 of the Act in relation to erection of building and the penalty has been paid	Maximum fee payable to which the erection or alteration relates in the period of 24 months immediately preceding	Per Certificate	Y
Where Order No, 2, 12, 13, 15, 18 or 19 in the Schedule 5 of the Act has been issued	Maximum fee payable to which the erection or alteration relates in the period of 24 months immediately preceding	Per Certificate	Y

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Additional fee where applicant /owner erected the building and: [continued]

Where a person has been found guilty of an offence under the Act in relation to the erection of a building	Maximum fee payable to which the erection or alteration relates in the period of 24 months immediately preceding	Per Certificate	Y
Where the court has made a finding that the building was erected in contravention of a provision of the Act	Maximum fee payable to which the erection or alteration relates in the period of 24 months immediately preceding	Per Certificate	Y

Building Indemnity Insurance

Solicitor Enquiry	\$61.00	\$63.00	\$0.00	\$63.00	3.28%	\$2.00	Per Enquiry	N
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Environmental Engineering

Damage Deposit

Inspection

Licencing Fees

General

Inspection of Underground Petroleum Storage Systems	n/a Min. Fee excl. GST: \$300.00						Per inspection	N
Advertisement/ Advertising Structure Inspection	\$39.50	\$41.00	\$0.00	\$41.00	3.80%	\$1.50	Per Inspection	N
Sandwich Board Inspection	\$40.00	\$41.50	\$0.00	\$41.50	3.75%	\$1.50	Per Inspection	N
Cooling Tower Inspection (microbial Control)	\$166.50	\$171.50	\$0.00	\$171.50	3.00%	\$5.00	Per Inspection	N
Essential Services (Fire Safety) Certificate Registration and Administration	\$43.50	\$40.91	\$4.09	\$45.00	3.45%	\$1.50	Per Inspection	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

General [continued]

Hairdresser/ Beauty Salon/ Skin Penetration Inspection	\$134.50	\$139.00	\$0.00	\$139.00	3.35%	\$4.50	Per Inspection	N
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Food Premises

Annual Administration/ Registration Fee (includes 1 inspection)	\$232.50	\$240.20	\$0.00	\$240.20	3.31%	\$7.70	Per Premises	Y
Inspection Fee includes repeat inspection due to non-compliance, change of premises operator and if non compliance based on complaint.	\$169.50	\$175.00	\$0.00	\$175.00	3.24%	\$5.50	Per Premises Per Hour	N
Issue of Improvement Notice	\$330.00	\$330.00	\$0.00	\$330.00	0.00%	\$0.00	Per Notice	Y

Swimming Pools

Registration on behalf of owner	\$10.00	\$9.09	\$0.91	\$10.00	0.00%	\$0.00	Per Pool/ Spa	Y
Exemption	\$97.00	\$100.00	\$0.00	\$100.00	3.09%	\$3.00	Per Pool/ Spa	Y
Inspection	\$150.00	\$136.36	\$13.64	\$150.00	0.00%	\$0.00	Per Pool/ Spa	N
2nd inspection if 1st failed (no 3rd inspection fee)	\$100.00	\$90.91	\$9.09	\$100.00	0.00%	\$0.00	Per Pool/ Spa	N

Street Vendors

License/ Approval Fee	\$107.00	\$110.50	\$0.00	\$110.50	3.27%	\$3.50	Per Vendor	N
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Petrol Pump Approvals

Hoarding Approval Fees

Onsite Sewerage Management Systems

Registration	\$42.00	\$43.50	\$0.00	\$43.50	3.57%	\$1.50	Per system	N
Inspection	\$179.00	\$184.50	\$0.00	\$184.50	3.07%	\$5.50	Inspection	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Onsite Sewerage Management Systems [continued]

Administration fee for non-inspected systems	\$46.00	\$47.50	\$0.00	\$47.50	3.26%	\$1.50	Per estimated system	N
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Development Information

Development Certificates

Section 10.7(2) Certificate (EPA R. c.259)	\$53.00	\$62.00	\$0.00	\$62.00	16.98%	\$9.00		Y
EPA Regulations 2000								
Section 10.7(5) Certificate (includes Notices and Orders information)	\$133.00	\$156.00	\$0.00	\$156.00	17.29%	\$23.00		Y
EPA Regulations 2000								
Multiple copies of Certificates	\$14.80	\$15.40	\$0.00	\$15.40	4.05%	\$0.60	Per additional copy	N
Section 735A Certificate	\$55.50	\$57.50	\$0.00	\$57.50	3.60%	\$2.00	Per Certificate	N
Section 5(31) Certificates	\$55.50	\$57.50	\$0.00	\$57.50	3.60%	\$2.00	Per Certificate	N

Certificates

Confirmation of Development Information (Interpreting LEP, existing use rights, housing entitlements, file search)	\$107.00	\$110.50	\$0.00	\$110.50	3.27%	\$3.50	Per Hour	N
Certified copy of an Environmental Planning Instrument/ related document per s.150(2) EPA Act	\$48.50	\$50.00	\$0.00	\$50.00	3.09%	\$1.50	Per Copy	N
Digital media of Council LEP, DCP or related Planning/ Development Policy	\$19.40	\$20.00	\$0.00	\$20.00	3.09%	\$0.60	Per Disk	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Certificates [continued]

Other copy of Council LEP, DCP or related Planning/ Development Policy	\$37.50	\$39.00	\$0.00	\$39.00	4.00%	\$1.50	Per Document	N
Documents <10 pages	\$7.10	\$7.40	\$0.00	\$7.40	4.23%	\$0.30	Per Document	N
Documents 10-30 pages	\$12.60	\$13.00	\$0.00	\$13.00	3.17%	\$0.40	Per Document	N
Documents 31-50 pages	\$25.00	\$26.00	\$0.00	\$26.00	4.00%	\$1.00	Per Document	N
Documents >51 pages	\$48.50	\$50.00	\$0.00	\$50.00	3.09%	\$1.50	Per Document	N
Binders and covers (DCP)	\$63.00	\$65.00	\$0.00	\$65.00	3.17%	\$2.00	Per Document	N
LEP full size colour map sheet	\$48.50	\$50.00	\$0.00	\$50.00	3.09%	\$1.50	Per Document	N
Uralla Shire Biodiversity Strategy 2012	\$37.00	\$38.50	\$0.00	\$38.50	4.05%	\$1.50	Per Document	N
Uralla Biodiversity Strategy Planning Outcomes Report 2013	\$12.60	\$13.00	\$0.00	\$13.00	3.17%	\$0.40	Per Document	N

Animal Control

Companion Animal 1998 – registrations (cats and dogs)

Cat	\$50.00	\$59.00	\$0.00	\$59.00	18.00%	\$9.00	Per animal	Y
Cat - not desexed (Breeder OR with written notification from vet that it should not be desexed)	\$0.00	\$59.00	\$0.00	\$59.00	∞	\$59.00	Per animal	N
Companion animal - registration late fee	\$0.00	\$19.00	\$0.00	\$19.00	∞	\$19.00	Per animal	Y
Dog - Desexed (by relevant age)	\$60.00	\$69.00	\$0.00	\$69.00	15.00%	\$9.00	per animal	Y
Dog - not desexed (breeder OR with written notification from vet that it should not be desexed)	\$0.00	\$69.00	\$0.00	\$69.00	∞	\$69.00		N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Companion Animal 1998 – registrations (cats and dogs) [continued]

Dog - Working dog/Dog in service of the State/ Assistance animal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00		N
Dog - Not desexed or desexed after relevant age	\$216.00	\$234.00	\$0.00	\$234.00	8.33%	\$18.00	Per Animal	Y
Dog - Desexed (sold by pound/ shelter)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	Per Animal	Y
Pensioner desexed companion animal	\$26.00	\$29.00	\$0.00	\$29.00	11.54%	\$3.00	Per Animal	Y
Cat - Desexed (sold by pound/ shelter)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	Per Animal	Y

Companion Animal Control – Release/Sale/Surrender

Animal surrender	\$91.00	\$94.00	\$0.00	\$94.00	3.30%	\$3.00	Each	N
First Release	\$62.50	\$70.00	\$0.00	\$70.00	12.00%	\$7.50	Each	N
Second Release (within 12 months)	\$113.50	\$130.00	\$0.00	\$130.00	14.54%	\$16.50	Each	N
Daily Charge, Sustenance	\$19.20	\$19.80	\$0.00	\$19.80	3.13%	\$0.60	Per Day	N

Dog Control – Training Aids

Hire of anti-barking collar (Citronella)	\$44.50	\$41.82	\$4.18	\$46.00	3.37%	\$1.50	Per fortnight or minimum charge	N
Deposit for anti-barking collar (Citronella)	\$55.50	\$52.27	\$5.23	\$57.50	3.60%	\$2.00	Bond	N
Hire of Trap	\$10.60	\$10.00	\$1.00	\$11.00	3.77%	\$0.40	Per Hire	N
Trap deposit	\$116.00	\$119.50	\$0.00	\$119.50	3.02%	\$3.50		N

Deposit – refundable

Stock Control – Release Fees

Impounding Costs	\$124.00	\$128.00	\$0.00	\$128.00	3.23%	\$4.00	Per Hour	N
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Sheep/Goats

Impounded between 6.00 am-6.00 pm Monday to Friday	\$50.50	\$52.50	\$0.00	\$52.50	3.96%	\$2.00	Per Animal	N
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Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Sheep/Goats [continued]

Impounded between 6.00 am-6.00 pm or on any time on Weekends & Public Holidays	\$100.00	\$103.00	\$0.00	\$103.00	3.00%	\$3.00	Per Animal	N
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Other Animals

Impounded between 6.00 am-6.00 pm Monday to Friday	\$50.50	\$52.50	\$0.00	\$52.50	3.96%	\$2.00	Per Animal	N
Impounded between 6.00 am-6.00 pm or on any time on Weekends and Public Holidays	\$100.00	\$103.00	\$0.00	\$103.00	3.00%	\$3.00	Per Animal	N

Sustenance Costs

Sheep/Goats	\$10.60	\$11.00	\$0.00	\$11.00	3.77%	\$0.40	Per head / per day	N
Other animals	\$22.50	\$23.50	\$0.00	\$23.50	4.44%	\$1.00	Per head / per day	N

Other Animal Fees

Damages to garden or growing crop	Full Cost Recovery						Per Animal	N
Fee for veterinary care	Full Cost Recovery						Per Animal	N
Fee for advertising	Full Cost Recovery						Per Animal	N
Fee for sale of animals	Full Cost Recovery						Per Animal	N
Fee for serving notices	Full Cost Recovery						Per Animal	N
Truck/Float Hire	Full Cost Recovery						Per Animal	N

Other Regulatory Fees

Vehicle Impounding	\$140 + \$12 per night Last year fee \$135 + \$10 per night						Per Vehicle	N
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Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Companion Animals Regulation 2018

Late fee permit not paid 28 days after permit required	\$17.00	\$17.00	\$0.00	\$17.00	0.00%	\$0.00	Per animal	Y
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Companion Animals Regulation 2018 (Part 4, Sec 27)

Commenced 1 July 2019

Permit fee for dangerous/restricted dog	\$195.00	\$195.00	\$0.00	\$195.00	0.00%	\$0.00	Per animal	Y
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Companion Animals Regulation 2018 (Part 4, Sec 27)

All dangerous/restricted dogs will require an annual permit as well as life time registration from July 2019.

Commenced 1 July 2019

Permit fee for undesexed cat	\$80.00	\$80.00	\$0.00	\$80.00	0.00%	\$0.00	Per animal	Y
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Companion Animals Regulation 2018 (Part 4, Sec 27)

All undesexed cats will require a permit as well as lifetime registration from July 2019.

Commenced 1 July 2019

Animal Permit

Cat - not desexed by four months of age	\$0.00	\$85.00	\$0.00	\$85.00	∞	\$85.00	Per animal per annum	N
Dangerous dog or restricted dog breed annual permit	\$0.00	\$206.00	\$0.00	\$206.00	∞	\$206.00	Per animal per annum	N
Permit late fee	\$0.00	\$19.00	\$0.00	\$19.00	∞	\$19.00	Per animal	N

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Administrative Services

Corporate Records

Printing and copying (non self-service)

A4 Black and White	\$0.75	\$0.41	\$0.04	\$0.45	-40.00%	-\$0.30	Per single sided page	N
A4 Colour	\$1.15	\$0.91	\$0.09	\$1.00	-13.04%	-\$0.15	Per single sided page	N
A3 Black and White	\$1.15	\$0.91	\$0.09	\$1.00	-13.04%	-\$0.15	Per single sided page	N
A3 Colour	\$1.90	\$2.09	\$0.21	\$2.30	21.05%	\$0.40	Per single sided page	N

Public Access Act (GIPA) Income

Photocopy, printing and postage fees also apply.

Note that if the information sought is made publicly available within three working days after the applicant is granted access, then the applicant is entitled to a full waiver of the processing charge.

GIPA Application Fee	\$30.00	\$30.00	\$0.00	\$30.00	0.00%	\$0.00	Application	Y
GIPA Processing Fee – regular	\$30.00	\$30.00	\$0.00	\$30.00	0.00%	\$0.00	Per Hour	Y
GIPA Processing Fee – hardship (Pensioner Concession card issued by the Commonwealth that is in force; or an enrolled full-time student; or a not-for-profit organisation)	\$15.00	\$15.00	\$0.00	\$15.00	0.00%	\$0.00	Per Hour	Y
GIPA Advance Deposit	50% of total Processing Fee						Per Application	Y
GIPA Internal Review	\$40.00	\$40.00	\$0.00	\$40.00	0.00%	\$0.00	Per Matter	Y

Council Chamber/Office Room Hire

Hire of Meeting Rooms and Facilities

Council Chambers	\$225.00	\$204.55	\$20.45	\$225.00	0.00%	\$0.00	Per day or part thereof	N
Non local groups – includes video, TV, whiteboard, kitchen facilities and complimentary tea and coffee								

Name	Year 21/22	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
	Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)				

Other Miscellaneous Fees and Charges

Sale of document copies

Development Control Plan	\$28.00	\$29.00	\$0.00	\$29.00	3.57%	\$1.00	Each	N
Local Environment Plan (LEP)	\$38.50	\$40.00	\$0.00	\$40.00	3.90%	\$1.50	Each	N
State of Environment Report	\$12.60	\$13.00	\$0.00	\$13.00	3.17%	\$0.40	Each	N

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Name	Year 21/22 Fee (incl. GST)	Year 22/23			Increase %	Increase \$	Unit	Statutory Fee
		Fee (excl. GST)	GST	Fee (incl. GST)				

Financial Services

General Income

Rate/Valuation Enquiries

Written/ complex response to a rating or valuation enquiry	By quotation, charged at \$60.00 per hour excl GST						Per Invoice	N
	Min. Fee excl. GST: \$60.00							
	Last year fee							
	By quotation, charged at \$52.20 per hour excl GST							
	Min. Fee excl. GST: \$52.20							
Copy of rate notice	\$18.00	\$18.60	\$0.00	\$18.60	3.33%	\$0.60	Per Copy	N

Miscellaneous Fees

Section 603 Certificates	n/a Min. Fee excl. GST: \$90.00							Y
Fee charged will be as per the Statutory charge set by the Office of Local Government								
Dishonoured Cheque Fee	\$42.50	\$44.00	\$0.00	\$44.00	3.53%	\$1.50	Per Cheque	N
Certificate Refund Fee	\$10.60	\$10.00	\$1.00	\$11.00	3.77%	\$0.40	Per application	N

Index of all Fees

0

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1

1 seater	[Lounges]	15
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140L Wheelie Bin	[Waste Product Sales]	12
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2

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3

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A4 Colour	[Photocopies and Printing (self-service)]	19
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Dog - Desexed (sold by pound/shelter)	[Companion Animal 1998 – registrations (cats and dogs)]	44
Dog - not desexed (breeder OR with written notification from vet that it should not be desexed)	[Companion Animal 1998 – registrations (cats and dogs)]	43
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I

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Impounded between 6.00 am-6.00 pm Monday to Friday	[Other Animals]	45
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Installation/Removal during service hours (7.30 am-3.00 pm)	[Water Restriction Devices]	8
Interment	[Uralla and Bundarra Lawn Cemeteries]	20
Interment	[Uralla and Bundarra Old Section Cemeteries]	20
Interment in an existing monument	[Uralla and Bundarra Old Section Cemeteries]	20
Interment of Ashes	[Uralla and Bundarra Niche Wall and Uralla Niche Garden]	21
Interment: Saturdays, Sundays and Public Holidays loading	[Uralla and Bundarra Lawn Cemeteries]	20
Interment: Saturdays, Sundays and Public Holidays loading	[Uralla and Bundarra Old Section Cemeteries]	20
Issue of Improvement Notice	[Food Premises]	41
Item Replacement	[Lost, damaged or stolen books]	19

K

King	[Mattresses]	15
King Single	[Mattresses]	15
Kitchen Use Extra <50	[Bundarra School of Arts Hall]	23
Kitchen Use Extra >50	[Bundarra School of Arts Hall]	23

L

Large Animals – e.g. horses, cattle	[Dead Animals]	15
Large tractor tyre, 2 m-2.8 m	[Tyres]	16
Late fee permit not paid 28 days after permit required	[Companion Animals Regulation 2018]	46
Leasing of space for transmitter and aerial at Mount Mutton	[Mount Mutton transmitter]	11
LEP full size colour map sheet	[Certificates]	43
Less than \$10,000	[Engineering Plans Checking (design and construction) – based on cost of work]	37

L [continued]

Less than \$100,000	[Review of Determination per s, 82B, EPA Regulations (Rejection) – c.257A]	35
Less than \$5,000	[All other Development Work – EPA R. c.257]	34
Less than \$5,000	[All other requests for modifications, based on estimated construction costs]	35
Less than \$5000	[Development Applications – Building Works – Based on cost of works]	32
License/Approval Fee	[Street Vendors]	41
Light Industry/Industry	[Landscaping Bonds]	10
Light truck	[Tyres]	16
Local	[Telephone Calls]	29
Local Community Groups – Full Day	[Large Group Room]	22
Local Community Groups – Full Day	[Small Group Room]	22
Local Community Groups – Half Day	[Large Group Room]	22
Local Community Groups – Half Day	[Small Group Room]	22
Local Environment Plan (LEP)	[Sale of document copies]	48
Long Service Levy fee for cost of works > \$25,000	[Long Service Levy]	37
Lost membership card replacement	[Library Fees]	19
Lunch	[Visitor Meals]	30

M

Management of waste	[Section 68 Applications]	38
Manual Collection bi-weekly – Cardboard Only	[Commercial Recycling]	12
Manual Collection Weekly – Cardboard Only	[Commercial Recycling]	12
Medium animals – e.g. goats, sheep, pigs	[Dead Animals]	15
Medium tractor tyre, 1 m-1.9 m	[Tyres]	16
Minor changes to existing OSSM system or scheduled inspection	[Section 68 Applications]	38
Modification to consent requiring advertisement per s. 4.55 EPA Act	[All other requests for modifications, based on estimated construction costs]	36
Motorcycle	[Tyres]	15
Multiple copies of Certificates	[Development Certificates]	42

N

No building or work involved: For dwelling house costing \$100,000 or less	[Other modifications per s.4.55 not of minor environmental impact]	35
Non NTCRS e-waste	[E-Waste]	15
Non Standard Resident	[Daily Fees]	29
Non-Pensioner	[Respite]	29
Non-residential sewer access charge	[Access and Supply]	8
Not involving building work	[Review of Determination per s, 82A, EPA Regulations c.257]	34
NTCRS eligible e-waste	[E-Waste]	15

O

Office 1	[Tablelands Community Support Options – TCS]	22
Office 2	[Tablelands Community Support Options – TCS]	22
On-site Waste Water management system	[Section 68 Applications]	38
Original fee was greater than \$101.00 (no works involved)	[Other modifications per s.4.55 not of minor environmental impact]	35
Original fee was less than \$100.00 (c.258)	[Other modifications per s.4.55 not of minor environmental impact]	35
Other (private) works	[General Services]	10
Other animals	[Sustenance Costs]	45
Other copy of Council LEP, DCP or related Planning/ Development Policy	[Certificates]	43
Over \$250,000	[Complying Development Certificates – Fees based on construction cost]	32
Over \$250,000	[Construction Certificates]	37
Overnight Respite - HCP	[HCP Clients]	26
Overnight Respite - Private Clients	[Private Clients]	28

P

Package Management HCP Level 1 - Fortnightly	[HCP Clients]	26
Package Management HCP Level 2 - Fortnightly	[HCP Clients]	26
Package Management HCP Level 3 - Fortnightly	[HCP Clients]	26
Package Management HCP Level 4 - Fortnightly	[HCP Clients]	26
Penalty notice has been issued for an offence under 4.2 of the Act in relation to erection of building and the penalty has been paid	[Additional fee where applicant /owner erected the building and:]	39
Pensioner	[Respite]	29
Pensioner desexed companion animal	[Companion Animal 1998 – registrations (cats and dogs)]	44
Per application	[Building Entitlement Confirmation Fee]	33

P [continued]

Per Unit	[Hill Street Uralla]	21
Permanents with metered site	[Longer stays (7 nights for 6)]	22
Permission to carry out work at existing grave, includes monument erection and inspection	[Uralla and Bundarra Old Section Cemeteries]	20
Permit fee for dangerous/ restricted dog	[Companion Animals Regulation 2018]	46
Permit fee for undesexed cat	[Companion Animals Regulation 2018]	46
Permit late fee	[Animal Permit]	46
Personal care	[Commonwealth Home Support Programme]	28
Personal Care - Mon to Fri 6am to 6pm (HCP clients)	[HCP Clients]	26
Personal Care – Mon to Fri 6am to 6pm (Private clients)	[Private Clients]	28
Personal Care - Public Holiday (HCP clients)	[HCP Clients]	26
Personal Care – Public Holiday (Private clients)	[Private Clients]	28
Personal Care - Sat (HCP clients)	[HCP Clients]	26
Personal Care – Sat (Private clients)	[Private Clients]	28
Personal Care - Sun (HCP clients)	[HCP Clients]	26
Personal Care – Sun (Private clients)	[Private Clients]	28
Phased Resident	[Daily Fees]	29
Placement of ashes	[Uralla and Bundarra Old Section Cemeteries]	20
Plan Management	[NDIS]	29
Planning proposal application	[Planning Proposal]	37
Plus fee for each \$1,000 above \$10,000 to \$100,000	[Engineering Plans Checking (design and construction) – based on cost of work]	37
Plus fee for required Notice under s.82A EPA Regulations	[All other Development Work – EPA R. c.257]	35
Plus fee per additional lot created	[Subdivision Fees]	34
Plus fee per additional lot created	[Subdivision Fees]	34
Plus fee per additional lot created	[Subdivision Fees]	34
Power for metered site	[Longer stays (7 nights for 6)]	22
Powered site for up to 2 persons	[Queen Street Uralla Caravan Park]	21
Powered site for up to 2 persons	[Bundarra Caravan Park]	23
Private works (not in conjunction with works program)	[Kerb and Guttering]	10
Processed sludges from water & sewage treatment (in solid form only, liquid not accepted)	[Bio solids]	17
Processing commenced	[Refund of DA fee for cancellation of DA]	34
Processing Fee	[Lost, damaged or stolen books]	19
Processing Fee	[Subdivision Certificate / Title Plan Processing Fee]	34
Processing largely completed	[Refund of DA fee for cancellation of DA]	34
Processing not commenced	[Refund of DA fee for cancellation of DA]	34
Protected Resident	[Daily Fees]	29
Provide junction and connection beyond 4m from sewer main	[Sewer Connection Charges]	9
Provide junction to main on property, up to 4 m	[Sewer Connection Charges]	8
Public Roads	[Section 68 Applications]	38
Purchase of Double Depth Plot (does not include plaque)	[Uralla and Bundarra Lawn Cemeteries]	20
Purchase of Niche in garden	[Uralla and Bundarra Niche Wall and Uralla Niche Garden]	21
Purchase of Niche in wall and Interment of Ashes *	[Uralla and Bundarra Niche Wall and Uralla Niche Garden]	21
Purchase of plot - Double depth	[Uralla and Bundarra Old Section Cemeteries]	20
Purchase of plot - Single Depth	[Uralla and Bundarra Old Section Cemeteries]	20

Q

Queen	[Mattresses]	15
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R

Record search for burial details (after 15 minutes)	[Searches]	20
Recyclable materials, sorted only	[Sorted Recycling]	13
Registered Nurse - Mon to Fri 6am to 6pm (HCP clients)	[HCP Clients]	26
Registered Nurse - Mon to Fri 6am to 6pm (Private clients)	[Private Clients]	27
Registered Nurse - Public Holiday (HCP clients)	[HCP Clients]	26
Registered Nurse - Public Holiday (Private clients)	[Private Clients]	27
Registered Nurse - Sat (HCP clients)	[HCP Clients]	26
Registered Nurse - Sat (Private clients)	[Private Clients]	27
Registered Nurse - Sun (HCP clients)	[HCP Clients]	26
Registered Nurse - Sun (Private clients)	[Private Clients]	27
Registration	[Onsite Sewerage Management Systems]	41
Registration on behalf of owner	[Swimming Pools]	41
Removal of plaques	[Uralla and Bundarra Niche Wall and Uralla Niche Garden]	21

R [continued]

Replacement of broken or missing chairs and tables (hall or external use)	[External Equipment Hire]	23
Residential Flats/Units	[Landscaping Bonds]	10
Residential sewer access charge	[Access and Supply]	8
Respite	[Commonwealth Home Support Programme]	28
Road Restoration Fees	[Road Restoration Fees]	11

S

Sandwich Board Inspection	[General]	40
Second Release (within 12 months)	[Companion Animal Control – Release/Sale/Surrender]	44
Section 10.7(2) Certificate (EPA R. c.259)	[Development Certificates]	42
Section 10.7(5) Certificate (includes Notices and Orders information)	[Development Certificates]	42
Section 5(31) Certificates	[Development Certificates]	42
Section 603 Certificates	[Miscellaneous Fees]	49
Section 7.11 Contributions	[Section 7.11 Contributions]	32
Section 735A Certificate	[Development Certificates]	42
Section 88B	[Miscellaneous Administrative Application Fees]	33
Self-Care Activities	[NDIS]	29
Sewer supply work	[Section 68 Applications]	38
Sheep/Goats	[Sustenance Costs]	45
Showers	[Bundarra Caravan Park]	24
Shredded Tyres	[Tyres]	16
Single	[Mattresses]	15
Single Admission Fee – Adult	[Admittance Fees]	18
Single Admission Fee – Child	[Admittance Fees]	18
Small domestic animals e.g. cats, chickens, possums, dogs	[Dead Animals]	15
Small Regular Usage – eg sporting clubs	[Bundarra School of Arts Hall]	23
Small tractor tyre, up to 1 m	[Tyres]	16
Social Outing	[Client Contributions – Group return transport]	31
Social Support – Group	[Commonwealth Home Support Programme]	29
Social Support – Individual	[Commonwealth Home Support Programme]	29
Social Support - Mon to Fri 6am to 6pm (HCP clients)	[HCP Clients]	26
Social Support – Mon to Fri 6am to 6pm (Private clients)	[Private Clients]	27
Social support - Public Holiday (HCP clients)	[HCP Clients]	26
Social Support – Public Holiday (Private clients)	[Private Clients]	28
Social Support - Sat (HCP clients)	[HCP Clients]	26
Social Support – Sat (Private clients)	[Private Clients]	27
Social support - Sun (HCP clients)	[HCP Clients]	26
Social Support – Sun (Private clients)	[Private Clients]	28
Solicitor Enquiry	[Building Indemnity Insurance]	40
Staff Escort	[Transport Residents]	30
Stamping additional plans and specs – up to four copies	[Miscellaneous Administrative Application Fees]	33
Standard DA fee plus additional fee	[Integrated Development (c.252A/253)]	36
Standard Resident	[Daily Fees]	29
State of Environment Report	[Sale of document copies]	48
STD	[Telephone Calls]	30
Stormwater supply work	[Section 68 Applications]	38
Subdivisions – No opening of a New Road	[Subdivision Fees]	34
Subdivisions – Opening of a New Road	[Subdivision Fees]	34
Subdivisions – Strata	[Subdivision Fees]	34
Super single	[Tyres]	16
Supply & install pressure sewer unit & house service – Bundarra only	[Sewer Connection Charges]	8
Surcharge for digging of grave by hand	[Uralla and Bundarra Lawn Cemeteries]	20
Surcharge for family presence at interment after hours	[Uralla and Bundarra Niche Wall and Uralla Niche Garden]	21

T

Tables	[External Equipment Hire]	23
TCS Office	[Tablelands Community Support Options – TCS]	22
To \$5,000	[Complying Development Certificates – Fees based on construction cost]	32
To \$5,000	[Construction Certificates]	37
To and from Uralla CBD	[Transport Residents]	30
To Armidale	[Transport Residents]	30
To Tamworth	[Transport Residents]	30
Trade Waste – application fee	[Trade Waste]	9
Trade Waste – usage	[Trade Waste]	9
Trap deposit	[Dog Control – Training Aids]	44

T [continued]

Travel (HCP clients)	[HCP Clients]	27
Travel (Private Clients)	[Private Clients]	27
Treated sewage effluent charge from the Uralla STP	[Water Sales]	7
Truck	[Tyres]	16
Truck/Float Hire	[Other Animal Fees]	45

U

Unconnected lot sewer access charge	[Access and Supply]	8
Uncontaminated garden and wood waste : Car - Sedan or wagon	[Uncontaminated garden and wood waste]	14
Uncontaminated garden and wood waste : Large trailer	[Uncontaminated garden and wood waste]	14
Uncontaminated garden and wood waste : Truck	[Uncontaminated garden and wood waste]	14
Uncontaminated garden and wood waste : Utility or small trailer	[Uncontaminated garden and wood waste]	14
Uncontaminated garden and wood waste: wheelie bins (maximum of 2)	[Uncontaminated garden and wood waste]	14
Uninhabited, unpowered tent site	[Queen Street Uralla Caravan Park]	21
Unpowered site for up to 2 persons	[Queen Street Uralla Caravan Park]	21
Unpowered site for up to 2 persons	[Bundarra Caravan Park]	23
Unsieved sand	[Sale of sand, gravel and topsoil]	11
Uralla and Bundarra Connection Charge to water main, connection over 4 m	[Water Connection Fees]	7
Uralla and Bundarra Connection Charge to water main, up to 4 m	[Water Connection Fees]	7
Uralla Biodiversity Strategy Planning Outcomes Report 2013	[Certificates]	43
Uralla Shire Biodiversity Strategy 2012	[Certificates]	43
Uralla Sporting Complex #	[Field Hire]	18
Uralla Visitor Information Centre - Hire of Kitchen	[Hire]	19
Usage charge	[Access and Supply]	8
Use a standing vehicle or any article for the purpose of selling any article in a public place	[Section 68 Applications]	38
Utility/6 x 4 trailer	[Residential Waste (Sorted)]	13
Utility/6 x 4 trailer	[Clean brick, Concrete, Tile]	14
Utility/6 x 4 trailer, heaped	[Residential Waste (Sorted)]	13
Utility/6x4 trailer	[Residential Waste (Unsorted)]	13
Utility/6x4 trailer, heaped	[Residential Waste (Unsorted)]	13

V

Vase	[Uralla and Bundarra Niche Wall and Uralla Niche Garden]	21
Vehicle Impounding	[Other Regulatory Fees]	45

W

Waste Facility Fee – included in Environmental Levy	[Domestic Waste Management]	11
Water Access Charge Uralla and Bundarra	[Access and Supply]	7
Water Meter Special read	[Other Water Fees and Charges]	7
Water Meter supplied and fitted (20 mm) or replaced	[Other Water Fees and Charges]	7
Water Meter Testing only	[Other Water Fees and Charges]	7
Water Supply – consumption charge	[Access and Supply]	7
Water supply work	[Section 68 Applications]	38
Weekly Powered site for up to 2 persons	[Longer stays (7 nights for 6)]	21
Weekly Unpowered site for up to 2 persons	[Longer stays (7 nights for 6)]	22
Wheelie Bin (up to 240 L, per bin)	[Clean brick, Concrete, Tile]	14
Wheelie Bin (up to 240 Litre, per bin)	[Residential Waste (Sorted)]	13
Wheelie Bin (Up to 240L and per bin)	[Residential Waste (Unsorted)]	13
Where a person has been found guilty of an offence under the Act in relation to the erection of a building	[Additional fee where applicant /owner erected the building and:]	40
Where Order No, 2, 12, 13, 15, 18 or 19 in the Schedule 5 of the Act has been issued	[Additional fee where applicant /owner erected the building and:]	39
Where the court has made a finding that the building was erected in contravention of a provision of the Act	[Additional fee where applicant /owner erected the building and:]	40
Written/complex response to a rating or valuation enquiry	[Rate/Valuation Enquiries]	49

Other

\$1,000,001-\$10,000,000	[Development Applications – Building Works – Based on cost of works]	32
\$1,000,001-\$10,000,000	[All other Development Work – EPA R. c.257]	35

Other [continued]

\$1,000,001-\$10,000,000	[All other requests for modifications, based on estimated construction costs]	36
\$10,001-\$100,000	[Engineering Plans Checking (design and construction) – based on cost of work]	37
\$100,001-\$1,000,000	[Review of Determination per s, 82B, EPA Regulations (Rejection) – c.257A]	35
\$100,001-\$250,000	[Complying Development Certificates – Fees based on construction cost]	32
\$100,001-\$250,000	[Construction Certificates]	37
\$250,001-\$500,000	[Development Applications – Building Works – Based on cost of works]	32
\$250,001-\$500,000	[All other Development Work – EPA R. c.257]	34
\$250,001-\$500,000 (c. 258)	[All other requests for modifications, based on estimated construction costs]	36
\$5,001-\$100,000	[Complying Development Certificates – Fees based on construction cost]	32
\$5,001-\$100,000	[Construction Certificates]	37
\$5,001-\$250,000	[All other Development Work – EPA R. c.257]	34
\$5,001-\$250,000	[All other requests for modifications, based on estimated construction costs]	36
\$5,001-\$50,000	[Development Applications – Building Works – Based on cost of works]	32
\$50,001-\$250,000	[Development Applications – Building Works – Based on cost of works]	32
\$500,001-\$1,000,000	[Development Applications – Building Works – Based on cost of works]	32
\$500,001-\$1,000,000	[All other Development Work – EPA R. c.257]	34
\$500,001-\$1,000,000	[All other requests for modifications, based on estimated construction costs]	36

DRAFT



15.5 COUNCILLOR EXPENSES AND FACILITIES POLICY

Department: Corporate Services
Prepared by: Manager Governance
TRIM Reference: UINT/21/6434
Attachment: UINT/22/6433 – Councillor Expenses and Facilities Policy

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: 4.1 A strong, accountable and representative Council

Strategy: 4.1.5 Undertake the civic duties of Council with the highest degree of professionalism and ethics

SUMMARY:

1. This report provides a revised Policy: Council's Councillor Expenses and Facilities 2018.

RECOMMENDATION:

That the revised Councillor Expenses and Facilities Policy be adopted.

REPORT:

2. Section 252 of the *Local Government Act 1993* (the Act) requires Council to adopt 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 office.
3. The Councillor Expenses and Facilities Policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to assist them in undertaking their civic duties. It provides accountability and transparency, and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
4. Council adopted its current Policy at its Ordinary Meeting held on 27 March 2018.
5. Under section 253 of the Act, Council is not required to give public notice of a proposed amendment to its Policy for the payment of expenses or provision of facilities if the Council is of the opinion that the proposed amendment is not substantial.
6. An amendment has been made to the Policy. Item 4.12 now reads as follows:

4.12 Superannuation

At its Ordinary Council meeting held on 22 March 2022 Council resolved that *That the Mayor and Councillors be paid superannuation commencing 1 July 2022, and the Mayor and Councillors' remuneration be reduced by the amount of superannuation contributions made on the condition that Councillors' details are supplied.* (Resolution Number 18.03/22)

The Mayor and/or individual Councillors will only be paid superannuation if they provide their superannuation account details to Council, otherwise arrangements which took place prior to 1 July 2022 will continue.

7. Section 428 of the *Local Government Act 1993* requires Council to report the following in its Annual Report:
- The amount of money expended during the financial year on Councillor and Mayoral fees;
 - A statement of the total amount expended during the year on the provision of facilities and the payment of expenses for each Councillor;
 - The Council's Policy for the payment of expenses and provision of facilities to Councillors; and
 - Any other additional items that are identified as being in the public interest, from time to time.

CONCLUSION:

8. The revised Councillor Expenses and Facilities Policy has been prepared in accordance with the *Local Government Act 1993* and complies with the Office of Local Government's Guidelines for the Payment of Expenses and Provision of Facilities to Mayors and Councillors in NSW (2009).

COUNCIL IMPLICATIONS

9. **Community Engagement/Communication**

Nil.

10. **Policy and Regulation**

252 (1) of the Act: Payment of expenses and provision of facilities

Within the first 12 months of each term of a council, the council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.

S253 of the Act: Requirements before policy concerning expenses and facilities can be adopted or amended

(1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.

(2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.

(3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.

11. **Financial/Long Term Financial Plan**

The Policy has been budgeted for.

12. **Asset Management/Asset Management Strategy**

Not applicable.

13. **Workforce/Workforce Management Strategy**

Not applicable.

14. **Legal and Risk Management**

The risk of adopting the policy has been assessed as Low.

15. **Performance Measures**

Reviewing the policy

16. **Project Management**

Manager Governance



Policy:

Councillor Expenses and Facilities

2022

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council	27 March 2018	Resolution No.	27.03/18
Document Owner	Director Corporate Services		
Document Development Officer	Manager Governance		
Review Timeframe	Statutory - within the first 12 months of each term of a council		
Last Review Date:	June 2022	Next Scheduled Review Date	October 2025

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
1	23 June 2017	Revision, Resolution X03.09.17
2	27 March 2018	Revision, Resolution 27.03/18
3	28 June 2022	Revision, Resolution XX.06/22

Related Legislation	Local Government Act 1993 Local Government (General) Regulation 2021
Related Policies	
Related Procedures/ Protocols, Statements, documents	Office of Local Government Guidelines for the Payment of Expenses and Provision of Facilities for Mayors and Councillors in NSW (2009)

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1. OBJECTIVES

The objectives of this policy are to ensure that:

- There is accountability and transparency in the payment of expenses incurred or to be incurred by Councillors;
- These expenses and the facilities provided to Councillors are acceptable to, and meet the expectations of, the local community;
- Council complies with legislative requirements; and
- Councillors are not financially or otherwise disadvantaged in undertaking their civic duties.

2. SCOPE

This policy applies to all Councillors of Uralla Shire Council, including the Mayor. This policy is to be read in conjunction with Council's Code of Conduct, particularly those provisions relating to the use of resources.

3. DEFINITIONS

Act	<i>The Local Government Act 1993.</i>
Council Event	Means conferences, training and development, seminars and presentations, dinners with visiting delegates, and other events – in addition to Council Meetings - to which attendance by a Councillor has been requested and approval received in accordance with this Policy. For the purpose of this Policy, an approved Council Event for attendance by the Mayor and/or Deputy Mayor includes the annual: <ul style="list-style-type: none">• New South Wales Local Government Association Conference,• Australian Local Government Association National General Assembly, and• National Roads and Transport Congress.
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Uralla Shire Council who is not suspended, including the Mayor.
Expenses	Means reasonable costs or charges incurred, or to be incurred, by Councillors discharging Official Business or attending Council Events. All Expenses for reimbursement must be outlined in this Policy and may be either reimbursed to a Councillor or paid directly by the Council to a third party. Expenses are separate and additional to allowances paid to Councillors and the Mayor in accordance with the Act.
Facilities	Equipment and services provided by Council to Councillors to enable them to discharge Official Business to a standard appropriate to their role.
Guidelines	Guidelines issued under section 23A of the Act to which this Policy must comply.
Limits and Standards	This Policy sets out the monetary limits to be applied to reimbursement of expenses, and the standards for the provision of equipment of facilities as determined by Council in accordance with the Guidelines.
Local Travel	Travel within the Uralla Shire Council Local Government Area.

Council Meetings	Meetings for which Councillors expenses will be reimbursed for attending include Ordinary and Extraordinary meetings of Council within the meaning of the Act, and Standing Committees and/or Workshop meetings to which the Councillor is a delegate by resolution of Council.
Official Business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: <ul style="list-style-type: none"> • Meetings of Council and committees of the whole • Meetings of committees facilitated by Council • Civic receptions hosted or sponsored by Council • Meetings, functions, workshops, and activities to which attendance by a Councillor has been requested and approved in accordance with this Policy.
Regulations	Local Government (General) Regulation 2005.

4. STATEMENT

Section 252 of the Act requires that Council adopt a Policy on payment of Councillor Expenses and the provision of facilities to Councillors within 12 months of the term of a new council.

4.1. Key Principles

The Code of Conduct provides that:

- Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions;
- Council resources must be used ethically, effectively, efficiently and carefully, Council property including intellectual property, official services and facilities must not be misused for private benefit or gain;
- Councillors should avoid any action or situation that could create the appearance that Council resources are being inappropriately used;
- A person's re-election is considered to be a personal interest. Official Council material such as letterheads, publications, websites (including all other social media) as well as Council services and forums should not be used for re-election purposes;
- The fund raising activities of political parties, including political fundraising events, are considered to be personal interests.
- Council facilities provided to Councillors should not be used for personal benefit other than on an incidental basis. Where more substantial private use occurs, Council will require payment of a fee to cover this use.

4.2. Reimbursement of Expenses

Section 252 of the Act and Clause 403 Regulations requires that Council authorises payment of expenses and provide facilities to Councillors and the Mayor as follows:

- Councillors can only receive reimbursement for expenses and the use of facilities when these are clearly defined in this Policy; and
- Adequate provision must be made within the Policy for Councillors and the Mayor to be reimbursed for actual expenses in the performance of Official Business and attendance at Council Events, including but not limited to training and development, conferences and seminars, travel, childcare, legal expenses and insurance.

Councillors should not obtain private benefit from the provision of equipment and facilities, however it is acknowledged that incidental use of council equipment and facilities may occur from time to time. Such incidental private use is not subject to compensatory payment back to Council. Where private use does occur beyond incidental nature, the Act provides that Council must recover a payment from Councillors to cover that use.

Appropriate rates for reimbursement and standards for provision of facilities should be included within this Policy. This will include reference to any relevant employment award rates and Australian Taxation Office determinations.

4.3 Allowances

Council will determine the amount of the Councillor and Mayoral allowances each year in open Council. Allowances are to be within the limits set for Councillors by the NSW Local Government Remuneration Tribunal.

4.4 Expenses, Facilities and Equipment – General

Councillor expenses may not be used to support attendance by Councillors at political fund raising functions. Council facilities, equipment and services are not to be used by or for Councillors to produce election material or for any other political purposes.

A general allowance for expenses will not be paid. Council will not pay for any private benefits obtained by a Councillor. Councillors must also, in accordance with the Code of Conduct, avoid any action or situation that could create the appearance that Council resources are being used inappropriately.

4.5 Approval gained prior to an expense being incurred

Where appropriate and requested by a Councillor, and authorised by the Mayor and General Manager, or Deputy Mayor and General Manager in the case of the Mayor, Council will provide an advance payment for the cost of a service associated with discharging Official Business. This is to ensure that Councillors are able to fully participate in Official Business without financial disadvantage. Advance payments must always be reconciled at a future date within 45 days of the expense being incurred, with any residual funds being returned to Council.

In circumstances where it is appropriate for Councillors to give a gift or benefit these gifts and benefits should be of a token value and in accordance with the relevant policies of Council. Clarification on what token gifts and benefits are can be sourced from Council's Code of Conduct.

Approval for discretionary trips, attendance at conferences and/or for other significant expenses and facilities will occur, where possible, at a full meeting of Council.

Reimbursement of payments made by the Mayor and Councillors will only be made following the completion of a form as set out in Appendix A: Expense Claim Form, and the provision of:

- A tax invoice in the case of expenditure greater than \$50.00; or
- A receipt or Statutory Declaration where a receipt cannot be obtained for expenditure less than \$50.00.

In accordance with requirements, Council has set monetary limits to all expense provisions in this Policy, as well as standards for the provision of equipment and facilities. See Appendix B, Limits and Standards that prescribes a summary of the monetary limits and standards as determined under the Policy to be applied.

In situations where private use by Councillors, greater than an incidental nature, arises from the provision of facilities Councillors will compensate Council in accordance with the appropriate method of reconciliation and reimbursement for that private use. Facilities, equipment or services provided to a Councillor shall be returned to the Council, or terminated where applicable, when an individual ceases to be a Councillor or during an extended leave of absence. The Councillor where practical, will be given the option to purchase the equipment provided at the greater of an agreed fair market price or written down value.

4.6 Items for the payment of expenses

Attendance at seminars and conferences

- a) Council will be represented at the annual New South Wales Local Government Association Conference by the Mayor and/or Deputy Mayor.
- b) Council will be represented at both the annual Australian Local Government Association National General Assembly of Local Government and National Roads and Transport Congress by the Mayor and/or Deputy Mayor.
- c) Attendance at all other seminars and conferences must be approved.
- d) Requests for attending seminars and conferences must be in writing and outline the benefits to Council;
- e) Where possible, requests must be considered and approved at a full meeting of Council prior to attendance. Where this is not possible, attendance should be approved by the Mayor and General Manager;
- f) After returning from the conference the Councillor/s should provide a written report to Council on the aspects of the seminar or conference relevant to Council business and / or the local community;
- g) Council will pay all seminar or conference registration fees including the costs of related official lunches and dinners, and associated tours where they are relevant to the business and interests of Council;
- h) Council will meet the reasonable cost of transportation, parking fees, road tolls, accommodation and meals associated with attendance at the conference when they are not included in conference fees, and they are in accordance with other Policy provisions, approval processes and limits;

- i) Associated costs for attendance by spouses, partners and accompanying persons will only be met in accordance with the relevant provisions of this Policy.

Training and Development

- a) Council will identify, plan and provide for training and development of Councillors to enable them to carry out Official Business;
- b) A separate provision will be made within the annual budget for the payment of training and development expenses of Councillors;
- c) It is essential that where Council is paying these expenses that the training or educational course is directly related to the Councillor's functions and responsibilities;
- d) Council will meet the reasonable cost of transportation, parking fees, road tolls, accommodation and meals associated with attendance at the training and development when they are not included in the training or course fees, and they are in accordance with other Policy provisions, approval processes and limit.

Travel – General

- a) All travel by Councillors will be undertaken utilising the most direct route and most practicable and economical mode of transport subject to any personal medical considerations;
- b) Councillors will be responsible for any traffic or parking infringements incurred, whether it is related to their own vehicle or a Council vehicle in their control;
- c) This will include the use of private vehicles in accordance with the rates advised by the Australian Taxation Office, as set out in Appendix B.

Travel – Local

- a) Council will pay for or reimburse the reasonable Local Travel expenses, including use of a Councillor's own vehicle, public transport, hire cars and taxi fares of Councillors relating to carrying out Official Business or attending a Council Event as defined within this Policy.

Travel – Intrastate

- a) Travel expenses, including flights outside the Uralla Shire Council Local Government Area but within the State of NSW for Councillors carrying out Official Business or attending a Council Event, as defined in this Policy, will be paid for or reimbursed in the same method as Local Travel, with the exception that they will require approval prior to travel, by the Mayor and General Manager or where appropriate Council.

Travel – Interstate

- a) Travel expenses including flights, outside the state of NSW for Councillors carrying out Official Business or attending a Council Event, as defined in this Policy, will be paid for or reimbursed in the same method as local and intrastate travel, with the exception that interstate travel will require a request for approval to be considered and approved at a full meeting of Council prior to the travel being undertaken;
- b) The request for approval of interstate travel should include full details of the travel, including itinerary, costs and reasons for the travel.

Travel – International

- a) Councillors will not be reimbursed for any overseas travel.

Accommodation Costs

- a) Accommodation standards to be restricted to a four star standard accommodation, unless it is impractical to do so, or the accommodation is included at a conference venue;
- b) Should a Councillor elect to utilise a higher standard of accommodation, they shall reimburse Council prior to the stay for the difference in cost;
- c) Any personal expenses (mini bar, additional nights not required for Official Business etc.) must be met by the Councillor on checking out.

Incidental expenses

- a) Reasonable out of pocket expenses or incidental expenses associated with Councillors attending Council Events and undertaking Official Business will be reimbursed provided that it can be demonstrated that the expenses were actually incurred and that appropriate reconciliation and procedures are followed as contained in this Policy;
- b) Incidental expenses which may be associated with Official Business may include:
 - Telephone call costs; and
 - Internet charges.
- c) A daily limit as set out in Appendix B will apply to all incidental expenses.

Legal expenses

- a) Council will indemnify or reimburse a Councillor's reasonable legal costs properly incurred only where:
 - Legal proceedings are taken against a Councillor in defending an action arising from the performance in good faith of a function under the *Local Government Act 1993* or defending an action in defamation, provided that the outcome of the legal proceedings is favourable to the Councillor; or
 - An inquiry, investigation or hearing is undertaken into a Councillor's conduct by an appropriate investigative or review body, subject to: it arising from the performance in good faith of a 7 Councillor's functions under the Act, the matter having proceeded past any initial assessment phase to a formal investigation or review, and where the investigative or review body makes a finding that is not substantially unfavourable to the Councillor.
- b) Circumstances where a matter does not proceed to a finding or in the case of a Councillor's conduct, the investigative or review body finding that an inadvertent minor technical breach has occurred will not necessarily be considered a substantially unfavourable outcome;
- c) Approval must be sought and gained from the Mayor and General Manager, or Deputy Mayor and General Manager in the case of the Mayor prior to legal expenses being incurred;
- d) Council will not meet the legal costs of legal proceedings initiated by a Councillor under any circumstances; Council will not meet the legal costs of a Councillor seeking advice in respect

of a possible defamation matter, or in seeking a non-litigious remedy for possible defamation;

- e) Legal costs will not be met for legal proceedings that do not involve a Councillor performing their role as a Councillor;
- f) Council will not meet the legal costs in relation to any inquiry, investigation or hearing where the finding of the investigative or review body is substantially unfavourable to the Councillor;
- g) Any information provided to a Councillor under this Policy shall also be given to the Mayor and General Manager, and at the Mayor and General Manager's discretion be provided to all Councillors;
- h) The coverage of legal expenses is limited as set out at Appendix B in respect of each Councillor during any one financial year.

Insurance expenses

- a) Council provides cover under the Statewide Insurance Scheme under the Public Liability & Professional Indemnity Scheme and Statewide Councillors & Officers Liability Scheme. This cover provides insurance to Councillors for matters arising out of Councillor's performance of Councillor functions and responsibilities.

Telecommunication and Internet expenses

- a) Council will provide a mobile phone, where relevant or pay for, or reimburse the costs of the Mayor for his/her use of a personal mobile phone for Council business purposes on a monthly basis;
- b) With the provision of other data devices, such as Tablets (iPads), Council will pay the costs of data plans to enable their use. The amount covered by Council will be limited to the amounts as set out in Appendix B, and any charges in excess of the established plan, be they private or business related, will be paid for or reimbursed to Council by the Councillor.

Personalised documents

- a) Council will not cover the expenses of Councillors in relation to any production or dissemination of personalised pamphlets, newsletters or the like;
- b) Council recognises that regardless of the intention of such activities, they may be perceived as using Council resources for private political benefit, and therefore contrary to the spirit of the Code of Conduct and the Act.

Attendance at Council Events

- a) Council will meet the costs of attendance of Councillors at Council Events, within the definition of this Policy, where the expenses are not of a private nature. The coverage of the costs is subject to the limits as set out for relevant expense categories in this Policy in Appendix B for each individual Councillor on a monthly basis.
- b) No payment will be made by Council for any attendance by a Councillor at any political fund raising event, donation to a political party, a candidate's electoral fund or such other private benefit.

Care and other related expenses

- a) Council will make payment for or reimburse Councillors for reasonable costs incurred for care arrangements, including childcare expenses and the care of elderly, disabled and/or sick immediate family members of Councillors in order to allow Councillors to undertake Official Business as set out within this Policy;
- b) As outlined in the Guidelines, this is in accordance with the principles of participation, access and equity and is considered by the Office of Local Government to be a legitimate expense;
- c) The payment for or reimbursement of these expenses are subject to the limits as set out in Appendix B.

Expenses for spouses, partners and accompanying persons

- a) There will be limited occasions where Council will meet the costs of attendance for a Councillor's spouse, partner or accompanying person, as defined within this Policy. Such occasions include:
 - Attendance at Council Events that are of a formal and ceremonial nature and within the Uralla Shire Council Local Government Area where a spouse, partner or accompanying person could reasonably be expected to attend; such as Australia Day Award ceremonies, citizenship ceremonies and civic receptions;
 - Attendance at Council Events that are approved annual conferences, but limited to official dinner costs. Any additional accommodation or tour costs will be met by the Councillor;
 - Where the spouse, partner or accompanying person is representing the Mayor, when they are called upon to attend an official function outside the Council area, but within NSW.
- b) Any costs outside of those identified above will not be met by Council.

4.7 Provision of facilities, equipment and services

Council will supply Councillors with an appropriate tablet device (iPad) for Council business, data will be managed as per this Policy.

Council will supply Council business cards, badges, ties, scarves, name tags and appropriate stationary to support Councillors in their functions and responsibilities and in the representation and promotion of Uralla Shire Council and its community.

Council will provide a Councillor with a non-dedicated vehicle for use related to their civic duties, or reimburse them in accordance with travel provisions within this Policy for the use of their own vehicle. Any non-incidental private use of a Council vehicle during its availability to a Councillor will be recorded by the Councillor and reimbursed at the rate of 15 cents per kilometre.

Council will provide Councillors with meals and refreshments in relation to meetings for Council business.

Council will provide Councillors with protective clothing where required in the carrying out of their functions and responsibilities.

Council will provide administrative support and service to the Councillors as required through the General Manager's Office, which enables them to appropriately carry out their functions and responsibilities. Council will not provide any support or assistance in relation to a Councillor's election or candidacy.

Council will provide for the Mayor's use in discharging his/her duties, functions and responsibilities an appropriately furnished office, and any necessary office equipment.

4.8 Time limit for payment of fees and expenses

A reimbursement of expenses is to be claimed within 60 days of the expense being incurred unless the Council, by resolution, determines that special circumstances exist. In this situation, a claim would need to be submitted within 60 days of the decision of Council.

4.9 Approval and Dispute Resolution Process

Councillors are required to complete a claim for expenses incurred in the carrying out of Official Business or attending Council Events as set out in Appendix A. Should there be a dispute on the claiming of expenses, this is to be initially determined by the General Manager and Mayor. If the dispute is unresolved, then a determination is to be made at a full meeting of Council.

4.10 Payment reimbursement

Payment of reimbursement to Councillors will be via direct deposit to their nominated bank account in the next available payment run.

4.11 Maintenance and return of facilities and equipment

All equipment listed in this Policy is issued to Councillors on the basis that they agree to keep it in good condition while it is in their care and to promptly return it to Council either on request or when they cease to hold office.

If the equipment is not required by Council and is not held under lease at the cessation of their duties then Councillors may purchase their Council equipment from Council, at the higher of its market value and its written down value

4.12 Superannuation

At its Ordinary Council meeting held on 22 March 2022 Council resolved that *That the Mayor and Councillors be paid superannuation commencing 1 July 2022, and the Mayor and Councillors' remuneration be reduced by the amount of superannuation contributions made on the condition that Councillors' details are supplied.* (Resolution Number 18.03/22)

The Mayor and/or individual Councillors will only be paid superannuation if they provide their superannuation account details to Council, otherwise arrangements which took place prior to 1 July 2022 will continue.

4.13 Reporting Provisions

Section 428 of the *Local Government Act 1993* requires Council to report the following in its Annual Report:

- The amount of money expended during the financial year on Councillor and Mayoral fees;
- A statement of the total amount expended during the year on the provision of facilities and the payment of expenses for each Councillor;
- The Council's Policy for the payment of expenses and provision of facilities to Councillors; and
- Any other additional items that are identified as being in the public interest, from time to time.

5. LEGISLATIVE AND STRATEGIC CONTEXT

Section 252 of the *Local Government Act 1993* requires Council to adopt 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 office. The Policy must be adopted within the first 12 months of each term of a council, and may be amended from time to time.

6. APPENDIX A

URALLA SHIRE COUNCIL CLAIM FORM

COUNCILLOR'S TRAVEL, ACCOMMODATION AND OTHER EXPENSES FOR THE MONTH OF

I hereby present a claim for official expenses incurred by me in carrying out my duties as a Councillor. Documents are attached to support my claim for accommodation and other expenses.

Name: Signed: Date:

DATE	ACTIVITY	DISTANCE TRAVELLED	VEHICLE ENGINE CAPACITY		TRAVEL, ACCOMMODATION AND OTHER EXPENSES
			<small>Please tick <input checked="" type="checkbox"/> appropriate column</small> Under 2.5 Litres .65cents/km	Over 2.5 Litres .75cents/km	
	km = \$			
	km = \$			
	km = \$			
	km = \$			
	km = \$			
	km = \$			
	km = \$			
	km = \$			

APPROVED FOR PAYMENT

TOTAL \$.....

.....

(Councillors to provide details in full)

DATE:.....

GL:.....

7. APPENDIX B

Maximum Amounts Payable - Councillors' Expenses and Facilities		
Expense or Facility	Maximum Amount	Frequency
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per meal/night
Carer Expenses	\$1,500.00	Per year
Conferences and seminars	Overall limit set by Council's annual Budget	Per year
Furnished office	Provided to the Mayor	Not Applicable
Legal expenses	\$1,500.00	Per year
Training and professional development	Overall limit by Council's annual Budget	Per year

15.6 COUNCILLOR AND STAFF INTERACTION (2022) POLICY



Department: Corporate Services
Prepared by: Manager Governance
TRIM Reference: UINT/22/6446
Attachments: UINT/22/6440 – Councillor and Staff Interaction (2022) Policy
UI/22/3992 - OLG Circular

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: 4.1 A strong, accountable and representative Council

Strategy: 4.1.5 Undertake the civic duties of Council with the highest degree of professionalism and ethics

SUMMARY:

1. An amended Policy 'Councillor and Staff Interaction (2022)' is attached to the report.
2. The Policy incorporates examples of best practice from a diverse range of NSW Councils. The Policy has three main goals:
 - a. to establish a framework by which Councillors can access the information they need to perform their civic functions,
 - b. to promote positive and respectful interactions between councillors and staff, and
 - c. to advise where concerns can be directed if there is a breakdown in the relationship between councillors and staff.

RECOMMENDATION:

- I. That the draft Councillor and Staff Interaction Policy be placed on public exhibition for a period of 28 days and if no submissions are received, that the Policy be adopted.
- II. Following adoption of the Councillor and Staff Interaction Policy, the Councillor's Access to Records and Staff Interaction (2015) Policy be repealed.

REPORT:

3. Within the preface of the Model Policy drafted by the OLG the following is stated:

Positive working relationships between councillors and staff: a council's key asset
Access to information: the key to the relationship.
4. A report was presented to Council on the draft Model Councillor and Interaction Policy at its Ordinary Meeting held on 29 June 2021. Council resolved *to receive the report and note that individual submissions can be made to the Office of Local Government on the Model Councillor and Staff Interaction Policy.* (Resolution Number 29.06/21)

5. At the Ordinary Council meeting held on 26 April 2022 Council considered the draft Positive Relationship and General Conduct Policy and resolved the following: *That Council make a public commitment to a positive working relationship.* (Resolution Number 13.04/22)
6. The OLG advised Councils on 7 April 2022 that the Model Policy had been finalised following two rounds of consultation with the local government sector and is presented in lieu of the previously considered draft Positive Relationship and General Conduct Policy
7. A copy of the OLG circular 22-08 7 April 2022 A806228 is attached.

CONCLUSION:

8. This Policy is based on the Office of Local Government's (OLG) Model Policy which was developed in consultation with Councils.

COUNCIL IMPLICATIONS

9. **Community Engagement/Communication**

Information in relation to the Model Policy was circulated to Councillors in the Council Bulletin dated 29 April 2022 (link to circular) and 3 June 2022 following the OLG's circular 22-08 dated 7 April 2022.

Following consideration by Council, the policy should be placed on public exhibition for a period of 28 days.

10. **Policy and Regulation**

The Local Government Act 1993

The Local Government Regulation 2021

Council's Code of Conduct 2020.

Councillor's Access to Records and Staff Interaction (2015) Policy (to be repealed)

11. **Financial/Long Term Financial Plan**

Not applicable.

12. **Asset Management/Asset Management Strategy**

Not applicable.

13. **Workforce/Workforce Management Strategy**

Not applicable.

14. **Legal and Risk Management**

The risk of adopting the policy has been assessed as Low.

15. **Performance Measures**

Reviewing the policy within a period of 4 years.

16. **Project Management**

Manager Governance



Policy:

**Councillor and Staff
Interaction**

2022

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Director Corporate Services		
Document Development Officer	Manager Governance		
Review Timeframe	4 Years		
Last Review Date:		Next Scheduled Review Date	December 2026

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
0.1	30 May 2022	OLG has developed a suite of best practice governance policies; the Councillor and Staff Interaction Policy is based on OLG's model. UINT/22/6440. Circulated to Executive for Review
0.2		Presented to Councillors for consideration
0.3		Draft following public exhibition submissions
1.0		Adopted by Council

Further Document Information and Relationships

List here the related strategies, procedures, references, policy or other documents that have a bearing on this Policy and that may be useful reference material for users of this Policy.

Related Legislation*	Local Government Act 1993 Local Government Regulations 2021
Related Policies	Code of Conduct 2020
Related Procedures/ Protocols, Statements, documents	Replaces: Councillor's Access to Records and Staff Interaction (2015) Policy Office of Local Government Circular Details 22-08 / 7 April 2022 / A806228

Note: Any reference to Legislation will be updated in the Policy as required. See website <http://www.legislation.nsw.gov.au/> for current Acts, Regulations and Environmental Planning Instruments.

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1. Introduction

- 1.1 *The Councillor and Staff Interaction Policy* (the Policy) provides a framework for Councillors when exercising their civic functions by specifically addressing their ability to interact with, and receive advice from, authorised staff.
- 1.2 The Policy complements and should be read in conjunction with Council's *Code of Conduct 2020* (the Code of Conduct).
- 1.3 The aim of the Policy is to facilitate a positive working relationship between Councillors, as the community's elected representatives, and staff, who are employed to administer the operations of the Council. The Policy provides direction on interactions between Councillors and staff to assist both parties in carrying out their day-to-day duties professionally, ethically and respectfully.
- 1.4 It is important to have an effective working relationship that recognises the important but differing contribution both parties bring to their complementary roles.

2. Application

- 2.1 This Policy applies to all Councillors and Council staff.
- 2.2 This Policy applies to all interactions between Councillors and staff, whether face-to-face, online (including social media and virtual meeting platforms), by phone, text message or in writing.
- 2.3 This Policy applies whenever interactions between Councillors and staff occur, including inside or outside of work hours, and at both Council and non-Council venues and events.
- 2.4 This Policy does not confer any delegated authority upon any person. All delegations to staff are made by the General Manager.
- 2.5 The Code of Conduct provides that Council officials must not conduct themselves in a manner that is contrary to the Council's policies. A breach of this Policy will be a breach of the Code of Conduct.

3. Policy objectives

- 3.1 The objectives of the Policy are to:
 - a) establish positive, effective and professional working relationships between Councillors and staff defined by mutual respect and courtesy
 - b) enable Councillors and staff to work together appropriately and effectively to support each other in their respective roles
 - c) allow for Councillors to receive advice in an orderly, courteous and appropriate manner to assist them in the performance of their civic duties
 - d) Provide Councillors with adequate access to information to exercise their statutory roles

- e) provide direction on, and guide Councillor interactions with, staff for both obtaining information and in general situations
- f) maintain transparent decision making and good governance arrangements
- g) uphold Council's reputation by Councillors and staff interacting consistently, professionally and positively in their day-to-day duties
- h) provide a clear and consistent framework through which breaches of the Policy will be managed in accordance with the Code of Conduct.

4. Principles, roles and responsibilities

- 4.1 Several factors contribute to a good relationship between Councillors and staff. These include goodwill, understanding of roles, communication, protocols, and a good understanding of legislative requirements.
- 4.2 The Council's governing body and its administration (being staff within the organisation) must have a clear and sophisticated understanding of their different roles, and the fact that these operate within a hierarchy. The administration is accountable to the General Manager, who in turn, is accountable to the Council's governing body.
- 4.3 Section 232 of the *Local Government Act 1993* (the Act) states that the role of a Councillor is as follows:
 - a) to be an active and contributing member of the governing body
 - b) to make considered and well-informed decisions as a member of the governing body
 - c) to participate in the development of the integrated planning and reporting framework
 - d) to represent the collective interests of residents, ratepayers and the local community
 - e) to facilitate communication between the local community and the governing body
 - f) to uphold and represent accurately the policies and decisions of the governing body
 - g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.
- 4.4 The administration's role is to advise the governing body, implement Council's decisions and to oversee service delivery.
- 4.5 It is beneficial if the administration recognises the complex political environments in which elected members operate and acknowledge that they work within a system that is based on democratic governance. Councillors similarly need to understand that it is a highly complex task to prepare information and provide quality advice on the very wide range of issues that Council operations cover.
- 4.6 Council commits to the following principles to guide interactions between Councillors and staff:

Principle	Achieved by
Equitable and consistent	Ensuring appropriate, consistent and equitable access to information for all Councillors within established service levels
Considerate and respectful	Councillors and staff working supportively together in the interests of the whole community, based on mutual respect and consideration of their respective positions
Ethical, open and transparent	Ensuring that interactions between Councillors and staff are ethical, open, transparent, honest and display the highest standards of professional conduct
Fit for purpose	Ensuring that the provision of equipment and information to Councillors is done in a way that is suitable, practical and of an appropriate size, scale and cost for a client group of 9 people.
Accountable and measurable	Providing support to Councillors in the performance of their role in a way that can be measured, reviewed and improved based on qualitative and quantitative data

4.7 Councillors are members of the Council's governing body, which is responsible for directing and controlling the affairs of the Council in accordance with the Act. Councillors need to accept that:

- a) responses to requests for information from Councillors may take time and consultation to prepare and be approved prior to responding
- b) staff are not accountable to them individually
- c) they must not direct staff except by giving appropriate direction to the General Manager by way of a Council or committee resolution, or by the mayor exercising their functions under section 226 of the Act
- d) they must not, in any public or private forum, direct or influence, or attempt to direct or influence, a member of staff in the exercise of their functions
- e) they must not contact a member of staff on Council-related business unless in accordance with this Policy
- f) they must not use their position to attempt to receive favourable treatment for themselves or others.

4.8 The General Manager is responsible for the efficient and effective day-to-day operation of the Council and for ensuring that the lawful decisions of the Council are implemented without undue delay. Council staff need to understand:

- a) they are not accountable to individual Councillors and do not take direction from them. They are accountable to the General Manager, who is in turn accountable to the Council's governing body

- b) they should not provide advice to Councillors unless it has been approved by the General Manager or a staff member with a delegation to approve advice to Councillors
- c) they must carry out reasonable and lawful directions given by any person having the authority to give such directions in an efficient and effective manner
- d) they must ensure that participation in political activities outside the service of the Council does not interfere with the performance of their official duties
- e) they must provide full and timely information to Councillors sufficient to enable them to exercise their civic functions in accordance with this Policy.

5. The Councillor requests system

- 5.1 Councillors have a right to request information provided it is relevant to Councillors' exercise of their civic functions. This right does not extend to matters about which a Councillor is merely curious.
- 5.2 Councillors do not have a right to request information about matters that they are prevented from participating in decision-making on because of a conflict of interest, unless the information is otherwise publicly available.
- 5.3 The General Manager may identify Council support staff (the Senior Executive Officer) under this Policy for the management of requests from Councillors.
- 5.4 Councillors can use the Councillor requests system to:
 - a) request information or ask questions that relate to the strategic position, performance or operation of the Council
 - b) bring concerns that have been raised by members of the public to the attention of staff
 - c) request ICT or other support from the Council administration
 - d) request that a staff member be present at a meeting (other than a meeting of the Council) for the purpose of providing advice to the meeting.
- 5.5 Councillors must, to the best of their knowledge, be specific about what information they are requesting, and make their requests respectfully. Where a Councillor's request lacks specificity, the General Manager or staff member authorised to manage the matter is entitled to ask the Councillor to clarify their request and the reason(s) why they are seeking the information.
- 5.6 Staff must make every reasonable effort to assist Councillors with their requests and do so in a respectful manner.
- 5.7 The General Manager or the staff member authorised to manage a Councillor request will provide a response within 10 working days. Where a response cannot be provided within that timeframe, the Councillor will be advised, and the information will be provided as soon as practicable.

5.8 Requests under clause 5.4 (d) must be made 5 working days before the meeting. The General Manager, or members of staff that are listed at Schedule 1 of this Policy, are responsible for determining:

- a) whether a staff member can attend the meeting; and
- b) which staff member will attend the meeting.

Staff members who attend such meetings must be appropriately senior and be subject matter experts on the issues to be discussed at the meeting.

5.9 Councillors are required to treat all information provided by staff appropriately and to observe any confidentiality requirements.

5.10 Staff will inform Councillors of any confidentiality requirements for information they provide so Councillors can handle the information appropriately.

5.11 Where a Councillor is unsure of confidentiality requirements, they should contact the General Manager, or the staff member authorised to manage their request.

5.12 The General Manager may refuse access to information requested by a Councillor if:

- a) the information is not necessary for the performance of the Councillor's civic functions, or
- b) if responding to the request would, in the General Manager's opinion, result in an unreasonable diversion of staff time and resources, or
- c) the Councillor has previously declared a conflict of interest in the matter and removed themselves from decision-making on it, or
- d) the General Manager is prevented by law from disclosing the information.

5.13 Where the General Manager refuses to provide information requested by a Councillor, they must act reasonably. The General Manager must advise a Councillor in writing of their reasons for refusing access to the information requested.

5.14 Where a Councillor's request for information is refused by the General Manager on the grounds referred to under clause 5.12 (a) or (b), the Councillor may instead request the information through a resolution of the Council by way of a notice of motion. This clause does not apply where the General Manager refuses a Councillor's request for information under clause 5.12 (c) or (d).

5.15 Nothing in clauses 5.12, 5.13, and 5.14 prevents a Councillor from requesting the information in accordance with the *Government Information (Public Access) Act 2009*.

5.16 Where a Councillor persistently makes requests for information which, in the General Manager's opinion, result in a significant and unreasonable diversion of staff time and resources the Council may, on the advice of the General Manager, resolve to limit the number of requests the Councillor may make.

5.17 Councillor requests are state records and must be managed in accordance with the *State Records Act 1998*.

5.18 A report will be provided to Council biannually (every six months) regarding the performance and efficiency of the Councillor requests system against established key performance indicators.

6. Access to Council staff

- 6.1 Councillors may directly contact members of staff that are listed in Schedule 1 of this Policy. The General Manager may amend this list at any time and will advise Councillors promptly of any changes.
- 6.2 Councillors can contact staff listed in Schedule 1 about matters that relate to the staff member's area of responsibility.
- 6.3 Councillors should as far as practicable, only contact staff during normal business hours.
- 6.4 If Councillors would like to contact a member of staff not listed in Schedule 1, they must receive permission from the General Manager.
- 6.5 If a Councillor is unsure which authorised staff member can help with their enquiry, they can contact the General Manager who will provide advice about which authorised staff member to contact.
- 6.6 The General Manager or a member of the Council's executive leadership team may direct any staff member to contact Councillors to provide specific information or clarification relating to a specific matter.
- 6.7 A Councillor or member of staff must not take advantage of their official position to improperly influence other Councillors or members of staff in the performance of their civic or professional duties for the purposes of securing a private benefit for themselves or for another person. Such conduct should be immediately reported to the General Manager or Mayor in the first instance, or alternatively to the Office of Local Government, NSW Ombudsman, or the NSW Independent Commission Against Corruption.

7. Access to Council staff Areas

- 7.1 Councillors are entitled to have access to the Council chamber, mayor's office (subject to availability) and public areas of Council's buildings during normal business hours for meetings. Councillors needing access to these facilities at other times must obtain approval from the General Manager.
- 7.2 Councillors must not enter staff-only areas of Council buildings without the approval of the General Manager.

8. Appropriate and inappropriate interactions

- 8.1 Examples of appropriate interactions between Councillors and staff include, but are not limited to, the following:
 - a) Councillors and Council staff are courteous and display a positive and professional attitude towards one another
 - b) Council staff providing information necessary for Councillors to exercise their civic functions is made equally available to all Councillors, in accordance with this Policy and any other relevant Council policies

- c) Council staff record the advice they give to Councillors in the same way they would if it was provided to members of the public
- d) Council staff, including Council's executive team members, document Councillor requests via the Councillor requests system
- e) Council meetings and Councillor briefings are used to establish positive working relationships and help Councillors to gain an understanding of the complex issues related to their civic duties
- f) Councillors and Council staff feel supported when seeking and providing clarification about Council related business
- g) Councillors forward requests through the Councillor requests system and staff respond in accordance with the timeframes stipulated in this Policy

8.2 Examples of inappropriate interactions between Councillors and staff include, but are not limited to, the following:

- a) Councillors and Council staff conducting themselves in a manner which:
 - i) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to support workplace health and safety
 - ii) constitutes harassment and/or bullying within the meaning of the Code of Conduct, or is unlawfully discriminatory
- b) Councillors approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
- c) staff approaching Councillors to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
- d) subject to clause 5.12, staff refusing to give information that is available to other Councillors to a particular Councillor
- e) Councillors who have lodged an application with the Council, discussing the matter with staff in staff-only areas of the Council
- f) Councillors being overbearing or threatening to staff
- g) staff being overbearing or threatening to Councillors

- h) Councillors making personal attacks on staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of the Code of Conduct in public forums including social media
- i) Councillors directing or pressuring staff in the performance of their work, or recommendations they should make
- j) staff providing ad hoc advice to Councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community

8.3 Where a Councillor engages in conduct that, in the opinion of the General Manager, puts the health, safety or welfare of staff at risk, the General Manager may restrict the Councillor's access to staff.

8.4 Any concerns relating to the conduct of staff under this Policy should be raised with the General Manager.

9. Complaints

9.1 Complaints about a breach of this policy should be made to the General Manager (if the complaint is about a Councillor or member of Council staff), or the Mayor (if the complaint is about the General Manager).

9.2 Clause 9.1 does not operate to prevent matters being reported to OLG, the NSW Ombudsman, the NSW Independent Commission Against Corruption or any other external agency.

Schedule 1 – Authorised staff contacts for Councillors (template table)

1. Clause 6.1 of this Policy provides that Councillors may directly contact members of staff that are listed below. The General Manager may amend this list at any time.
2. Councillors can contact staff listed below about matters that relate to the staff member's area of responsibility.
3. Councillors should as far as practicable, only contact staff during normal business hours.
4. If Councillors would like to contact a member of staff not listed below, they must receive permission from the General Manager or their delegate.
5. If a Councillor is unsure which authorised staff member can help with their enquiry, they can contact the General Manager who will provide advice about which authorised staff member to contact.
6. In some instances, the General Manager or a member of the Council's executive leadership team may direct a Council staff member to contact Councillors to provide specific information or clarification relating to a specific matter.

Position
Director Infrastructure and Development
Director Corporate Services / Chief Financial Officer
Director Community Services
Executive Assistant to the General Manager & Mayor
Manager Governance

15.6 Attachment #2



Office of
Local Government

Circular to Councils

Circular Details	22-08 / 7 April 2022 / A806228
Previous Circular	21-08: Consultation on draft Model Social Media and Councillor and Staff Interaction Policies and on the development of a Model Media Policy
Who should read this	Councillors / General Managers / Council governance and communications staff
Contact	Council Governance/ (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Council to Implement

Model Social Media and Councillor and Staff Interaction Policies

What's new or changing

- The Office of Local Government (OLG) has finalised the *Model Social Media Policy* and *Model Councillor and Staff Interaction Policy*.
- The model policies have been developed following two rounds of consultation with the local government sector and represent a 'best practice' approach.
- The model policies are also informed by advice provided by key NSW Government agencies, including:
 - the Independent Commission Against Corruption
 - the Information and Privacy Commission
 - the State Archives and Records Authority, and
 - Resilience NSW.

What this will mean for your council

- The model policies are not mandatory, and councils are free to choose whether to use them or to adapt them for their own purposes. If adopted, the policies will operate to supplement the provisions of councils' adopted codes of conduct.

Key points

- OLG has previously issued a *Model Councillor Expenses and Facilities Policy* for use by councils.
- The *Model Social Media Policy*, *Councillor and Staff Interaction Policy* and *Councillor Expenses and Facilities Policy* are available on OLG's website [here](#).

Where to go for further information

- For further information, contact OLG's Council Governance Team on (02) 4428 4100.

Melanie Hawyes

Deputy Secretary, Crown Lands and Local Government

15.7 AUDIT RISK AND IMPROVEMENT COMMITTEE REVIEW



Department: Corporate Services
Prepared by: Manager Corporate Services
TRIM Reference: UINT/22/6821

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.2 An effective and efficient organisation
Strategy: 4.2.6 Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment workforce

SUMMARY:

1. In 2016, the Local Government Act 1993 was amended requiring Councils to appoint an Audit, Risk and Improvement Committee (ARIC).
2. Council has an established ARIC. The current Charter was adopted by Council in September 2020. The Committee currently has three independent members and two Councillors.
3. Under Clause 5.6 of the Charter a review of the performance of ARIC is to be undertaken by the Committee at least once every two years. *'The review will be conducted with appropriate input from Council management and any other relevant stakeholders'*. The Chair commenced a review of the Committee's performance in August 2020. The members of the Committee were consulted; however, other stakeholders (Council, key staff) and to date Council have not received a formal report beyond the recommendation to Council at the 12 May 2022 ARIC meeting.
4. The purpose of this report is to enable Council to review the performance of ARIC.

RECOMMENDATION:

- I. **Council terminate the appointment of the current independent members and call for expressions of interest for new membership of the Audit Risk and Improvement Committee.**
- II. **That the sitting fees for the Audit Risk and Improvement Committee be set at \$2,000 for the Chair per meeting and \$1,260 for independent members per meeting.**

REPORT:

5. ARIC is required to provide independent assurance and assistance to Council in respect to risk management, the internal control framework, legislative compliance, internal audit and external accountability responsibilities.
6. The Committee works to an agreed schedule of work in accordance with its responsibilities as outlined in its Charter.
7. The Committee Charter states: *The independent external members will be appointed for the term of Council's electoral cycle, after which they will be eligible for extension or re-appointment*

following a formal review of their performance by the elected Councillors after the Uralla Shire Council Local Government elections.

8. The Office of Local Government released A New Risk Management and Internal Audit Framework for Local Council in NSW (Framework) in late 2019. The OLG refined the proposed model in response to feedback received. Submissions in relation to the amended version of the Framework closed on 26 November 2021. In September 2021 the Office of Local Government anticipated that the model Framework would be available in June / July 2022.
9. The draft guidelines note new eligibility requirements for independent members. The independent persons appointed as a Chair or a member of an ARIC must possess the skills, knowledge and experience necessary to undertake their roles on the Committee effectively and to ensure the Committee is able to operate appropriately and effectively to support the Council. The OLG has proposed a prequalification scheme. Individuals that have been prequalified under the scheme have the necessary skills, knowledge and experience to perform the role as a Chair or a member of ARIC. These requirements influence the sitting fees payable to the ARIC independent members which have been set within the guidelines from the OLG.
10. The proposed Framework notes that Council has until 30 June 2027 to comply with membership guidelines.
11. Walcha Council has recently indicated that it is seeking new members for its ARIC and has offered to share the advertising costs of calling for new independent members.
12. It is of relevance to note that the Chair of the ARIC has initiated a review (due to commence two years ago) but no formal report has been presented to the Committee or to Council beyond the following recommendation at the last meeting:

9.5. AUDIT COMMITTEE SELF-ASSESSMENT REPORT TO COUNCIL

MOTION Moved: M O'Connor / Seconded: D Creed

ARIC advise Council that it has reviewed its performance and recommend to Council that:

- I. It is unlikely that the current four to five meetings per year will be sufficient time to address all of the responsibilities of the anticipated Office of Local Government model charter;
- II. That ARIC should undertake annual induction and/or training as a team with key staff and councillors each year and a training budget should be allocated to support this activity - \$3,000 per annum recommended;
- III. Notes that mandatory fees for ARIC will need to be budgeted for with a recommendation that in the interim Council consider setting a fee per independent member per meeting including preparation for meetings at a rate relative to benchmarked rates; and
- IV. ARIC members will have the option for a superannuation contribution to be taken out of fees.

For: M O'Connor D Creed, P Packham

Against: Nil

Absent: Nil

ARIC07.05/22 CARRIED

13. Based on the verbal discussions at Committee meetings there has been no recommendation in relation to the changing the Committee's structure. It is therefore timely to consider reviewing ARIC's membership.

CONCLUSION:

14. An effective Audit, Risk and Improvement Committee has the potential to strengthen the control environment (of which it is part) and assist the General Manager and Council to fulfil their stewardship, leadership and control responsibilities.

COUNCIL IMPLICATIONS

15. Community Engagement/Communication

Not applicable.

16. Policy and Regulation

ARIC has its own Charter which was adopted by Council. The ARIC Charter outlines the authority, role and responsibility of the Audit, Risk and Improvement Committee.

The Office of Local Government issued draft guidelines and a draft framework in September 2021. The *Local Government Act 1993* was amended in 2016 requiring Councils to appoint ARICs.

17. Financial/Long Term Financial Plan

In accordance with the ARIC Charter, Council must provide appropriate funds to allow the ARIC to carry out its duties. The proposed sitting fees have been included in the 2022-23 budget.

18. Asset Management/Asset Management Strategy

Not applicable.

19. Workforce/Workforce Management Strategy

Minimal resources required should Council resolve to seek Expressions of Interest for new members of ARIC.

20. Legal and Risk Management

Council currently complies with the legal requirements to establish an ARIC. The Charter however, notes that Councillors are to formally review the performance of ARIC which is the purpose of this report to Council, and may recommend to seek expressions of interest for new members, or reappoint or extend current members.

21. Performance Measures

ARIC membership is confirmed.

22. Project Management

General Manager and Manager Governance.

15.8 BUNDARRA SCHOOL OF ARTS HALL COMMITTEE TERMS OF REFERENCE



Department: Corporate Services
Prepared by: Manager Governance
TRIM Reference: UINT/22/7239
Attachments: UINT/22/3265 – Bundarra School of Arts Hall Committee Terms of Reference
UI/22/3750 - Submission

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council
Strategy: 4.1.2 Engage with the community effectively and use community input to inform decision making

SUMMARY:

1. A report on the continuation of the Bundarra School of Arts Hall Committee was presented to Council at its Ordinary Council Meetings held 22 February 2022 and 22 March 2022.
2. A draft Terms of Reference was placed on public exhibition for a period of 28 days closing on 25 April 2022.
3. An independent audit was undertaken in relation to the Committee's activities.

RECOMMENDATION:

That:

- I. the amended Terms of Reference for the S355 Bundarra School of Arts Hall Committee be adopted;
- II. the current members be re-appointed; and
- III. expressions of interest for new members be called.

REPORT:

4. The Bundarra School of Arts Hall Committee ("the Committee") was constituted by Council under section 355(b) of the *Local Government Act 1993* (NSW) in November 2016.
5. The Bundarra School of Arts Hall Committee Terms of Reference 2022 ("Terms of Reference") is attached to this report.
6. The document has been updated to change the terminology from 'Constitution' to 'Terms of Reference' which more closely describes the purpose of the document.
7. The Terms of Reference have been updated to align with Council's Code of Conduct, Code of Meeting Practice, and the Section 355 Committee Handbook.

8. Councillors engaged with the Bundarra community and a proposed draft Terms of Reference was placed on public exhibition for a period of 28 days.
9. Council received a submission, a summary of the issues can be found in the table below:

Issue	Management Comment.
Lack of community participation	Document has been on public exhibition for a period of 28 days, the Chair was also advised that the terms were under review; Crs visited Bundarra to discuss the draft TOR
Committee members shall be approved by the Committee and appointed by Council – <i>'assuming this is casual vacancies, how is this non-discriminatory or appropriate'</i>	It is appropriate for Council to appoint its Committee members; this Committee is a S355 Council Committee.
Dispute resolution should be referred to a neutral body	A S355 Committee is not an incorporated association and the referral to a neutral body is not warranted
Amending minutes is unlawful	Drafting the minutes is a process; the Chair generally confirms the Minutes; amendments form part of a iterative process to finalise the minutes
Selection of Committee members involves Council input and Council Executive staff have been known to influence the selection	It is often the responsibility of staff to draft reports and recommendations for Council to consider
Conflict of Interest issues cannot be ruled upon if community groups are not consulted, don't see meeting agendas and minutes	Minutes currently form part of the Council business papers; the intent of the new TOR is to have agendas and minutes available on Council's website. Further, the meetings are open to the public
The perception of conflict of interest applies to council representations... hardly a joint consultative committee	This is a S355 Committee, a Committee of Council, not a joint consultative committee.

10. Following receipt of a complaint, an independent audit was undertaken to conduct a review of the booking practices in order to
 - Assess current practices regarding hall bookings
 - Review the new draft S355 Committee Terms of Reference and draft Committee Handbook
 - Make recommendations to Council to achieve an efficient and effective booking system that
 - i. Enables fair access to the community to use the facility; and
 - ii. Meets Council's governance and financial management obligations.

There were no irregular findings that warranted further investigation.

11. Recommendations for consideration included the following:

Opportunity	Recommendation
Greater use of Hall	Keep a simple booking process in place. Review fees and charges to encourage use.
Develop a simple hire agreement that can be used that stipulates key points re use, risks, leaving the hall how you found it, management of alcohol etc	Make the hire process easy for the hirer and the bookings volunteers. The current documents are too detailed for small community groups.
Hall access	Consider putting a lockbox on site where the keys can be accessed using a changeable code. A set could still be stored at the General Store as back up as required (and whilst the General Store has owners willing to help

12. Management will progress the continuous improvement recommendations in due course.

13. A summary of the Terms of Reference suggestions can be found below:

Issue	Management Comment.
Review the purpose: Many of those involved are keen to be involved in more a 'town committee' rather than simply the 355 committee as it relates to the school of arts. Point 2.1.2 of the ToR touches on this but keeps the interactions to projects.	Section 2.1.1 has been amended to include the following: <i>Providing advice to and working with Council for the benefit of Bundarra and the surrounding community on various community issues and projects from time to time.</i>
Consider the minimum number of members in 5.1 from six to four. Volunteers are getting harder and harder to find and the process needs to be easy so most of the time spent by the volunteers is on the hall and not on paperwork.	Amended to 4 minimum members
Section 6.8.1 – It makes sense to have bookings managed from the general store – need to review how Council would manage this	Retain 6.8.1 at this stage. A review of bookings to be undertaken.
Section 7.3.5 - Cash managed from the general store – need to review how Council would manage this	Retain 7.3.5 at this stage. A review of how bookings are to be paid for to be undertaken

Hire Agreement (11.1.1) to be reviewed and simplified	Agreed.
13.2 Practicalities of signing official correspondence	No delegation to sign; at this stage this has not been an issue. Recommend to retain as is.
14.2 Consider adding “without prior approval from the General Manager”	Section 14.2 has been amended to include the following: <i>Committee members are not permitted to speak to the media on any Council matters in their capacity as a Committee member without prior approval from the General Manager.</i>

14. Minor amendments have been made to the Terms of Reference; they including amending the purpose of the Committee to broaden the scope, reducing the minimum membership to 4 and adding that prior approval is required for speaking to the media.
15. The Committee performs an important function by managing a valuable Council asset, as well as working for the benefit of the broader Bundarra community, and therefore it is recommended that Council extend the Committee’s term by adopting the Terms of Reference.
16. The Terms of Reference provide that Committee membership is on a quadrennial basis for the term of the Council and that following a general election of councillors. It is recommended that Council reappoint the current members due to the low membership numbers and seek new members through an expression of interest process.
17. There are currently five (5) community members on the Committee.
18. The Terms of Reference provide for two (2) councillor representatives to the Committee who were appointed by Council at its Ordinary meeting held 24 December 2021.
19. There were other findings from the Audit that are worth noting.

CONCLUSION:

20. It is recommended that the Terms of Reference be adopted as amended.
21. Expressions of Interest should be invited from the community to fill casual vacancies on the Committee.

COUNCIL IMPLICATIONS

22. Community Engagement/Communication

The Terms of Reference was placed on public exhibition to facilitate a community consultation process.

Expressions of Interest from the public will be called for membership to the Committee.

Committee Agendas and Minutes will be made available on the Council website.

23. **Policy and Regulation**

Local Government Act 1993 (NSW) s355(b)

Community Engagement Policy 2014

Community Engagement Strategy 2017

24. **Financial/Long Term Financial Plan**

The Committee consumes staff time which is absorbed within the existing budget. Other costs associated with the management of the Bundarra School of Arts Hall are included in the annual operational plan.

25. **Asset management/Asset Management Strategy**

The Committee is delegated authority to maintain and manage the Bundarra School of Arts Hall.

26. **Workforce/Workforce Management Strategy**

Council staff attend Committee meetings and investigate Committee matters as directed by Council.

27. **Legal and Risk Management**

A Committee constituted under s335(b) of the Local Government Act 1993 (NSW) is covered by Council's insurance policy for public liability.

28. **Performance Measures**

Effective management of the Bundarra School of Arts Hall.

29. **Project Management**

The Director Infrastructure & Development attends Committee meetings on behalf of Council staff.



**Terms of Reference
Bundarra School of Arts Hall Committee**

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council	22 March 2022	Resolution No.	17.03/22
Document Owner	Director – Infrastructure & Development		
Document Development Officers	Manager Governance; Project Support Officer		
Review Timeframe	Three (3) months following each general local government election		
Last Review Date:	February 2022	Next Scheduled Review Date	December 2024

Document History

Doc No.	Date Amended	Details
1	January 2022	Draft prepared
2	March 2022	Draft amended

Related Legislation	<i>Local Government Act 1993 (NSW)</i> <i>Local Government (General) Regulation 2021 (NSW)</i>
Related Policies	Uralla Shire Council Code of Conduct Uralla Shire Council Code of Meeting Practice Uralla Shire Council Hire of Council Facilities, Plant, and Equipment Policy Uralla Shire Council Sponsorship Policy Uralla Shire Council Hire of Council Facilities, Plant, and Equipment Policy Procurement Policy 2020 Disposal of Assets Policy 2021 Enterprise Risk Management Framework Policy 2020 Workplace Health & Safety Policy 2019
Related Procedures/ Protocols, Statements, documents	Section 355 Committee Handbook 2022 Application for Venue Hire – Event on Public Land

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1. Establishment

- 1.1 The Bundarra School of Arts Hall & Community Consultative Committee (hereafter “the Committee”) is established under section 355(b) of the *Local Government Act 1993* (NSW) pursuant to Council resolution 10.11/16 made 22 November 2016.

2. Purpose

- 2.1 The Committee is established for the purpose of:
- 2.1.1 Managing the Bundarra School of Arts Hall; and
 - 2.1.2 Providing advice to and working with Council for the benefit of Bundarra and the surrounding community on various community issues and projects from time to time.

3. Term of Committee

- 3.1 The Committee shall operate from the date Council adopts these Terms of Reference and will conclude three months after the date of the next Council election, unless terminated earlier in accordance with these Terms of Reference.

4. Functions and Duties

- 4.1 The functions of the Committee are to:
- 4.1.1 Maintain the Bundarra School of Arts Hall in a clean and tidy condition,
 - 4.1.2 Manage the hire of the Bundarra School of Arts Hall,
 - 4.1.3 Provide advice to Council about matters of community interest or concern within Bundarra and the surrounding area and
 - 4.1.4 Work with Council as appropriate to apply for funding opportunities for Bundarra and the surrounding area, and funding for Council owned facilities.
- 4.2 It is the duty of the Committee to:
- 4.2.1 Notify Council of any major/external items of repair or maintenance required to the Bundarra School of Arts Hall; and
 - 4.2.2 Transfer hall hire proceeds to the Council as per the agreed procedure from time to time.

5. Membership

- 5.1 Membership of the Committee shall consist of a minimum of ~~six (6)~~ four (4) and a maximum of 15 members of the public.
- 5.2 Two (2) non-voting councillor representatives shall be appointed by Council to the Committee.
- 5.3 Council shall aim to appoint members to the Committee from diverse backgrounds and representatives from different facets of the community.

- 5.4 Council shall aim to have First Nations People and their views represented on the committee.
- 5.5 Committee membership is on a 4 yearly basis (for the term of the Council). Following a general election of councillors, the existing Committee membership continues until such time as the Council appoints new Committee members.
- 5.6 A person remains a Committee member for the duration of the Committee term until:
 - 5.6.1 Death; or
 - 5.6.2 That person ceasing to be a member upon:
 - 5.6.2.1 Delivering, either in writing (letter or email), a resignation to the Committee Secretary or a meeting of the Committee,
 - 5.6.2.2 Being absent from three (3) consecutive meetings of the Committee without leave of absence from the Committee, or
 - 5.6.2.3 Receiving written notification from Council that the person's membership with the Committee has been terminated.
- 5.7 A Committee member who is an Office Bearer to the Committee may resign from the position and remain a member of the Committee.
- 5.8 Casual vacancies shall be filled in accordance with clause 6.2.

6. Appointment of Members and Office Bearers

6.1 Appointment of Members

- 6.1.1 Committee members shall be approved by the Committee and appointed by Council.

6.2 Vacancies

- 6.2.1 The Committee Secretary should promptly advise Council of any casual vacancy.
- 6.2.2 The filling of any vacancy shall be approved by the Committee and appointed by the Council. Nominations and appointments to vacancies must be from the same sector or representative body as the vacant position.
- 6.2.3 A casual vacancy may be filled through a review of earlier expressions of interest or a call for new expressions of interest to invite nominations from the public.
- 6.2.4 Interested persons may nominate for a vacant position any time, regardless of whether expressions of interest have been called. Nominations shall be presented to Council for appointment.

6.3 Leave of Absence

- 6.3.1 Any member absent for 3 or more consecutive meetings without apology or leave of absence from the Committee shall have their position declared vacant and clause 6.2.1 shall be invoked.

6.4 Removing Members

- 6.4.1 The Council may at any time remove a member of the Committee but shall observe the principles of natural justice.

6.5 Committee Chairperson

- 6.5.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Chairperson. The method of election shall be decided by the Committee.

6.6 Committee Secretary

- 6.6.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Secretary. The method of election shall be decided by the Committee.

6.7 Treasurer

- 6.7.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Treasurer. The method of election shall be decided by the Committee.

6.8 Bookings Officer

- 6.8.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Bookings Officer. The method of election shall be decided by the Committee.

7. Roles and Responsibilities

7.1 The role of a Committee member is to:

- 7.1.1 Participate in the deliberations of the Committee, with regard to the policy and business which is before it,
- 7.1.2 Be mindful of the objectives and policies of the Council as they relate to the business of the Committee,
- 7.1.3 Be aware of the Council resources, budget and strategic plan, and the need for efficiency and effectiveness in the activities for which the Committee has been established,
- 7.1.4 Be informed on issues before the Committee, to prepare adequately for meetings and seek additional information if required,
- 7.1.5 Be mindful of the potential for a conflict of interest to occur through participation on the Committee and to declare such interests as and when they arise,
- ~~7.1.6 Represent the nominating sector, body or organisation honestly and fairly; and~~
- 7.1.7 Observe confidentiality when it is required.

7.2 Councillor representatives to the Committee shall facilitate communication between the Committee and Council by:

- 7.2.1 Presenting relevant minutes of the Council to the Committee,

- 7.2.2 Reporting on the Committee's activities to the Council from time to time and
- 7.2.3 Referring any matters requiring clarification by the Committee to the General Manager, Mayor or to the Council by way of a Councillor Delegates Report or Notice of Motion.
- 7.3 The Committee Treasurer is responsible for:
 - 7.3.1 Receiving monies on behalf of the Committee and maintaining accurate records of the receipt of such monies,
 - 7.3.2 Ensuring the proper keeping of the books and accounts of the Committee, which shall be kept as directed by the General Manager and made available to the Council when required for that purpose by the General Manager,
 - 7.3.3 Providing to Council copies of quotes for procurement as required by Council's Procurement Policy,
 - 7.3.4 Organising through Council the payment of accounts and other expenses approved by the Committee on behalf of the Committee,
 - 7.3.5 All monies received by the Committee are deposited, within seven (7) days of receipt (or as soon as practical) into the bank account specified by Uralla Shire Council.

8. Meetings

8.1 Meeting Frequency

- 8.1.1 Meetings of the Committee will generally be held on a bi-monthly basis, with six (6) meetings held per annum.

8.2 Notice of meetings

- 8.2.1 Committee members will be provided notice of the meeting at least five (5) days before the date of the meeting and the business proposed to be considered at the meeting.
- 8.2.2 Invitations to be sent to Bundarra and surrounding area community groups (Attachment A) at least five (5) days before the date of the meeting and the business proposed to be considered at the meeting.
- 8.2.3 Notice of meetings shall be advertised on council website at least 5 days before the meeting

8.3 Minutes

- 8.3.1 Committee meeting minutes will be supplied to each Committee member and Council within fourteen (14) days after the Committee meeting.

8.4 Meeting Procedure

- 8.4.1 The Uralla Shire Council Code of Meeting Practice shall guide the meeting procedures of the Committee.

- 8.4.2 Committee meetings are exempt from webcast requirements as described in clause 5.19 of the Code of Meeting Practice.

8.5 Presiding Member

- 8.5.1 The Chairperson shall preside at all Committee meetings at which they are present.
- 8.5.2 In the absence of the Chairperson at a meeting or in the event of a conflict of interest in which the Chairperson has excused themselves from the discussion, the Committee shall elect a temporary Chairperson.

8.6 Quorum

- 8.6.1 The quorum required for a meeting to commence will be a majority of current voting members (half the number of current members plus one). A Committee meeting will be adjourned and rescheduled if there is no quorum present within 15 minutes.

8.7 Voting

- 8.7.1 A question arising for decision at a meeting of the Committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
- 8.7.2 A voting members of the Committee present at any meeting shall have one (1) vote on any matter.
- 8.7.3 In the event of an equality of votes, the Chairperson shall have the casting vote.

8.8 Public Access

- 8.8.1 Meetings of the Committee shall be open to the public, except any item on the agenda closed under s10A of the *Local Government Act 1993 (NSW)*.
- 8.8.2 Committee business agendas and minutes shall be published to the Council website.

9. Code of Conduct and Conflict of Interest

- 9.1 The Uralla Shire Council Code of Conduct applies to all Committee members.
- 9.2 Committee members and councillor representatives are to declare conflicts of interest when any such interest arises.
- 9.3 Declarations of conflict of interest shall be recorded in the minutes and committee members shall abstain from voting on any matter relating to the declared conflict of interest.

10. Reporting

- 10.1 The Committee shall report to Council through the provision of its Minutes.
- 10.2 The Committee shall submit an annual report to Council by 30 September each year on the Committee's activities with a record of all monies spent and received.

11. Delegated Authority

- 11.1 Council delegates to the Committee under section 377 of the *Local Government Act 1993* (NSW) the authority to:
 - 11.1.1 Elect committee member(s) to exercise the function of a booking officer for the use of the Bundarra School of Arts Hall in accordance with Council's Hire of Council Facilities, Plant, and Equipment Policy, Application for Venue Hire, and any other relevant procedures.
 - 11.1.2 To authorise expenditure of the Committee's funds within approved budget for the purposes of general maintenance of the Bundarra School of Arts Hall.
 - 11.1.3 To carry out routine inspections of the Bundarra School of Arts Hall.
- 11.2 The determination of fees and charges is subject to the approval of the Council in accordance with Section 377 of the *Local Government Act 1993* (NSW). Accordingly, the Committee is not authorised to change, waive or discount fees without the prior consent of Council.
- 11.3 No powers or functions may be delegated by the Committee to any other person or committee unless set out within these Terms of Reference.

12. Financial Management

- 12.1 The Committee is subject to the same standards of financial accountability as Council. All funds and assets held by the Committee belong to Council. The Committee is responsible for the care and control of these funds.
- 12.2 The Committee must not, at any time, incur any expenditure in excess of the amount held in the Committee's credit in the reserve held in the Committee's name at Council.
- 12.3 In any event, no expenses of any member of the Committee or the Committee shall be paid unless in accordance with a budget determined through resolution of the Committee.

13. Correspondence

- 13.1 The Committee is not permitted to issue official correspondence to government officials or government departments.
- 13.2 All official correspondence must be signed by the Mayor or General Manager.

14. Media Liaison

- 14.1 All media requests received must be referred to the Mayor or General Manager, who may delegate media liaison to the Committee Chair.
- 14.2 Committee members are not permitted to speak to the media on any Council matters in their capacity as a Committee member **without prior approval from the General Manager.**

15. Operational Support

15.1 Uralla Shire Council will support the Committee through the provision of:

15.1.1 A meeting place (the Bundarra School of Arts Hall) and

15.1.2 Insurance coverage for volunteers.

16. Alteration of Terms of Reference and Committee Dissolution

16.1 These Terms of Reference may only be altered by Council resolution.

16.2 The Council may, at any time and either at its own initiative or upon request of the Committee, alter, delete, or add provisions to these Terms of Reference.

16.3 The Council may, by resolution, terminate the term of the Committee at its discretion.

16.4 In such event that the Council terminates the Committee term, the Council will provide formal notice to the Committee in writing including the reason for the termination.

17. Interpretation

17.1 Any ambiguity or difficulty in interpretation of these Terms of Reference shall be referred to the Council for direction.

18. Dispute Resolution

18.1 Where the Committee is unable to reach a determination on any issue, the Committee must refer that issue to the Chairperson for determination.

18.2 Where the Committee resolves that it is dissatisfied with the resolution of that dispute by the Chairperson it may, by notice in writing, request the Mayor or General Manager review the issue.

18.3 Should the Committee be dissatisfied with the decision by the Mayor or General Manager it may, by notice in writing to the Mayor or General Manager, request that the matter be referred to Council for determination of the dispute by resolution of Council, whose determination of the dispute shall be final and binding upon the Committee.

Attachment A – Community Groups; Bundarra and surrounding area

Bundarra Campdraft and Rodeo
Bundarra Commons Trust
Bundarra Community Health Centre at Grace Munro
Bundarra CWA
Bundarra Jockey Club
Bundarra Kindergarten & Preschool
Bundarra Men's Shed
Bundarra Pony Club
Bundarra Residents Association
Bundarra RSL
Bundarra Rugby League Football Club
Bundarra Show Society
Bundarra Showground Land Manager
Bundarra Sport and Rec Fishing Club
Crown Land Manager; Court House & Bottle Museum
Grace Munro Auxiliary
Lions Club of Bundarra
Rural Fire Brigade
Saint Mary's Anglican Church
St Mary's Catholic Church

UINT/22/3265

15.8 Attachment #2

Bundarra NSW 2359

4th April 2022

Terms of Reference 355 Committee Submission

With regard to the 'terms of Reference Bundarra School of Arts Committee 2022'

A number of issues are apparent, including past failures that cannot be address in reference and establishment

Namely

- A lack of community participation/communication and council facilitation. It is not a joint consultative committee with it being controlled by council. Regardless of appointment, community groups should be involved.
- Committee members shall be approved by the committee and appointed by council

Assuming this is casual vacancies, how is this non-discriminatory or appropriate?

Dispute Resolution

- Should an outcome be unsatisfactory regarding an incorporated association, dispute can be referred to a neutral body i.e. Fair Trading facilitation, with the aim of natural justice in fact this should be the path for all disputes.
- Amending minutes is unlawful and should be referred to dispute resolution
- Selection process of committee members, including casual vacancies involves council input and council executive staff have been known to influence selection
- Conflict of interest issues cannot be ruled upon if community groups are not consulted, don't see meeting agendas or minutes.
- The perception of conflict of interest also applies to council representation, directing debate, minutes keeping, communication, discrimination and council control. **Hardly a joint consultative committee!**

The 355 Committee should be terminated pre-term!

The Bundarra community has established the Bundarra Residents Association Inc. 2101222 which is more likely to reach determination on community issues, including funding and maintenance of community assets

What are fundamental failures of the 355 Committee

- Non-support for the protest by residents of the impost of *Sewerage Fixture costs and rate increases* including *Sewerage Levy* for a service not supplied.
- The reasoning or the legality of this levy has never been explained or justified!
- No support for the 'Bundarra Twilight Fun Fest', submissions by community groups and a curious lack of communication as to why the event was awarded to an Inverell Consortium, including an ethical selection process.
- Amending minutes unlawfully and minutes ratified
- Discrimination process in selecting candidates for casual vacancies.
- Acting with conflict of interest and not declaring perceived potential
- Not publishing minutes or agendas in a timely manner

- Failure to actively engage in due diligence to reduce the cost of council endeavours and matters of community concern.
- Failure to advise council of casual vacancies and maintain independent, non-discriminatory selection process
- A prejudicial disregard for certain members and background facets of the community and inarticulate behaviour
- Failure to preserve anonymity and privacy of residents, including publishing lists with names and address contrary to common law and contrary to Local Government Act 1993 No. 30 -as evidenced in 'Business Agenda 22 March, 2022, Ordinary Meeting'. It clearly states in the act Division 3 Private works.67.4 'the person for whom the work was carried out' but there is no indication for inclusion of addresses. This is a serious offence!

Yours Sincerely

A large black rectangular redaction box covering the signature and name of the sender.

15.9 URALLA TOWNSHIP AND ENVIRONS COMMITTEE TERMS OF REFERENCE



Department: Corporate Services
Prepared by: Manager Governance
TRIM Reference: UINT/22/7241
Attachment: UINT/22/5372 - Uralla Township and Environs Committee Terms of Reference

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council
Strategy: 4.1.2 Engage with the community effectively and use community input to inform decision making

SUMMARY:

1. A report on the continuation of the Uralla Township and Environs Committee (UTEC) was presented to Council at its Ordinary Council Meetings held 22 February 2022 and 26 April 2022.
2. Council resolved to place the Terms of Reference on public display for 28 days with any submissions being referred to both UTEC and Council for their respective advice. (Extract from Resolution No. 36.04/22).
3. A draft Terms of Reference was placed on public exhibition for a period of 28 days closing on 7 June 2022.
4. No submissions were received.

RECOMMENDATION:

That the amended Terms of Reference for the S355 Uralla Township and Environs Committee be adopted.

REPORT:

5. A Notice of Motion was considered by Council at its meeting held on 26 April 2022. The resolution stated that the Terms of Reference be placed on public exhibition for a period of 28 days.
6. The Manager of Governance was provided separately with an updated copy of the Terms of Reference to be placed on public exhibition. Amendments had been made to the original version presented to Councillors. Comments were included to the original copy and placed on public exhibition as attached.

Issue	Management Comment
2.2.2 Add 'disabled' before 'leisure'	Noted – suggest per accessible language, amend to 'access for people with a disability'
2.2.3 Delete	Agree subject to amendment in 2.2.2
2.2.6 Delete 'clear' and 'based on the skills, knowledge and experience of the Community members'	Not Accepted – considered necessary to retain
Delete 4.2 and 4.3	Accepted
4.4 Delete 'on a quadrennial basis'	Accepted as reference is made to term of Council
4.6 : Add '(Chair and Secretary)' following 'Bearer'	Accepted
5.2.2 2 The filling of any vacancy shall be approved by the Council. Nominations and appointment to vacancies will be preferred from the same sector or representative body as the vacant position. Other sectors or representative bodies will be considered in the absence of any nominations from the same sector as the vacancy.	Accepted
5.3.1 Delete 'Per clause 4.5.2.2'	Accepted
5.3.1 Reference to 5.2 not 5.2.1	Accepted
5.5.1 Delete '(OR) The Chairperson shall be appointed by the Council. (Delete either 5.5.1 or 5.5.2)'	Accepted
6.1.3 Delete 'Be aware of the Council" and replace with 'Consider the advice provided by Councillors and Council staff in relation to resources' <i>6.1.3 Consider the advice provided by Councillors and Council staff in relation to resources, budget and strategic plans, and the need for efficiency and effectiveness in the activities for which the Committee has been established;</i>	Accepted
7.1.1 Meeting frequency: Delete: 'held on a bi monthly basis, with six (6) meetings held per annum. Replace with 'determined by the Committee, held quarterly with a minimum of four (4) meetings per year. Additional meetings can be convened as required.' <i>7.1.1 Meetings of the Committee will generally be determined by the Committee, held quarterly with a minimum of four (4) meetings per year. Additional meetings can be convened as required.</i>	Noted, however Council recognises that the meetings require preparation and resourcing.

7.2.1 Change (3) to (7) <i>Committee members will be provided notice of the meeting at least seven (7) days before the date of the meeting and the business proposed to be considered at the meeting</i>	Accepted
Delete 7.2.2	Not Accepted. Section 355 meetings are open to the public and should be advertised.
9.2.2 Add 'where possible' following 'ongoing' <i>Identify potential costs (up-front and ongoing) where possible; and</i>	Accepted
Delete 12.1 and replace with 'The Chair is permitted to speak to the media on recommendations made by the Committee.'	Recommendation - add 'with the approval of the General Manager'
13.1.1 Add A meeting place 'with virtual meeting facilities.'	Not Accepted. This has not been resourced
Delete 13.1.3 and 13.1.4	Recommended to retain. Committee Agenda and Minutes should be placed on Council's website for transparency. Attendance by Council staff may be necessary for technical advice.

7. The public exhibition period closed on 7 June 2022. No submissions were received.
8. The Terms of Reference have been updated to align with Council's Code of Conduct, Code of Meeting Practice, and the Section 355 Committee Handbook.
9. Councillor delegates on UTEC engaged with the Committee and proposed a draft Terms of Reference.
10. Council is to confirm the amendments to the Terms of Reference prior to adoption.
11. The Terms of Reference provide for two (2) Councillor representatives to the Committee who were appointed by Council at its Ordinary meeting held 24 December 2021.

CONCLUSION:

12. It is recommended that the Terms of Reference be adopted as amended.
13. Council resolved at its Ordinary meeting held on 26 April to call for new members following the adoption of the UTEC Terms of Reference (36.04/22)

COUNCIL IMPLICATIONS

14. Community Engagement/Communication

The Terms of Reference was placed on public exhibition to facilitate a community consultation process.

Expressions of Interest from the public will be called for membership to the Committee.

Committee Agendas and Minutes will be made available on the Council website.

15. Policy and Regulation

Local Government Act 1993 (NSW) s355(b)

Community Engagement Policy 2014

Community Engagement Strategy 2017

16. Financial/Long Term Financial Plan

The Committee consumes staff time which is absorbed within the existing budget.

17. Asset management/Asset Management Strategy

Nil.

18. Workforce/Workforce Management Strategy

Council staff attend Committee meetings and investigate Committee matters as directed by Council.

19. Legal and Risk Management

A Committee constituted under s335(b) of the Local Government Act 1993 (NSW) is covered by Council's insurance policy for public liability.

20. Performance Measures

Effective management of Uralla Township and Environs Committee.

21. Project Management

The Terms of Reference are managed by the Manager Governance.



**TERMS OF REFERENCE
URALLA TOWNSHIP AND ENVIRONS
COMMITTEE**

DRAFT

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Director – Infrastructure & Development		
Document Development Officers	Manager Governance; Project Support Officer		
Review Timeframe	Three (3) months following each general local government election		
Last Review Date:	February 2022	Next Scheduled Review Date	December 2024

Document History

Doc No.	Date Amended	Details
0.1	9 February 2022	Draft prepared, circulated for individual Councillor, Committee members and staff input
0.2	22 February 2022	Draft to council recommending consultation with current committee members and public exhibition for community input
0.3	10 May 2022	Draft with comments from UTEC in comments section
1.0	June 2022	Council resolution to adopt

Related Legislation	Local Government Act 1993 (NSW) Local Government (General) Regulation 2021 (NSW)
Related Policies	Uralla Shire Council Code of Conduct Uralla Shire Council Code of Meeting Practice Uralla Shire Council Sponsorship Policy Uralla Shire Council Hire of Council Facilities, Plant, and Equipment Policy Procurement Policy 2020 Disposal of Assets Policy 2021 Enterprise Risk Management Framework Policy 2020 Workplace Health & Safety Policy 2019
Related Procedures/ Protocols, Statements, documents	Section 355 Committee Handbook 2022 Uralla Shire Council Open Spaces Strategy Uralla Pedestrian Access Mobility Plan August 2019 (PAMP)

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1. Establishment

- 1.1 The Uralla Township and Environs Committee (hereafter “the Committee”) is established under section 355(b) of the *Local Government Act 1993* (NSW) pursuant to Council resolution 32.02/18 made 27 February 2018.

2. Purpose and Objectives

- 2.1 The Committee is established for the purpose of providing strategic advice to Council on the future development and redevelopment of public spaces in and near the township of Uralla.
- 2.2 The objectives of the Committee are to:
- 2.2.1 Provide guidance to Council for the implementation of public space related planning, design and management;
 - 2.2.2 Provide advice to Council on current and emerging issues for public spaces, including issues related to, but not limited to leisure, education, economic, cultural, social and environmental aspects;
 - 2.2.3 Ensure consideration is given to disability access to public spaces in strategy development;
 - 2.2.4 Provide advice on matters strategically relevant to public spaces as required by Council including, but not limited to, development and implementation of Council’s Open Spaces Strategy and Pedestrian and Access Mobility Plan (PAMP);
 - 2.2.5 Participate in consultative forums initiated by Council for the purpose of informing and seeking feedback from the community; and
 - 2.2.6 Provide clear recommendations and advice to Council based on the skills, knowledge and experience of the Community members.

Commented [NH1]: UTEC COMMENT: Add ‘disabled’ before ‘leisure’.

Commented [KJ2R1]: Note: per accessible language, should be ‘access for people with a disability’

Commented [NH3]: UTEC COMMENT: Delete 2.2.3

Commented [KJ4R3]: Agree, and noting terminology is not current – cover appropriately in 2.2.2

Commented [NH5]: UTEC COMMENT: delete ‘clear’ and ‘based on the skills, knowledge and experience of the Community members’.

3. Term of Committee

- 3.1 The Committee shall operate from the date Council adopts these Terms of Reference and will conclude three months after the date of the next Council election, unless terminated earlier in accordance with these Terms of Reference.

4. Membership

- 4.1 Membership of the Committee shall consist of:
- 4.1.1 A minimum of six (6) and a maximum of 12 members of the public; and
 - 4.1.2 Two (2) councillor representatives.
- (OR)**
- 4.2 Membership of the Committee shall consist of a minimum of six (6) and a maximum of 12 members of the public.
- 4.3 Two (2) non-voting councillor representatives shall be appointed by Council to the Committee.

(Delete either 4.1 or 4.2 and 4.3)

4.4 Committee membership is on a quadrennial basis for the term of the Council. Following a general election of councillors, the existing Committee membership continues until such time as the Council appoints new Committee members.

Commented [NH6]: UTEC COMMENT: Delete 4.2 and 4.3

Commented [NH7]: UTEC COMMENT: Delete 'on a quadrennial basis'

4.5 A person remains a Committee member for the duration of the Committee term until:

4.5.1 Death; or

4.5.2 That person ceasing to be a member upon:

4.5.2.1 Delivering, in writing (letter or email), a resignation to the Committee Secretary or a meeting of the Committee;

4.5.2.2 Being absent from three (3) consecutive meetings of the Committee without leave of absence from the Committee; or

4.5.2.3 Receiving written notification from Council that the person's membership with the Committee has been terminated.

4.6 A Committee member who is an Office Bearer to the Committee may resign from the position and remain a member of the Committee.

Commented [NH8]: UTEC COMMENT: Add '(Chair and Secretary)' following 'Bearer'

4.7 Casual vacancies shall be filled in accordance with clause 5.2.

5. Appointment of Members and Office Bearers

5.1 Appointment of Members

5.1.1 Committee members shall be appointed by Council.

5.2 Vacancies

5.2.1 The Committee Secretary shall promptly advise Council of any casual vacancy.

5.2.2 The filling of any vacancy shall be approved by the Council. Nominations and appointment to vacancies must be from the same sector or representative body as the vacant position.

Commented [NH9]: UTEC COMMENT: Add 'will be preferred' following the word 'vacancies'. Delete 'must be'. Add 'Other sectors or representative bodies will be considered in the absence of any nominations from the same sector as the vacancy'.

5.2.3 A casual vacancy may be filled through a review of earlier expressions of interest or a call for new expressions of interest to invite nominations from the public.

5.2.4 Interested persons may nominate for a vacant position regardless of whether expressions of interest have been called. Nominations shall be presented to Council for determination.

5.2.2 The filling of any vacancy shall be approved by the Council. Nominations and appointment to vacancies will be preferred from the same sector or representative body as the vacant position. Other sectors or representative bodies will be considered in the absence of any nominations from the same sector as the vacancy.

5.3 Leave of Absence

5.3.1 Per clause 4.5.2.2, any member absent for 3 or more consecutive meetings without apology or leave of the Committee shall have their position declared vacant and clause 5.2.1 shall be invoked.

Commented [NH10]: UTEC COMMENT: Delete 'Per clause 4.5.2.2'

Commented [NH11]: UTEC COMMENT: 5.2 not 5.2.1

5.4 Removing Members

- 5.4.1 The Council may at any time remove a member of the Committee but shall observe the principles of natural justice.

5.5 Committee Chairperson

- 5.5.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Chairperson. The method of election shall be decided by the Committee.

(OR)

- 5.5.2 The Chairperson shall be appointed by the Council.

(Delete either 5.5.1 or 5.5.2)

5.6 Committee Secretary

- 5.6.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Secretary. The method of election shall be decided by the Committee.

Commented [NH12]: UTEC COMMENT: Delete: **'(OR) 1.1.1** The Chairperson shall be appointed by the Council.
'(Delete either 5.5.1 or 5.5.2)'

6. Roles and Responsibilities

- 6.1 The role of a Committee member is to:

- 6.1.1 Participate in the deliberations of the Committee, with regard to the policy and business which is before it;
- 6.1.2 Be mindful of the objectives and policies of the Council as they relate to the business of the Committee;
- 6.1.3 Be aware of the Council resources, budget and strategic plans, and the need for efficiency and effectiveness in the activities for which the Committee has been established;
- 6.1.4 Be informed on issues before the Committee, to prepare adequately for meetings and seek additional information if required;
- 6.1.5 Be mindful of the potential for a conflict of interest to occur through participation on the Committee and to declare such interests as and when they arise;
- 6.1.6 Represent the nominating sector, body or organisation honestly and fairly; and
- 6.1.7 Observe confidentiality when it is required.

- 6.2 Councillor representatives to the Committee shall facilitate communication between the Committee and Council by:

- 6.2.1 Presenting relevant minutes of the Council to the Committee;
- 6.2.2 Reporting on the Committee's activities to the Council; and

Commented [NH13]: UTEC COMMENT: Delete 'Be aware of the Council' and replace with 'Consider the advice provided by Councillors and Council staff in relation to resources'
6.1.3 Consider the advice provided by Councillors and Council staff in relation to resources, budget and strategic plans, and the need for efficiency and effectiveness in the activities for which the Committee has been established;

- 6.2.3 Referring any matters requiring clarification by the Committee to the General Manager or to the Council by way of a Councillor Delegates Report or Notice of Motion.

7. Meetings

7.1 Meeting Frequency

- 7.1.1 Meetings of the Committee will generally be held on a bi-monthly basis, with six (6) meetings held per annum.

7.2 Notice of meetings

- 7.2.1 Committee members will be provided notice of the meeting at least three (3) days before the date of the meeting and the business proposed to be considered at the meeting.

- 7.2.2 Committee meetings will be advertised on Council's web page.

7.3 Minutes

- 7.3.1 Committee meeting minutes will be supplied to each Committee member and Council within seven (7) business days after the Committee meeting.
- 7.3.2 Committee meeting minutes must be provided to Council not less than 10 business days prior to the next Ordinary meeting of Council to be presented to that meeting for endorsement.

7.4 Meeting Procedure

- 7.4.1 The Uralla Shire Council Code of Meeting Practice shall guide the meeting procedures of the Committee.
- 7.4.2 Committee meetings are exempt from webcast requirements as described in clause 5.19 of the Code of Meeting Practice.

7.5 Presiding Member

- 7.5.1 The Chairperson shall preside at all Committee meetings at which he or she is present.
- 7.5.2 In the absence of the Chairperson at a meeting or in the event of a conflict of interest in which the Chairperson has recused him or herself from discussion, the Committee shall elect a temporary Chairperson.

7.6 Quorum

- 7.6.1 The quorum required for a meeting to commence will be a majority of current voting members (half the number of current members plus one). A Committee meeting will be adjourned and rescheduled if there is no quorum present within 15 minutes.

Commented [NH14]: UTEC COMMENT Delete: 'held on a bi monthly basis, with six (6) meetings held per annum. Replace with 'determined by the Committee, held quarterly with a minimum of four (4) meetings per year. Additional meetings can be convened as required.'

7.1.1 Meetings of the Committee will generally be determined by the Committee, held quarterly with a minimum of four (4) meetings per year. Additional meetings can be convened as required.

Commented [NH15]: UTEC COMMENT: Change (3) to (7) Committee members will be provided notice of the meeting at least seven (7) days before the date of the meeting and the business proposed to be considered at the meeting

Commented [NH16]: UTEC COMMENT: Delete 7.2.2

7.7 Voting

- 7.7.1 A question arising for decision at a meeting of the Committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
- 7.7.2 A voting member of the Committee present at any meeting shall have one (1) vote on any matter.
- 7.7.3 In the event of an equality of votes, the Chairperson shall have the casting vote.

7.8 Public Access

- 7.8.1 Meetings of the Committee shall be open to the public, except any item on the agenda closed under s10A of the *Local Government Act 1993 (NSW)*.
- 7.8.2 Committee business agendas and minutes shall be published to the Council website.

8. Code of Conduct and Conflict of Interest

- 8.1 The Uralla Shire Council Code of Conduct applies to all Committee members.
- 8.2 Committee members and councillor representatives are to declare conflicts of interest when any such interest arises.
- 8.3 Declarations of conflict of interest shall be recorded in the minutes and committee members shall abstain from voting on any matter relating to the declared conflict of interest.

9. Reporting

- 9.1 The Committee shall report to Council through the provision of its Minutes.
- 9.2 To assist Council in its decision-making, proposals made to Council shall:
 - 9.2.1 Describe benefits and disadvantages;
 - 9.2.2 Identify potential costs (up-front and ongoing); and
 - 9.2.3 Identify the deliberations the Committee made in forming its decision. If there are differing views within the Committee, these opinions be communicated to Council to assist Council in understanding the complexities of the issue at hand.

Commented [NH17]: UTEC COMMENT: Add 'where possible' following 'ongoing'
Identify potential costs (up-front and ongoing) where possible; and

10. Delegated Authority

- 10.1 The Committee does not have any delegated functions pursuant to section 377 of the *Local Government Act 1993 (NSW)* and does not have the power to direct Council officials.

11. Correspondence

- 11.1 The Committee is not permitted to issue official correspondence to government officials or government departments.

11.2 All official correspondence must be signed by the General Manager.

12. Media Liaison

12.1 The Chair of the Committee may speak to the media in relation to the activities of the Committee in accordance with Council's media policy and Code of Conduct.

Commented [NH18]: UTEC COMMENT Delete 12.1 and replace with 'The Chair is permitted to speak to the media on recommendations made by the Committee.'

13. Operational Support

13.1 Uralla Shire Council will support the Committee through the provision of:

13.1.1 A meeting place;

13.1.2 Insurance coverage for volunteers;

13.1.3 Administrative support to post agenda online and present Minutes to Council; and

13.1.4 Attendance of staff for technical advice at the General Manager's discretion.

Commented [NH19]: UTEC COMMENT Add A meeting place 'with virtual meeting facilities; and'

Commented [KJ20R19]: Not resourced

Commented [NH21]: UTEC COMMENT: Delete 13.1.3 and 13.1.4

14. Alteration of Terms of Reference and Committee Dissolution

14.1 These Terms of Reference may only be altered by Council resolution.

14.2 The Council may, at any time and either at its own initiative or upon request of the Committee, alter, delete, or add provisions to these Terms of Reference.

14.3 The Council may, by resolution, terminate the term of the Committee at its discretion.

14.4 In such event that the Council terminates the Committee term, the Council will provide formal notice to the Committee in writing including the reason for the termination.

15. Interpretation

15.1 Any ambiguity or difficulty in interpretation of these Terms of Reference shall be referred to the Council for direction.

16. Dispute Resolution

16.1 Where the Committee is unable to reach a determination on any issue, the Committee must refer that issue to the Chairperson for determination.

16.2 Where the Committee resolves that it is dissatisfied with the resolution of that dispute by the Chairperson it may, by notice in writing, request the General Manager review the issue.

16.3 Should the Committee be dissatisfied with the decision by the General Manager it may, by notice in writing to the General Manager, request that the matter be referred to Council for determination of the dispute by resolution of Council, whose determination of the dispute shall be final and binding upon the Committee.

15.10 AUSTRALIA DAY COMMITTEE DRAFT TERMS OF REFERENCE

Department: Corporate Services
Prepared by: Manager Governance
TRIM Reference: UINT/22/7252
Attachment: UINT/22/7250 Australia Day Committee Terms of Reference

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council
Strategy: 4.1.2 Engage with the community effectively and use community input to inform decision making

SUMMARY:

1. The purpose of this report is to recommend that Council formally constitute the Australia Day Committee as a Committee of Council under Section 355 of the *Local Government Act 1993* (NSW) and endorse the Australia Day Committee Terms of Reference for public exhibition and subsequent adoption.

RECOMMENDATION:

That Council:

- I. Endorse the establishment of a committee under Section 355 of the *Local Government Act 1993* (NSW) for the purpose of planning, organising and implementing an annual celebration of Australia Day activities, Citizenship Ceremony and the Australia Day Awards in the Uralla Shire;
- II. Name the committee the Australia Day Committee;
- III. Place the Australia Day Committee Terms of Reference 2022 on public exhibition for a period of 28 days;
- IV. Subject to no submissions received during public exhibition, adopt the Australia Day Committee Terms of Reference 2022;
- V. Establish the Committee term as expiring six months after the date of the next local government general election as set out in the Terms of Reference; and
- VI. Once the Terms of Reference have been adopted, call for Expressions of Interest from the public for community membership on the Committee.

REPORT:

2. The Australia Day Committee ("the Committee") was established as a Committee of Council from the previous Bicentennial Committee in 1989.
3. Council does not have a formal record of the Committee's establishment and therefore it is proposed that Council formally endorse the Committee as a Committee of Council under Section 355(b) of the *Local Government Act 1993* (NSW) ("the Act").

4. The Committee does not currently have an adopted Terms of Reference which set out its functions and guides the activities of the Committee.
5. The draft Australia Day Committee Terms of Reference is attached to this report.
6. The draft Terms of Reference have been drafted to align with Council's Code of Conduct, Code of Meeting Practice, and the Section 355 Committee Handbook.
7. The draft Terms of Reference set out the purpose of the Committee to be for the planning, organising and implementing an annual celebration of Australia Day activities, Australian Citizenship Ceremony and the Australia Day Awards in the Uralla Shire.
8. The draft Terms of Reference set out the objectives of the Committee as follows:
 - To deliver a safe, inclusive and enjoyable community event to celebrate Australia Day within available budget resources; and
 - To undertake a process to decide the winners of the various categories in the Australia Day Awards.
9. The draft Terms of Reference provide for Council's delegation to the Committee under Section 377 of the Act the authority to undertake certain functions to deliver the annual Australia Day activities.
10. The draft Terms of Reference were circulated to the Chair and the Secretary of the Committee, and Councillors on 9 February 2022.
11. Responses were received from numerous councillors in February 2022 and these were circulated to all councillors that same month.
12. At the Ordinary Council meeting held on 22 February 2022 Council resolved: (Draft Terms of Reference for Section 355 Committees) *That Council lay items 15.10, 15.11 and 15.12 on the table until Councillors undertake further engagement with community members before an updated draft is considered by Council for public exhibition.* (Resolution Number 21.02/21)
13. No further submissions or suggestions have been made to Council since 22 February 2022.
14. During February 2022 some Councillors also raised issues relating to 6.1 (Appointment of Members) and 7.2 (Roles and Responsibilities). No amendments were subsequently provided and therefore no changes to the ToR have been made in relation to these matters. Should Council still believe that changes are necessary on these issues or matters associated with items 5.1 (Membership) and 6.5.1 (Committee Chairperson) then those changes should be recommended within the resolution.
15. Should Council adopt the Terms of Reference attached to this report, it is appropriate the document be placed on public exhibition and submissions invited from the community.
16. The Terms of Reference set out that the Committee comprise of not fewer than six (6) and no more than 12 members of the community.
17. There are currently six (6) community members on the Committee and it is appropriate that Council invite nominations from the public by way of Expressions of Interest.

18. Councillor representatives to the Committee were appointed at the Ordinary Meeting of Council held 24 December 2021. Council has resolved annual review of Council delegates to its Committees.

CONCLUSION:

19. It is recommended that Council formally establish the Committee and its term under section 355 of the *Local Government Act 1993* (NSW), endorse the Terms of Reference for public exhibition, and adopt the Terms of Reference if no submissions are received.
20. Expressions of Interest should be invited from the community to fill casual vacancies on the Committee.

COUNCIL IMPLICATIONS

21. Community Engagement/Communication

The Terms of Reference will be placed on public exhibition to facilitate a community consultation process.

Expressions of Interest from the public will be called for membership to the Committee.

Committee Agendas and Minutes should be made available to the public on the Council website.

Feedback from Councillors included the following:

Reference in Policy	Feedback from Councillors	Management Comment
4.1.4 Promote Australia Day celebrations and awards across the region;	Amend to Shire	Amended in document February 2022
Membership preference	Preference for: 5.1 Membership of the Committee shall consist of: 5.1.1. A minimum of six (6) and a maximum of 12 members of the public; and 5.1.2 Two (2) councillor representatives.	Accepted
Committee Chairperson	Preference for 6.5.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Chairperson. The method of election shall be decided by the Committee.	Accepted
8.2 Notice of Meetings	Add "8.2.2 Committee meetings will be advertised on council's web page"	Amended in document February 2022

2.2.1	Include the word 'inclusive'	Agreed
4.1.5	Delete 'Seek', replace with 'Accept'. Delete 'highly participated'	Accepted
5.1	<p>Include 2 subsections:</p> <p>Members of the committee shall aim to be from diverse backgrounds and be representatives from different facets of the community</p> <p>We should aim to have First Nations People and their views represented on the committee</p>	<p>Suggest</p> <p>Encourage First Nations People and represent their views on the Committee.</p> <p>Members of the Committee shall aim to be from diverse backgrounds and be representatives from different facets of the Community.</p>
5.2 and 5.3	Delete	Accepted
6.2.2	Delete 'Nominations and appointment to vacancies must be from the same sector or representative body as the vacant position.'	Accepted
6.2.4	Include 'at any time'	Accepted
6.5.2	Delete	Accepted
7.1.2	Delete 'ambassador' and replace with 'advocate"	Accepted
8.1.1	Delete with no more than one meeting held per month except during the months of December and January if determined necessary by the Committee.	Accepted
8.2	Comment: The committee may not always have an agenda ready before the meeting, they know why they are meeting. I don't think we need to be too prescriptive	Being a S355 Committee, it should be open to the public, the notice will be placed on Council's website for transparency. Recommended to retain
8.3	The committee meets a few times over a short number of months. I don't think we need to be too prescriptive about providing minutes to Council during this time, especially since it is over the Christmas/summer break	Being a S355 Committee, the Minutes should be presented to Council for consideration. Recommended to retain
8.5.1	Delete 'he or she is' and replace with 'they are'	Accepted

8.5.2	Delete 'recused him or herself' and replace with 'excused themselves'	Accepted
8.8.2	Delete	Strongly recommended to retain; as mentioned above S355 Committee is open to the public
11.2	Concerns in relation to submitting annual report	Recommend that this be retained as a record for Council
14.1.1	Include '(ie at the Uralla Shire Chamber or Mayor's Office)	Would recommend making a broad statement; could meet in different parts of the Organisation eg Library / Community Centre etc
4.1.4	New Subsection: Closing the highway and traffic management for the purpose of the Australia Day street parade	Recommend: Traffic management and closing the highway for the purpose of the Australia Day parade and celebrations
5.4	Replace Committee Membership with Councillor representative, replace 'quadrennial' with annual: <i>Councillor representative membership is on an annual basis of. Following a general election of councillors, the existing Councillors Committee membership continues until such time as the Council appoints new Committee members.</i>	Retain; Council resolved that delegates be appointed to committees until September 2022(20.12/21), if this Committee is constituted as S355, delegates will be appointed with other S355 Committees. Reference relates to the independent members – volunteers etc; for continuity purposes recommend that appointments fall within new term of Council
5.5.2.3	On the recommendation of the Committee to Council;	Retain as Receiving written notification from Council that the person's membership with the Committee has been terminated. Reason: The Committee can inform Council and as such Council can consider and resolve as appropriate
5.7	Delete	Strongly recommend retaining

6.1	Delete 'appointed by Council' and replace with 'approved by the existing Committee and appointed by the Council'	Council decision
6.2.1	Delete 'promptly' and delete 'casual vacancy' with resignation	Recommend retaining and keeping broad considerations; resignations form one element of casual vacancies.
6.2.2 and 6.2.3	Delete	Retain 'the filling of any vacancy shall be approved by Council' and recommend that 6.2.3 be retained
6.2.2	Interested persons may nominate for a vacant position at any time	<p>Suggest:</p> <p>Interested persons may nominate for a vacant position at any time, regardless of whether expressions of interest have been called. Nominations shall be presented to Council for determination.</p> <p>This explains that the nominations will be considered by the Elected Members.</p>
6.4	Delete	Strongly recommend retaining; this is a Council S355 Committee.
7.1.1	participate in the determination of the Australia Day Awards for the Uralla Shire; and delete reference to eligibility criteria	Recommend retaining reference to eligibility criteria
7.1.4	Replace 'Attend at' with 'Assist with the coordination of'	Accepted
7.2 (b)	Amend to 'In addition Councillor representatives shall facilitate communication between the Committee or Council'	Decision for Council
7.3	Delete	Accepted
8.2.1	Committee members will be provided notice of the meeting and agenda at least three (3) days before the date of the meeting and the business	Accepted

	proposed to be considered at the meeting.	
8.3.2	Delete	Recommend retaining; Minutes inform Council
8.5.2	Include declaration of a (conflict of interest)	Accepted
8.6.1	Delete the words 'current voting' and 'current' The quorum required for a meeting to commence will be a majority of current voting members (half the number of current members plus one). A Committee meeting will be adjourned and rescheduled if there is no quorum present within 15 minutes.	Accepted
8.6.1		
9.2 and 9.3	Delete	Accepted
11.2	Delete 'with a record of all monies spend and received'	Recommend retain for record purposes
13.1	The Committee must not do anything or allow any person... for the purpose of this subclause, this includes but is not limited to prohibiting the following:	Members are subject to the Code of Conduct as such it is help to reiterate this information – Suggest retaining as is
14.1.3	Delete 'subject to the Committee submitting an Application for Venue Hire - Event on Public Land; and'	Recommend retaining – required for insurance purposes
17.3	Should the Committee be dissatisfied with the decision by the General Manager it may, by notice in writing to the Mayor (not GM)	Accepted
17.3	Delete 'whose determination of the dispute shall be final and binding upon the Committee'	Retain

22. Policy and Regulation

Local Government Act 1993 (NSW) s355(b)

Community Engagement Policy 2014

Community Engagement Strategy 2017

Uralla Shire Council Code of Conduct

Uralla Shire Council Code of Meeting Practice

23. **Financial/Long Term Financial Plan**

Funding for the Committee's activities are included in Council's annual budget.

24. **Asset Management/Asset Management Strategy**

N/A

25. **Workforce/Workforce Management Strategy**

Council staff provide support to the Committee's activities.

26. **Legal and Risk Management**

A Committee constituted under s355(b) of the Local Government Act 1993 (NSW) is covered by Council's insurance policy for public liability.

27. **Performance Measures**

The Terms of Reference establish the duties and functions of the Committee, of which the Committee's performance can be measured against.

28. **Project Management**

Manager Governance / Executive Assistant



TERMS OF REFERENCE AUSTRALIA DAY COMMITTEE

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Director Infrastructure & Development		
Document Development Officers	Manager Governance; Project Support Officer		
Review Timeframe	Six (6) months following each general local government election		
Last Review Date:	February 2022	Next Scheduled Review Date	March 2025

Document History

Doc No.	Date Amended	Details
0.1	9 February 2022	Draft prepared, circulated for individual Councillor, Committee members and staff input
0.2	22 February 2022	Draft to council recommending consultation with current committee members and public exhibition for community input
0.3	9 June 2022	Input from Councillors and Committee Members
1.0	June 1 2022	Council resolution to adopt

Related Legislation	<i>Local Government Act 1993 (NSW)</i> <i>Local Government (General) Regulation 2021 (NSW)</i>
Related Policies	Uralla Shire Council Code of Conduct Uralla Shire Council Code of Meeting Practice Uralla Shire Council Sponsorship Policy Uralla Shire Council Hire of Council Facilities, Plant, and Equipment Policy Procurement Policy 2020 Disposal of Assets Policy 2021 Enterprise Risk Management Framework Policy 2020 Workplace Health & Safety Policy 2019
Related Procedures/ Protocols, Statements, documents	Section 355 Committee Handbook 2022 Application for Venue Hire – Event on Public Land Temporary Road Closure Procedure

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1. Establishment

- 1.1 The Australia Day Committee (hereafter “the Committee”) is established under section 355(b) of the *Local Government Act 1993* (NSW) pursuant to Council resolution XX.XX/XX made XX June 2022.

2. Purpose and Objectives

- 2.1 The Committee is established for the primary purpose of planning, organising and implementing an annual celebration of Australia Day activities, the Australian Citizenship Ceremony and the Australia Day Awards in the Uralla Shire.
- 2.2 The objective of the Committee is to:
- 2.2.1 Deliver a safe, inclusive and enjoyable community event to celebrate Australia Day within available budget resources; and
 - 2.2.2 Undertake a process to decide the winners of the various categories in the Australia Day Awards.

3. Term of Committee

- 3.1 The Committee shall operate from the date Council adopts these Terms of Reference and will conclude six (6) months after the date of the next Council election, unless terminated earlier in accordance with these Terms of Reference.

4. Functions and Duties

- 4.1 The functions of the Committee are to:
- 4.1.1 Provide a forum to promote Australia Day, exchange ideas and discuss best practice;
 - 4.1.2 Plan, organise and execute local arrangements for Australia Day celebration activities;
 - 4.1.3 Assist in the on-ground delivery of Australia Day celebration activities;
 - 4.1.4 Promote Australia Day celebrations and awards across the Shire;
 - 4.1.5 ~~Seek~~ Accept funding and sponsorship from interested parties in accordance with Council’s Sponsorship Policy for the purpose of delivering highly participated events; and
 - 4.1.6 Provide feedback to Council on the success of Australia Day celebrations in the Shire.
- 4.2 It is the duty of the Committee to:
- 4.2.1 Undertake risk assessments for Australia Day celebration activities and provide copy of same to Council;
 - 4.2.2 Submit any and all relevant applications and documentation to Council relating to planned Australia Day celebration activities; and

4.2.3 Report to Council any and all incidents which occur during Australia Day celebrations.

5. Membership

5.1 Membership of the Committee shall consist of:

5.1.1 A minimum of six (6) and a maximum of 12 members of the public; and

5.1.2 Two (2) councillor representatives.

5.1.3 Encourage First Nations People and represent their views on the Committee.

5.1.4 Members of the Committee shall aim to be from diverse backgrounds and be representatives from different facets of the Community.

~~(OR)~~

~~5.2 Membership of the Committee shall consist of a minimum of six (6) and a maximum of 12 members of the public.~~

~~5.3 Two (2) non-voting councillor representatives shall be appointed by Council to the Committee.~~

~~(Delete either 5.1 or 5.2 and 5.3)~~

5.4 Committee membership is on a quadrennial basis for the term of the Council. Following a general election of councillors, the existing Committee membership continues until such time as the Council appoints new Committee members.

5.5 A person remains a Committee member for the duration of the Committee term until:

5.5.1 Death; or

5.5.2 That person ceasing to be a member upon:

5.5.2.1 Delivering in writing (letter or email) a resignation to the Committee Secretary or a meeting of the Committee;

5.5.2.2 Being absent from three (3) consecutive meetings of the Committee without leave of absence from the Committee; or

5.5.2.3 Receiving written notification from Council that the person's membership with the Committee has been terminated.

5.6 A Committee member who is an Office Bearer to the Committee may resign from the position and remain a member of the Committee.

5.7 Casual vacancies shall be filled in accordance with clause 6.2.

6. Appointment of Members and Office Bearers

6.1 Appointment of Members

6.1.1 Committee members shall be appointed by Council.

6.2 Vacancies

6.2.1 The Committee Secretary should promptly advise Council of any casual vacancy.

~~6.2.2 The filling of any vacancy shall be approved by the Council. Nominations and appointment to vacancies must be from the same sector or representative body as the vacant position.~~

6.2.3 A casual vacancy may be filled through a review of earlier expressions of interest or a call for new expressions of interest to invite nominations from the public.

6.2.4 Interested persons may nominate for a vacant position **at any time** regardless of whether expressions of interest have been called. Nominations shall be presented to Council for determination.

6.3 Leave of Absence

6.3.1 Per clause 5.5.2.2, any member absent for 3 or more consecutive meetings without apology or leave of the Committee shall have their position declared vacant and clause 6.2.1 shall be invoked.

6.4 Removing Members

6.4.1 The Council may at any time remove a member of the Committee but shall observe the principles of natural justice.

6.5 Committee Chairperson

6.5.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Chairperson. The method of election shall be decided by the Committee.

(OR)

~~6.5.2 The Chairperson shall be appointed by the Council.~~

~~(Delete either 6.5.1 or 6.5.2)~~

6.6 Committee Secretary

6.6.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Secretary. The method of election shall be decided by the Committee.

6.7 Committee Treasurer

6.7.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Treasurer. The method of election shall be decided by the Committee.

7. Roles and Responsibilities

7.1 The role of a Committee member is to:

- 7.1.1 Participate in the **Committee's** determination of the **Uralla Shire** Australia Day Awards **for the Uralla Shire**, taking into consideration the eligibility of the nominations against the selection criteria;
 - 7.1.2 Act as an **ambassador advocate** for Australia Day throughout the year, encouraging individuals and community groups to nominate for Australia Day Awards;
 - 7.1.3 Provide input in the planning of the Australia Day celebration activities through ideas brought forward at a Committee meeting; and
 - 7.1.4 ~~Attend at~~ **Assist with the coordination of** the Australia Day celebrations to assist with setting up and taking down of the event and the coordination of the award nominees.
- 7.2 Councillor representatives to the Committee shall facilitate communication between the Committee and Council by:
- 7.2.1 Presenting relevant minutes of the Council to the Committee;
 - 7.2.2 Reporting on the Committee's activities to the Council from time to time; and
 - 7.2.3 Referring any matters requiring clarification by the Committee to the General Manager or to the Council by way of a Councillor Delegates Report or Notice of Motion.

Or

7.2 (b) In addition Councillor representatives shall facilitate communication between the Committee or Council

(Delete either 7.2 or 7.2 (b))

~~7.3 The Committee Treasurer is responsible for:~~

- ~~7.3.1 Ensuring the proper keeping of the books and accounts of the Committee, which shall be kept as directed by the General Manager and made available to the Council when required for that purpose by the General Manager;~~
- ~~7.3.2 Providing to Council copies of quotes for procurement as required by Council's Procurement Policy.~~
- ~~7.3.3 Organising through Council the payment of accounts and other expenses approved by the Committee on behalf of Council; and~~
- ~~7.3.4 All monies received by the Committee are deposited, within seven (7) days of receipt into the bank account specified by Uralla Shire Council.~~

8. Meetings

8.1 Meeting Frequency

8.1.1 Meeting frequency will be determined by the Committee, but shall be no more than 10 meetings and no less than two meetings per year, ~~with no more than one meeting held per month except during the months of December and January if determined necessary by the Committee.~~

8.2 Notice of meetings

8.2.1 Committee members will be provided notice of the meeting and agenda at least three (3) days before the date of the meeting ~~and the business proposed to be considered at the meeting.~~

8.2.2 Committee meetings will be advertised on Council's web page.

8.3 Minutes

8.3.1 Committee meeting minutes will be supplied to each Committee member and Council within seven (7) business days after the Committee meeting.

8.3.2 Committee meeting minutes must be provided to Council not less than 10 business days prior to the next Ordinary meeting of Council to be presented to that meeting for endorsement.

8.4 Meeting Procedure

8.4.1 The Uralla Shire Council Code of Meeting Practice shall guide the meeting procedures of the Committee.

8.4.2 Committee meetings are exempt from webcast requirements as described in clause 5.19 of the Code of Meeting Practice.

8.5 Presiding Member

8.5.1 The Chairperson shall preside at all Committee meetings at which ~~he or she is~~ they are present.

8.5.2 In the absence of the Chairperson at a meeting or in the event of a declaration of a conflict of interest in which the Chairperson has ~~refused him or herself~~ excused themselves from discussion, the Committee shall elect a temporary Chairperson.

8.6 Quorum

8.6.1 The quorum required for a meeting to commence will be a majority of ~~current voting~~ members (half the number of ~~current~~ members plus one). A Committee meeting will be adjourned and rescheduled if there is no quorum present within 15 minutes.

8.7 Voting

- 8.7.1 A question arising for decision at a meeting of the Committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
- 8.7.2 A voting member of the Committee present at any meeting shall have one (1) vote on any matter.
- 8.7.3 In the event of an equality of votes, the Chairperson shall have the casting vote.

8.8 Public Access

- 8.8.1 Meetings of the Committee shall be open to the public, except any item on the agenda closed under s10A of the *Local Government Act 1993 (NSW)*.
- 8.8.2 Committee business agendas and minutes shall be published to the Council website.

9. Voting on Australia Day Awards

- 9.1 The voting method to be used can be either a show of hands or secret ballot, as decided by the Committee.
- ~~9.2 The voting system shall be by preferential vote. Each Committee member shall be entitled to one vote as each candidate is eliminated.~~
- ~~9.3 Any Committee member who was involved in encouraging an individual to be nominated must not participate in the selection process.~~

10. Code of Conduct and Conflict of Interest

- 10.1 The Uralla Shire Council Code of Conduct applies to all Committee members.
- 10.2 Committee members and councillor representatives are to declare conflicts of interest when any such interest arises.
- 10.3 Declarations of conflict of interest shall be recorded in the minutes and committee members shall abstain from voting on any matter relating to the declared conflict of interest.

11. Reporting

- 11.1 The Committee shall report to Council through the provision of its Minutes.
- 11.2 The Committee shall submit an annual report to Council by 31 March each year on the Committee's activities with a record of all monies spent and received.

12. Delegated Authority

- 12.1 Council delegates to the Committee under section 377 of the *Local Government Act 1993 (NSW)* the authority:

- 12.1.1 To issue official correspondence on behalf of the Committee in relation to the Committee's purpose and objectives.
 - 12.1.2 To authorise expenditure of the Committee's funds within approved budget to deliver Australia Day celebrations.
- 12.2 No powers or functions may be delegated by the Committee to any other person or committee unless set out within these Terms of Reference.

13. Limitation of Powers

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

14. Operational Support

- 14.1 Uralla Shire Council will support the Committee through the provision of:
 - 14.1.1 A meeting place (ie at the Uralla Shire Council Chambers or the Mayor's Office);
 - 14.1.2 Insurance coverage for volunteers and Australia Day celebration activities;
 - 14.1.3 Event space for Australia Day celebration activities, subject to the Committee submitting an Application for Venue Hire - Event on Public Land; and
 - 14.1.4 Closing the highway and traffic management for the purpose of the Australia Day street parade.

15. Alteration of Terms of Reference and Committee Dissolution

- 15.1 These Terms of Reference may only be altered by Council resolution.
- 15.2 The Council may, at any time and either at its own initiative or upon request of the Committee, alter, delete, or add provisions to these Terms of Reference.

- 15.3 The Council may, by resolution, terminate the term of the Committee at its discretion.
- 15.4 In such event that the Council terminates the Committee term, the Council will provide formal notice to the Committee in writing including the reason for the termination.

16. Interpretation

- 16.1 Any ambiguity or difficulty in interpretation of these Terms of Reference shall be referred to the Council for direction.

17. Dispute Resolution

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

15.11 DEVELOPMENT APPLICATION 3/2022 SUBDIVISION OF
FOUR LOTS INTO SIX LOTS FITZROY STREET URALLA REPORT



Department:	Infrastructure & Development	
Prepared by:	Manager of Development and Planning	
TRIM Reference:	UINT/22/7359	
Attachments:	UINT/22/7360	1. Development Assessment Report
	UINT/22/7361	2. Engineering Plans
	UINT/22/7367	3. Stage 1 Plan
	UINT/22/7368	4. Stage 2 Plan
	UINT/22/7369	5. Redacted submissions
	UINT/22/7370	6. Statement of Environmental Effects
	UINT/22/7371	7. Application
	UINT/22/7372	8. Bushfire Assessment Report

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	Growing diversified employment education and tourism opportunities	
Strategy:	2.2.1	Provide land use planning that facilitates employment creation
Activity:	2.1.4.1	Process building and development 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:

1. Council has received an application for a four into six lot subdivision in Fitzroy Street Uralla.
2. This report recommends approval of the subdivision subject to the recommended conditions of consent.

RECOMMENDATION:

That Council resolve to approve Development Application 3/2022 for a four into six lot subdivision at Fitzroy Street Uralla, being Lots 1-3 and 17 Section 4 DP 759022 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

Please Note: A reference to the National Construction Code is a reference to that Code as in force on the date the application is made for the relevant:

- (a) development consent, in the case of a temporary structure that is an entertainment venue, or
- (b) construction certificate, in every other case.

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.

Erection of signs

Please Note: *This does not apply in relation to:*

- (c) *building work, subdivision work or demolition work that is carried out inside an existing building, which does not affect the external walls of the building development consent, in the case of a temporary structure that is an entertainment venue, or*
- (d) *Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.*
- (e) *a complying development certificate issued before 1 July 2004 only if the building work, subdivision work or demolition work involved had not been commenced by that date.*

2. 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 certifier 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.*
3. 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.

Notification of *Home Building Act 1989* requirements

Please Note: *This does not apply in relation to Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.*

4. Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifier for the development to which the work relates (not being the council) has given the council written notice of the following information:
 - (a) *in the case of work for which a principal contractor is required to be appointed:*
 - (i) *the name and licence number of the principal contractor, and*
 - (ii) *the name of the insurer by which the work is insured under Part 6 of that Act,*
 - (b) *in the case of work to be done by an owner-builder:*
 - (i) *the name of the owner-builder, and*
 - (ii) *if the owner-builder is required to hold an owner-builder permit under that Act, the number of the relevant owner-builder permit.*
5. If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under the above becomes out of date, further work must not be carried out unless the principal certifier for the development to which the work relates (not being the council) has given the council written notice of the updated information.

Shoring and adequacy of adjoining property

Please Note: *This does not apply if the person having the benefit of the complying development certificate owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.*

6. If the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the certificate must at the person's own expense:
 - (a) *protect and support the adjoining premises from possible damage from the excavation, and*
 - (b) *where necessary, underpin the adjoining premises to prevent any such damage.*

GENERAL CONDITIONS

7. 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.
8. 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.
9. This approval is for two stages being:
 - Stage One being Lots 1 and residual lot.
 - Stage Two being Lots 2 to 6.

Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.
10. A Construction Certificate must be obtained from a Certifier before work commences.

Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.
11. All engineering works to be designed by an appropriately qualified person and carried out in accordance with Armidale Regional Council Engineering Design Codes in force at the time, unless otherwise indicated in this consent, to ensure that these works are of a sustainable and safe standard.

Reason: To ensure works are completed in line with appropriate standards.
12. Before construction commences on the site and throughout the construction phase of the development, erosion control measures are to be installed to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
 - divert contaminated run-off away from disturbed areas,
 - erect silt fencing along the downhill side of the property boundary,
 - prevent tracking of sediment by vehicles onto roads by limiting access to the site and, where necessary, installing a temporary driveway and
 - stockpile all topsoil, excavated material and construction debris on the site, erecting silt fencing around the pile where appropriate.

Reason: To ensure works are completed in line with appropriate standards.
13. Under-road conduits are to be provided to cater for electricity, telecommunications, gas supply or other underground utility services. Utility crossings of public roads are to be under-road bored and Council's Director of Infrastructure & Regulation advised of the intention to commence work at least 48 hours in advance. The developer and its agents are responsible for ascertaining the location of existing underground services before commencing work. Any damage to existing services or to the road construction is to be made good at the expense of the developer.

Reason: To ensure that costs associated with establishing the subdivision are borne by the developer.

14. Any fill which is placed on the site shall be free of any contaminants and placed in accordance with the requirements of AS 3798-1990 Guidelines on Earthworks for Commercial and Residential Developments. The developer's structural engineering consultant shall:
- identify the source of the fill and certify that it is free from contamination; and
 - classify the area within any building envelope on any such filled lot in accordance with the requirements of "Residential Slabs and Footings" AS 2870.1.
- Reason: To ensure any fill used in construction is of an appropriate standard.*
15. All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer.
- Reason: To ensure works are completed in line with appropriate standards.*
16. 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.*
17. The internal water mains within the estate must comply with fire fighting minimum pressures and standards which are to be supplied in addition to peak instantaneous demands for a typical residential water demand.
- Reason: To ensure works are completed in line with appropriate standards.*
18. 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.*
19. The proposed development is subject to the Uralla Shire Council Sections 7.11 and 7.12 Developer Contributions Plans. Section 7.12 contributions are required to be paid prior to the issue of a construction certificate, complying development certificate or a Section 68 approval for a manufactured home. Section 7.11 contributions are required to be paid quarterly unless otherwise specified.
- Reason: To ensure appropriate contributions towards infrastructure within the Shire.*
20. The responsible person for plumbing and drainage work must ensure that the responsible person has given Council a notice of work in an approved form that specifies the work to be carried out and the responsible person for the work.
- The notice of work must be provided no later than 20 business days before the work concerned is carried out in the case of work that involves a proposed alternative solution, or no later than 2 business days before the work concerned is carried out in any other case.
- Reason: Statutory requirement.*
21. The responsible person for plumbing and drainage work must provide Council, and the person for whom the work is carried out, with a certificate of compliance within 2 business days after the work is completed.
- Reason: Statutory requirement.*
- Note: A certificate of compliance is a written document, in an approved form, that certifies that the plumbing and drainage work to which it relates is code compliant.

22. On completion of plumbing and drainage work that consists of or includes carrying out work on a sanitary drainage system, the responsible person for the work must supply a plan of the work, in the approved form, to the following persons:
- a) The owner of the land or the owner's agent,
 - b) The Council.

Reason: Statutory requirement.

23. Prior to the issue of any Subdivision Certificate, the developer is to provide evidence satisfactory to Council that arrangements have been made for the installation of fibre-ready pit and pipe infrastructure to the premises so as to enable fibre to be readily connected.. The developer must demonstrate that the carrier has confirmed in writing that they are satisfied that the fibre ready facilities are fit for purpose.

Reason: To ensure the availability of adequate communications infrastructure.

24. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The application must be approved prior to the issue of a Construction Certificate.

Reason: To ensure pedestrian and vehicular safety during construction.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

25. The applicant must pay for the extension of Uralla Shire Council's water main and sewerage / effluent main to service the new lots created by the subdivision.

In order to expedite the delivery, this work may be carried out by a licenced contractor with the work being designed, witnessed, tested, and certified by a suitably qualified and practicing consulting engineer.

Uralla Shire Council applies the Armidale Regional Council Engineering Code for roads, drainage, water and sewer infrastructure design and specifications. Please refer to link below.

<https://www.armidaleregional.nsw.gov.au/development/planning-controls-guidelines/engineering-code>

In particular Specifications D11 & D12 of the above code applies to the Design and Construction of Water Supply and Sewerage Works respectively. Uralla shire Council requires that all road crossings be constructed by way of under boring with an outer conduit provided.

Reason: To ensure that costs associated with establishing the subdivision are borne by the developer

26. A surveyor's plan must be submitted to Uralla Shire Council prior to the expiry date of this development consent so that the subdivision certificate on the plan can be signed by an authorised officer.

Reason: The subdivision cannot be registered with the Land Titles Office, and be finalised, until the subdivision certificate on the surveyors plan is signed by an authorised officer of Uralla Shire Council.

27. The development must be provided with reticulated electricity. The applicant shall provide a letter from the relevant electricity energy provider stating that satisfactory arrangements have been made for the supply of electricity.

Reason: To ensure that development is adequately serviced by utilities

28. Prior to the issue of a subdivision certificate, the applicants shall provide evidence to the effect that all utility services not covered under Section 88B provisions, i.e. water, electricity, telecommunications, connected to or used in each of the lots within the development site are wholly contained within each of the proposed allotments. That is, no internal servicing of the sites is permitted to be wholly or partially on the adjoining allotment.

Reason: To ensure that subdivision is adequately serviced by utilities.

29. Prior to the issue of a subdivision certificate, an application for a subdivision certificate is to be submitted to Council with three (3) copies of the Title Plan and appropriate fees. The applicant/developer is to ensure that a summary of compliance with all conditions of consent is completed and lodged with the application.

Reason: To ensure provision of appropriate documentation.

30. Prior to the issue of the Subdivision or Construction Certificate in connection with a development, the developer (whether or not a constitutional corporation) is to provide evidence satisfactory to the Certifier that arrangements have been made for:

- (a) the installation of fibre-ready facilities to all individual lots and/or premises in a development project so as to enable fibre to be readily connected to any premises that is being or may be constructed on those lots. The developer must demonstrate that the carrier has confirmed in writing that they are satisfied that the fibre ready facilities are fit for purpose.

and

- (b) the provision of fixed-line telecommunications infrastructure in the fibre-ready facilities to all individual lots and/or premises in a development project demonstrated through an agreement with a carrier.

Reason: To ensure that development is adequately serviced by utilities.

31. **Stage One**

That two lots are created by the subdivision of Lots 1, 2, 3 and 17 Section 4 DP 759022, one of about 815m², and the residual lot of about 6930m².

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

32. The developer must create an easement to proposed Lot 1 burdening the residual lot under Section 88B of the Conveyancing Act in the following context:

- (a) The purpose is "easements for sewerage drainage" in favour proposed Lot 1.
(b) It must be located centrally over the sewer line.
(c) It must have a minimum width of 3 metres.

Reason: To protect infrastructure from inappropriate future development that may have an adverse impact on its repair, maintenance or replacement.

33. The developer must create an easement under Section 88B of the Conveyancing Act in the following context:

- (a) The purpose is an "easement for stormwater drainage" in favour of proposed Lot 1.
(b) It must be located centrally over the stormwater line.
(c) It must have a minimum width of 3 metres.

Reason: To protect infrastructure from inappropriate future development that may have an adverse impact on its repair, maintenance or replacement.

34. **Stage Two**

That five lots are created by the subdivision of the residual lot, one of about 2450m², one of about 1020m², one of about 1014m², one of about 819m² and one of about 1002m².

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

35. The developer is to construct a 6 metre wide bitumen access road with a 23 metre diameter cul-de-sac and roll-over kerbs. These works are to be at the developer's expense.

Reason: To ensure that costs associated with establishing the subdivision is borne by the developer.

36. The Crown road providing access to proposed Lots 3 to 6 is to be transferred to Council at the developer's expense.

Reason: To ensure that costs associated with establishing the subdivision is borne by the developer.

37. The developer must create easements to proposed Lot 2 under Section 88B of the Conveyancing Act in the following context:

- (a) The purpose is "easements for sewerage drainage" in favour proposed Lot 2.
- (b) It must be located centrally over the sewer lines.
- (c) It must have a minimum width of 3 metres.

Reason: To protect infrastructure from inappropriate future development that may have an adverse impact on its repair, maintenance or replacement.

38. The developer must create an easement under Section 88B of the Conveyancing Act in the following context:

- (a) The purpose is an "easement for stormwater drainage" in favour of proposed Lots 1 and 2.
- (b) It must be located centrally over the stormwater line.
- (c) It must have a minimum width of 3 metres.

Reason: To protect infrastructure from inappropriate future development that may have an adverse impact on its repair, maintenance or replacement.

39. A fire hydrant must be installed at the water main in the cul-de-sac.

Reason: For mains flushing and fire-fighting.

40. A stop valve must be installed at the connection to the water main on the West side of Hill Street.

Reason: So the new water main can be isolated.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

41. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifier (if the PC is not Council) at least two days before the proposed date of commencement.

Reason: To ensure compliance with the Environmental Planning and Assessment Regulation 2000

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

42. The owner of the property is to ensure that any structure is constructed:

- (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 buildings being erected in a location where it would be inappropriate.

43. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:-

Monday to Saturday 7.00 AM to 5.00 PM

Sunday & public Holidays No construction activities are to take place.

Reason: To ensure that public amenity is not unduly affected by noise.

44. 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.

45. The builder shall provide a temporary sanitary service to the building site before building operations are commenced.

Reason: To provide effective sanitation of the site during building construction.

46. All construction materials, sheds, skip bins, spoil, temporary water closets etc. shall be kept wholly within the property and not placed on public land or in a position that may result in materials/debris being washed onto the roadway or into the stormwater drainage system.

Reason: To preserve the amenity of the locality and protect stormwater systems.

47. Temporary kerb and gutter crossings shall be installed to protect existing kerbs, channels and/or laybacks. Such protection shall consist of timber, concrete, steel or the like and shall not cause any diversion or build-up of drainage flow. Materials that could cause interference with council's drainage system shall not be used.

Reason: To ensure that Council's stormwater system is protected.

48. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification shall be kept on the Subject Site at all times and shall be readily available for perusal by any officer of Council or the PCA.

Reason: To ensure compliance with approved plans.

49. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the Applicant and plumbing/drainage contractor shall ensure that the following procedures are adopted.

- (a) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
- (b) Create the opening in the kerb by use of either a saw cut or bored hole only – breaking out the kerb by impact methods is not permitted,
- (c) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
- (d) The fixing of the kerb adaptor and filling in of side gaps is to be undertaken by the use of an epoxy resin – mortar or concrete is not to be used.

Reason: Requirement of Council as the Road Authority.

50. All demolition work to be undertaken in accordance with Australian Standard 2601 – The Demolition of Structures.

Reason: To ensure that demolition work is undertaken in a manner that is safe and minimises environmental disturbance.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

51. Any damage caused to kerb, guttering crossovers and/or footpaths during building operations shall be rectified by the developer to the satisfaction of Uralla Shire Council's Director Infrastructure & Regulation.

Reason: To ensure that public infrastructure is maintained.

INTEGRATED GENERAL TERMS OF APPROVAL AS PART OF THIS CONSENT

52. At the issue of a subdivision certificate and in perpetuity, the entire site must be managed as an inner protection area in accordance with the requirements of Appendix 4 of Planning for Bush Fire Protection 2019.

When establishing and maintaining an inner protection area, the following requirements apply:

- (a) tree canopy cover should be less than 15% at maturity,
 - (b) trees at maturity should not touch or overhang the building,
 - (c) lower limbs should be removed up to a height of 2m above the ground,
 - (d) d. tree canopies should be separated by 2 to 5m,
 - (e) preference should be given to smooth-barked and evergreen trees,
 - (f) large discontinuities or gaps in vegetation should be provided to slow down or break the progress of fire towards buildings,
 - (g) shrubs should not be located under trees,
 - (h) shrubs should not form more than 10% ground cover,
 - (i) clumps of shrubs should be separated from exposed windows and doors by a distance of at least twice the height of the vegetation,
 - (j) grass should be kept mowed (as a guide, grass should be kept to no more than 100mm in height), and
 - (k) leaves and vegetation debris should be removed.
53. The provision of water, electricity and gas must comply with the following in accordance with Table 5.3c of Planning for Bush Fire Protection 2019:
- (a) reticulated water is to be provided to the development where available;
 - (b) fire hydrant, spacing, design and sizing complies with the relevant clauses of Australian Standard AS 2419.1:2005;
 - (c) hydrants are not located within any road carriageway;
 - (d) reticulated water supply to urban subdivisions uses a ring main system for areas with perimeter roads;
 - (e) fire hydrant flows and pressures comply with the relevant clauses of AS 2419.1:2005;
 - (f) all above-ground water service pipes are metal, including and up to any taps;
 - (g) where practicable, electrical transmission lines are underground;
 - (h) where overhead, electrical transmission lines are proposed as follows:
 - i. lines are installed with short pole spacing (30m), unless crossing gullies, gorges or riparian areas; and
 - ii. no part of a tree is closer to a power line than the distance set out in accordance with the specifications in ISSC3 Guideline for Managing Vegetation Near Power Lines.
 - (i) reticulated or bottled gas is installed and maintained in accordance with AS/NZS 1596:2014 - The storage and handling of LP Gas, the requirements of relevant authorities, and metal piping is used;
 - (j) all fixed gas cylinders are kept clear of all flammable materials to a distance of 10m and shielded on the hazard side;

- (k) connections to and from gas cylinders are metal; polymer-sheathed flexible gas supply lines are not used; and
- (l) above-ground gas service pipes are metal, including and up to any outlets.

ADVISORY NOTES – GENERAL

- 54. The applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
- 55. 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.
- 56. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
- 57. 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 s4.55 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.
- 58. 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.
- 59. Prior to any works being undertaken within the road reserve, (including the footpath), a Section 138 of *Roads Act 1993* approval must be obtained from Council. Please contact Council to obtain an application form.
- 60. Pursuant to Section 94(1)(a) of the *Local Government Act 1993 (General) Regulation 2005*, prior to any water main extension work or sewer main extension work the developer is to apply for a Section 68 Certificate approval and submit proposed plans.

REPORT:

Proposal:	Four into six lot residential subdivision
Property description:	Lots 1-3 and 17 Section 4 DP 759022 - Assessment 53360
Applicant:	Croft Surveying and Mapping
Owners:	Anthony and Juliet Kaberry
Zoning:	R1 General Residential
Date received:	31 January 2022
Public notification or exhibition:	Yes
Notification period	2 February 2022 – 17 February 2022 (Rural Fire Service concurrence received 23 May 2022)

Number of submissions

Five

3. Five submissions were received in relation to the application and the content of these submissions is considered below:

4.

Submission Maker	Issue	Comment
Sam and Jody Smith	<ol style="list-style-type: none">1. Loss of privacy.2. Loss of solar access.3. Drainage.	<ol style="list-style-type: none">1. Proximity to a neighbouring block should not prevent development. Overlooking / privacy considerations would be addressed when considering an application for a dwelling on one of the created blocks.2. Proximity to a neighbouring block should not prevent development. Solar access can only be guaranteed through purchase of the neighbouring property.3. Plans amended for better drainage at the request of Council.
Karen and Robert Hughes	<ol style="list-style-type: none">1. Loss of rural nature.2. Narrow lots.3. New dwellings on lots unable to comply with National Construction Code energy efficiency requirements.4. Drainage.	<ol style="list-style-type: none">1. Land is zoned R1 General Residential and the proposed lots are well above the minimum lot size.2. The lot widths are compliant with the development standard in the DCP and consistent with others in the locale.3. This is a matter for the designer of any new dwellings and there is no evidence that the development standards cannot be met.4. Plans amended for better drainage at the request of Council.
Anne Harrison	<ol style="list-style-type: none">1. Drainage.2. Width of cul-de-sac in relation to turning circles.3. Overhead provision of electricity.	<ol style="list-style-type: none">1. Plans amended for better drainage at the request of Council.2. Plans amended to a 23 metre turning circle.3. Electricity will be reticulated below ground.
Crown Lands	<ol style="list-style-type: none">1. Owner of road.	<ol style="list-style-type: none">1. Road to be transferred from Crown Lands to Council prior to the issue of the subdivision certificate.
Leroy Bracken	<ol style="list-style-type: none">1. Request for access.	<ol style="list-style-type: none">1. Kerb will layback type.

5. No reasons have been identified that would warrant refusal of the development application.

CONCLUSION:

6. The proposed development is permissible in the zone, complies with applicable standards and guidelines and impacts on amenity are considered acceptable.

COUNCIL IMPLICATIONS

7. **Community Engagement/Communication**

The application was notified as per Council's Community Participation Plan.

8. **Policy and Regulation**

Environmental Planning and Assessment Act 1979

Environmental Planning and Assessment Regulation 2021

Uralla Local Environmental Plan 2012

Uralla Development Control Plan 2011

9. **Financial/Long Term Financial Plan**

Council would be responsible for maintenance of the road once constructed.

10. **Asset management/Asset Management Strategy**

Council would take ownership of the access road once constructed.

11. **Workforce/Workforce Management Strategy**

Nil

12. **Legal and Risk Management**

If Council refused the application without valid planning grounds it may be subject to litigation.

13. **Performance Measures**

Nil

14. **Project Management**

Nil

Development Assessment Report

DA Number: DA-3-2022 **Council:** Uralla Shire Council
Location: 10 Fitzroy Street URALLA, 12 Fitzroy Street URALLA
Development Description: Staged Subdivision of 4 Lots into 6 Lots
Title Details: Lot: 1 Sec: 4 DP: 759022, Lot: 2 Sec: 4 DP: 759022, Lot: 3 Sec: 4 DP: 759022, Lot: 17 Sec: 4 DP: 759022

Property Details/History

	Checked	Comments
File History	No	
Title Plan	Yes	
Check Ownership	Yes	

Application Type

Is this application an Integrated Development Application? Yes
 Is it a BASIX affected development? No

Concurrence/Referral

Section 4.13 – EP & A Act

Does this application require concurrence or referral? Yes
 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.

Development Control Plan

Section 4.15(1)(a)(iii) – EP & A Act

Does Uralla DCP 2011 apply to this land/proposal? Yes

Chapter	Compliance	Comment
2	Yes	Lots sizes and dimensions are compliant.

Regional Environmental Plan

The proposed development is not inconsistent with the New England North West Regional Plan.

State Environmental Planning Policy

Is this proposal affected by a SEPP? No

Subdivision

Is this application for subdivision? Yes

How many new lots are being created? 2

Environmental Impacts

Section 79c(1)(b) – EP & A Act

Does this proposal have any potential environmental impacts? No

Environmental Impacts – Threatened Species

Section 4.15(1)(b) – EP & A Act

Has a Threatened Species Impact Assessment been prepared? No

Environmental Impacts – Heritage

Section 4.15(1)(b) – EP & A Act

Does this proposal have any potential impact on?

Heritage	Impact	Comment
European	No	
Aboriginal	No	

Flooding

Section 4.15(1)(b) – EP & A Act

Is this property flood affected? No

Bush Fire Prone Land

Section 4.15(1)(b) – EP & A Act

Is this property bush fire prone as per the Bush Fire Prone Map? Yes

Category: Buffer

Comment: Conditioned as per RFS report.

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? Yes

Does this proposal have any potential infrastructure impacts? Yes

	Impact	Comment
Drainage	Yes	Plans amended for improved stormwater drainage at the request of Council.

	Impact	Comment
Upgrade Existing Road	Yes	

Does the development require any new easements? Yes

Construction Assessment

Is a Construction Certificate Required? Yes

Is the Construction Certificate required for a subdivision? Yes

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? Yes

Signage

Does this proposal require signage? No

Notification

Section 4.15(1)(d) – EP & A Act

Was this application notified? Yes

Is this application an advertised development application? No

Were there any written submissions received? Yes

If Yes, what was the number of submissions received? 5

Submission Maker	Issue	Comment
Sam and Jody Smith	<ol style="list-style-type: none"> 1. Loss of privacy. 2. Loss of solar access. 3. Drainage. 	<ol style="list-style-type: none"> 1. Proximity to a neighbouring block should not prevent development. Overlooking / privacy considerations would be addressed when considering an application for a dwelling on one of the created blocks. 2. Proximity to a neighbouring block should not prevent development. Solar access can only be guaranteed through purchase of the neighbouring property. 3. Plans amended for better drainage at the request of Council.
Karen and Robert Hughes	<ol style="list-style-type: none"> 1. Loss of rural nature. 2. Narrow lots. 3. New dwellings on lots unable to comply with National Construction Code energy efficiency requirements. 4. Drainage. 	<ol style="list-style-type: none"> 1. Land is zoned R1 General Residential and the proposed lots are well above the minimum lot size. 2. The lot widths are compliant with the development standard in the DCP and consistent with others in the locale. 3. This is a matter for the designer of any new dwellings and there is no evidence that the development standards cannot be met. 4. Addressed above.
Anne Harrison	<ol style="list-style-type: none"> 1. Drainage. 2. Width of cul-de-sac in relation to turning circles. 3. Overhead provision of electricity. 	<ol style="list-style-type: none"> 1. Addressed above. 2. Plans amended to a 23 metre turning circle. 3. Electricity will be reticulated below ground.
Crown Lands	<ol style="list-style-type: none"> 1. Owner of road. 	<ol style="list-style-type: none"> 1. Road to be transferred from Crown Lands to Council prior to the issue of the subdivision certificate.
Leroy Bracken	<ol style="list-style-type: none"> 1. Request for access. 	<ol style="list-style-type: none"> 1. Kerb will be rollover and no layback required.

Section 88b Instrument

Does Council require a Section 88b instrument to be prepared?

Yes

Public Interest

Section 79c(1)(e) – EP & A Act

Does this proposal have any construction or safety issues?

No

Site Suitability

Section 4.15(1)(c) – EP & A Act

Is this a suitable site for this proposal

Yes

Assessing Officer General Comment

ASSESSMENT – KEY ISSUES

No issues warranting further detailed consideration have been identified.

Recommendation

No significant adverse impacts are known or expected on the natural, social or economic environment as a result of the approving the application. In that context it would be appropriate to approve the Development Application subject to the attached recommended conditions of development consent.

Conclusion

I confirm that I am familiar with the relevant heads of consideration under the Environmental Planning & Assessment Act and Local Government Act (if applicable) and have considered them in the assessment of this application.

I certify that I have no pecuniary or non-pecuniary interest in this application.

Additional Notes Attached:

No

Signed:



Matt Clarkson, Manager of Development and Planning

Date: 14.6.2022

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

Please Note: A reference to the National Construction Code is a reference to that Code as in force on the date the application is made for the relevant:

- (a) development consent, in the case of a temporary structure that is an entertainment venue, or
- (b) construction certificate, in every other case.

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.

Erection of signs

Please Note: This does not apply in relation to:

- (a) building work, subdivision work or demolition work that is carried out inside an existing building, which does not affect the external walls of the building development consent, in the case of a temporary structure that is an entertainment venue, or
- (b) Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.
- (c) a complying development certificate issued before 1 July 2004 only if the building work, subdivision work or demolition work involved had not been commenced by that date.

2. 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 certifier 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.
3. 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.

Notification of Home Building Act 1989 requirements

Please Note: This does not apply in relation to Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.

4. Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifier for the development to which the work relates (not being the council) has given the council written notice of the following information:
 - (a) in the case of work for which a principal contractor is required to be appointed:
 - (i) the name and licence number of the principal contractor, and
 - (ii) the name of the insurer by which the work is insured under Part 6 of that Act,
 - (b) in the case of work to be done by an owner-builder:
 - (i) the name of the owner-builder, and
 - (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the relevant owner-builder permit.
5. If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under the above becomes out of date, further work must not be carried out unless the principal certifier for the development to which the work relates (not being the council) has given the council written notice of the updated information.

Shoring and adequacy of adjoining property

Please Note: This does not apply if the person having the benefit of the complying development certificate owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.

6. If the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the certificate must at the person's own expense:
 - (a) protect and support the adjoining premises from possible damage from the excavation, and
 - (b) where necessary, underpin the adjoining premises to prevent any such damage.

GENERAL CONDITIONS

7. 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.

8. 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.

9. This approval is for two stages being:
 - Stage One being Lots 1 and residual lot.
 - Stage Two being Lots 2 to 6.

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

10. A Construction Certificate must be obtained from a Certifier before work commences.

Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.

11. All engineering works to be designed by an appropriately qualified person and carried out in accordance with Armidale Regional Council Engineering Design Codes in force at the time, unless otherwise indicated in this consent, to ensure that these works are of a sustainable and safe standard.

Reason: To ensure works are completed in line with appropriate standards.

12. Before construction commences on the site and throughout the construction phase of the development, erosion control measures are to be installed to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
- divert contaminated run-off away from disturbed areas,
 - erect silt fencing along the downhill side of the property boundary,
 - prevent tracking of sediment by vehicles onto roads by limiting access to the site and, where necessary, installing a temporary driveway and
 - stockpile all topsoil, excavated material and construction debris on the site, erecting silt fencing around the pile where appropriate.

Reason: To ensure works are completed in line with appropriate standards.

13. Under-road conduits are to be provided to cater for electricity, telecommunications, gas supply or other underground utility services. Utility crossings of public roads are to be under-road bored and Council's Director of Infrastructure & Regulation advised of the intention to commence work at least 48 hours in advance. The developer and its agents are responsible for ascertaining the location of existing underground services before commencing work. Any damage to existing services or to the road construction is to be made good at the expense of the developer.

Reason: To ensure that costs associated with establishing the subdivision are borne by the developer.

14. Any fill which is placed on the site shall be free of any contaminants and placed in accordance with the requirements of AS 3798-1990 Guidelines on Earthworks for Commercial and Residential Developments. The developer's structural engineering consultant shall:

- identify the source of the fill and certify that it is free from contamination; and
- classify the area within any building envelope on any such filled lot in accordance with the requirements of "Residential Slabs and Footings" AS 2870.1.

Reason: To ensure any fill used in construction is of an appropriate standard.

15. All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer.

Reason: To ensure works are completed in line with appropriate standards.

16. 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.

17. The internal water mains within the estate must comply with fire fighting minimum pressures and standards which are to be supplied in addition to peak instantaneous demands for a typical residential water demand.

Reason: To ensure works are completed in line with appropriate standards.

18. 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.

19. The proposed development is subject to the Uralla Shire Council Sections 7.11 and 7.12 Developer Contributions Plans. Section 7.12 contributions are required to be paid prior to the issue of a construction certificate, complying development certificate or a Section 68 approval for a manufactured home. Section 7.11 contributions are required to be paid quarterly unless otherwise specified.

Reason: To ensure appropriate contributions towards infrastructure within the Shire.

20. The responsible person for plumbing and drainage work must ensure that the responsible person has given Council a notice of work in an approved form that specifies the work to be carried out and the responsible person for the work.

The notice of work must be provided no later than 20 business days before the work concerned is carried out in the case of work that involves a proposed alternative solution, or no later than 2 business days before the work concerned is carried out in any other case.

Reason: Statutory requirement.

21. The responsible person for plumbing and drainage work must provide Council, and the person for whom the work is carried out, with a certificate of compliance within 2 business days after the work is completed.

Reason: Statutory requirement.

Note: A certificate of compliance is a written document, in an approved form, that certifies that the plumbing and drainage work to which it relates is code compliant.

22. On completion of plumbing and drainage work that consists of or includes carrying out work on a sanitary drainage system, the responsible person for the work must supply a plan of the work, in the approved form, to the following persons:

- a) The owner of the land or the owner's agent,
- b) The Council.

Reason: Statutory requirement.

23. Prior to the issue of any Subdivision Certificate, the developer is to provide evidence satisfactory to Council that arrangements have been made for the installation of fibre-ready pit and pipe infrastructure to the premises so as to enable fibre to be readily connected.. The developer must demonstrate that the carrier has confirmed in writing that they are satisfied that the fibre ready facilities are fit for purpose.

Reason: To ensure the availability of adequate communications infrastructure.

24. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The application must be approved prior to the issue of a Construction Certificate.

Reason: To ensure pedestrian and vehicular safety during construction.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

25. The applicant must pay for the extension of Uralla Shire Council's water main and sewerage / effluent main to service the new lots created by the subdivision.

In order to expedite the delivery, this work may be carried out by a licenced contractor with the work being designed, witnessed, tested, and certified by a suitably qualified and practicing consulting engineer.

Uralla Shire Council applies the Armidale Regional Council Engineering Code for roads, drainage, water and sewer infrastructure design and specifications. Please refer to link below.

<https://www.armidaleregional.nsw.gov.au/development/planning-controls-guidelines/engineering-code>

In particular Specifications D11 & D12 of the above code applies to the Design and Construction of Water Supply and Sewerage Works respectively. Uralla shire Council requires that all road crossings be constructed by way of under boring with an outer conduit provided.

Reason: To ensure that costs associated with establishing the subdivision are borne by the developer

26. A surveyor's plan must be submitted to Uralla Shire Council prior to the expiry date of this development consent so that the subdivision certificate on the plan can be signed by an authorised officer.

Reason: The subdivision cannot be registered with the Land Titles Office, and be finalised, until the subdivision certificate on the surveyors plan is signed by an authorised officer of Uralla Shire Council.

27. The development must be provided with reticulated electricity. The applicant shall provide a letter from the relevant electricity energy provider stating that satisfactory arrangements have been made for the supply of electricity.

Reason: To ensure that development is adequately serviced by utilities

28. Prior to the issue of a subdivision certificate, the applicants shall provide evidence to the effect that all utility services not covered under Section 88B provisions, i.e. water, electricity, telecommunications, connected to or used in each of the lots within the development site are wholly contained within each of the proposed allotments. That is, no internal servicing of the sites is permitted to be wholly or partially on the adjoining allotment.

Reason: To ensure that subdivision is adequately serviced by utilities.

29. Prior to the issue of a subdivision certificate, an application for a subdivision certificate is to be submitted to Council with three (3) copies of the Title Plan and appropriate fees. The applicant/developer is to ensure that a summary of compliance with all conditions of consent is completed and lodged with the application.

Reason: To ensure provision of appropriate documentation.

30. Prior to the issue of the Subdivision or Construction Certificate in connection with a development, the developer (whether or not a constitutional corporation) is to provide evidence satisfactory to the Certifier that arrangements have been made for:

- (a) the installation of fibre-ready facilities to all individual lots and/or premises in a development project so as to enable fibre to be readily connected to any premises that is being or may be constructed on those lots. The developer must demonstrate that the carrier has confirmed in writing that they are satisfied that the fibre ready facilities are fit for purpose.

and

- (b) the provision of fixed-line telecommunications infrastructure in the fibre-ready facilities to all individual lots and/or premises in a development project demonstrated through an agreement with a carrier.

Reason: To ensure that development is adequately serviced by utilities.

31. **Stage One**

That two lots are created by the subdivision of Lots 1, 2, 3 and 17 Section 4 DP 759022, one of about 815m², and the residual lot of about 6930m².

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

32. The developer must create an easement to proposed Lot 1 burdening the residual lot under Section 88B of the Conveyancing Act in the following context:

- (a) The purpose is “easements for sewerage drainage” in favour proposed Lot 1.
- (b) It must be located centrally over the sewer line.
- (c) It must have a minimum width of 3 metres.

Reason: To protect infrastructure from inappropriate future development that may have an adverse impact on its repair, maintenance or replacement.

33. The developer must create an easement under Section 88B of the Conveyancing Act in the following context:

- (a) The purpose is an “easement for stormwater drainage” in favour of proposed Lot 1.
- (b) It must be located centrally over the stormwater line.
- (c) It must have a minimum width of 3 metres.

Reason: To protect infrastructure from inappropriate future development that may have an adverse impact on its repair, maintenance or replacement.

34. **Stage Two**

That five lots are created by the subdivision of the residual lot, one of about 2450m², one of about 1020m², one of about 1014m², one of about 819m² and one of about 1002m².

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

35. The developer is to construct a 6 metre wide bitumen access road with a 23 metre diameter cul-de-sac and roll-over kerbs. These works are to be at the developer's expense.

Reason: To ensure that costs associated with establishing the subdivision is borne by the developer.

36. The Crown road providing access to proposed Lots 3 to 6 is to be transferred to Council at the developer's expense.

Reason: To ensure that costs associated with establishing the subdivision is borne by the developer.

37. The developer must create easements to proposed Lot 2 under Section 88B of the Conveyancing Act in the following context:

- (a) The purpose is “easements for sewerage drainage” in favour proposed Lot 2.
- (b) It must be located centrally over the sewer lines.
- (c) It must have a minimum width of 3 metres.

Reason: To protect infrastructure from inappropriate future development that may have an adverse impact on its repair, maintenance or replacement.

38. The developer must create an easement under Section 88B of the Conveyancing Act in the following context:
- (a) The purpose is an “easement for stormwater drainage” in favour of proposed Lots 1 and 2.
 - (b) It must be located centrally over the stormwater line.
 - (c) It must have a minimum width of 3 metres.

Reason: To protect infrastructure from inappropriate future development that may have an adverse impact on its repair, maintenance or replacement.

39. A fire hydrant must be installed at the water main in the cul-de-sac.

Reason: For mains flushing and fire-fighting.

40. A stop valve must be installed at the connection to the water main on the West side of Hill Street.

Reason: So the new water main can be isolated..

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

41. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifier (if the PC is not Council) at least two days before the proposed date of commencement.

Reason: To ensure compliance with the Environmental Planning and Assessment Regulation 2000

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

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

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

43. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:-

Monday to Saturday 7.00 AM to 5.00 PM

Sunday & public Holidays No construction activities are to take place.

Reason: To ensure that public amenity is not unduly affected by noise.

44. 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.

45. The builder shall provide a temporary sanitary service to the building site before building operations are commenced.

Reason: To provide effective sanitation of the site during building construction.

46. All construction materials, sheds, skip bins, spoil, temporary water closets etc. shall be kept wholly within the property and not placed on public land or in a position that may result in materials/debris being washed onto the roadway or into the stormwater drainage system.

Reason: To preserve the amenity of the locality and protect stormwater systems.

47. Temporary kerb and gutter crossings shall be installed to protect existing kerbs, channels and/or laybacks. Such protection shall consist of timber, concrete, steel or the like and shall not cause any diversion or build-up of drainage flow. Materials that could cause interference with council's drainage system shall not be used.

Reason: To ensure that Council's stormwater system is protected.

48. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification shall be kept on the Subject Site at all times and shall be readily available for perusal by any officer of Council or the PCA.

Reason: To ensure compliance with approved plans.

49. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the Applicant and plumbing/drainage contractor shall ensure that the following procedures are adopted.

- (f) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
- (g) Create the opening in the kerb by use of either a saw cut or bored hole only – breaking out the kerb by impact methods is not permitted,
- (h) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
- (i) The fixing of the kerb adaptor and filling in of side gaps is to be undertaken by the use of an epoxy resin – mortar or concrete is not to be used.

Reason: Requirement of Council as the Road Authority.

50. All demolition work to be undertaken in accordance with Australian Standard 2601 – The Demolition of Structures.

Reason: To ensure that demolition work is undertaken in a manner that is safe and minimises environmental disturbance.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

51. Any damage caused to kerb, guttering crossovers and/or footpaths during building operations shall be rectified by the developer to the satisfaction of Uralla Shire Council's Director Infrastructure & Regulation.

Reason: To ensure that public infrastructure is maintained.

INTEGRATED GENERAL TERMS OF APPROVAL AS PART OF THIS CONSENT

52. At the issue of a subdivision certificate and in perpetuity, the entire site must be managed as an inner protection area in accordance with the requirements of Appendix 4 of Planning for Bush Fire Protection 2019.

When establishing and maintaining an inner protection area, the following requirements apply:

- a. tree canopy cover should be less than 15% at maturity,
- b. trees at maturity should not touch or overhang the building,
- c. lower limbs should be removed up to a height of 2m above the ground,
- d. tree canopies should be separated by 2 to 5m,
- e. preference should be given to smooth-barked and evergreen trees,
- f. large discontinuities or gaps in vegetation should be provided to slow down or break the progress of fire towards buildings,
- g. shrubs should not be located under trees,
- h. shrubs should not form more than 10% ground cover,
- i. clumps of shrubs should be separated from exposed windows and doors by a distance of at least twice the height of the vegetation,
- j. grass should be kept mowed (as a guide, grass should be kept to no more than 100mm in height), and
- k. leaves and vegetation debris should be removed.

53. The provision of water, electricity and gas must comply with the following in accordance with Table 5.3c of Planning for Bush Fire Protection 2019:

- a. reticulated water is to be provided to the development where available;
- b. fire hydrant, spacing, design and sizing complies with the relevant clauses of Australian Standard AS 2419.1:2005;
- c. hydrants are not located within any road carriageway;
- d. reticulated water supply to urban subdivisions uses a ring main system for areas with perimeter roads;
- e. fire hydrant flows and pressures comply with the relevant clauses of AS 2419.1:2005;
- f. all above-ground water service pipes are metal, including and up to any taps;
- g. where practicable, electrical transmission lines are underground;
- h. where overhead, electrical transmission lines are proposed as follows:
 - i. lines are installed with short pole spacing (30m), unless crossing gullies, gorges or riparian areas; and
 - ii. no part of a tree is closer to a power line than the distance set out in accordance with the specifications in ISSC3 Guideline for Managing Vegetation Near Power Lines.
- i. reticulated or bottled gas is installed and maintained in accordance with AS/NZS 1596:2014 - The storage and handling of LP Gas, the requirements of relevant authorities, and metal piping is used;
- j. all fixed gas cylinders are kept clear of all flammable materials to a distance of 10m and shielded on the hazard side;
- k. connections to and from gas cylinders are metal; polymer-sheathed flexible gas supply lines are not used; and
- l. above-ground gas service pipes are metal, including and up to any outlets.

ADVISORY NOTES – GENERAL

54. The applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
55. 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.
56. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
57. 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 s4.55 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.
58. 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.
59. Prior to any works being undertaken within the road reserve, (including the footpath), a Section 138 of *Roads Act 1993* approval must be obtained from Council. Please contact Council to obtain an application form.
60. Pursuant to Section 94(1)(a) of the *Local Government Act 1993 (General) Regulation 2005*, prior to any water main extension work or sewer main extension work the developer is to apply for a Section 68 Certificate approval and submit proposed plans.

END



LEGEND OF SYMBOLS & LINETYPES

EXISTING WATER LINE & HYDRANT	
EXISTING SEWER PIPE & MANHOLE	
EXISTING OVERHEAD POWER LINE	
EXISTING POWER POLE	
LOT BOUNDARY	

EXISTING SEWER AND STORMWATER CONNECTIONS SERVICING EXISTING DWELLING.

EXISTING DN150 SEWER MAIN LOCATED IN UNFORMED ROAD RESERVE.

ROAD RESERVE VARIABLE WIDTH.

MAJOR CONTOURS: 5.0m
MINOR CONTOURS: 1.0m



SCALE 1:250 (A1)

E	14.06.2021	DA ISSUE - ADDITIONAL STORMWATER NOTES	MF
D	27.03.2021	DA ISSUE - ADDITIONAL STORMWATER	MF
C	27.10.2021	DA ISSUE - REVISED SERVICING	MF
B	20.10.2021	DA ISSUE	MF
A	10.08.2021	ORIGINAL ISSUE	AH

Issue Date	Description	By
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Project **T218305** Sheet No. **1** of **6**

Digital Ref: **T218305_271021.dwg** Issue : **E**

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Design - AH	Drawn - AH
Scales - AS NOTED	Date - 10.08.2021
Document Stage - D.A. ISSUE	

KELLEY COVEY
GROUP PTY LTD
Consulting Civil, Structural and Environmental Engineers
Project Management, Planning and Landscape Architecture
ACN 099 097 800
ABN 3709 9097 800

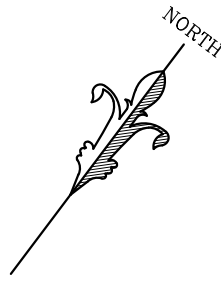
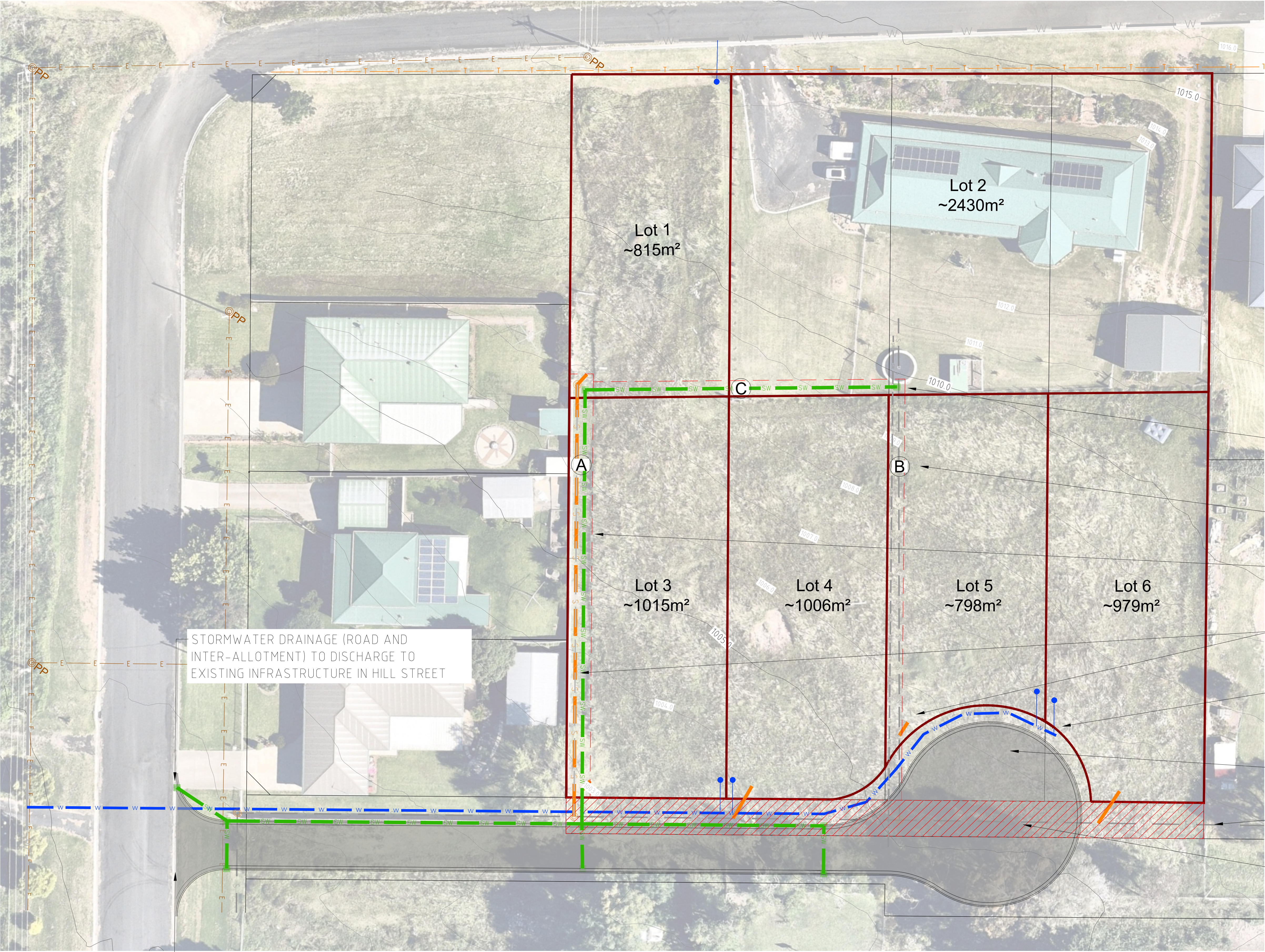
DIRECTOR:
KEVIN COVEY
BEng,CPEng,MIEAust,RPEQ,MSPEPNG
MANAGER:
JUSTIN CANT
BEng,CPEng,MIEAust,RPEQ,NER,PE2165

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P (02) 6766 1944
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(07) 5443 7777 and (07) 30942600
EMAIL:engineers@kelleycovey.com.au www.kelleycovey.com.au

Project - **PROPOSED 4 TO 6 LOT SUBDIVISION**
Client - **JULIET M. & ANTHONY N. KABERRY**
Ordinary Meeting | Business Agenda | 28 June 2022

Site - **10 FITZROY STREET NORTH
URALLA NSW 2358**

Drawing title - **EXISTING CONDITIONS**



LEGEND OF SYMBOLS & LINETYPES

- EXISTING WATER LINE & HYDRANT
EXISTING SEWER PIPE & MANHOLE
EXISTING OVERHEAD POWER LINE
EXISTING POWER POLE
PROPOSED LOT BOUNDARY

PROPOSED EASEMENTS

- A 3.0m EASEMENT TO DRAIN STORMWATER AND SEWER
B 2.0m EASEMENT TO DRAIN SEWER
C 2.0m EASEMENT TO DRAIN STORMWATER

EXISTING STORMWATER CONNECTION TO BE TO BE DIRECTED TO NEW INTER-ALLOTMENT STORMWATER LINE.

EXISTING SEWER CONNECTION TO BE USED TO SERVICE LOT 2.

INTER-ALLOTMENT DRAINAGE FROM LOT 1 TO DISCHARGE TO EXTENDED MAIN IN NEW ROAD.

SEWER CONNECTIONS TO EXISTING DN150 MAIN IN UNFORMED ROAD RESERVE.

DN100 WATER MAIN EXTENSION TO NEW LOTS FROM EXISTING MAIN IN HILL STREET

PROPOSED 6m WIDE BITUMEN-SEALED ACCESS ROAD REFER SHEETS 6-8

PROPOSED 4.6m ROAD RESERVE WIDENING.

Ø23.0m CUL-DE-SAC
NORTHING: 5138086.014
EASTING: 4173218.947

MAJOR CONTOURS: 5.0m
MINOR CONTOURS: 1.0m



SCALE 1:250 (A1)

E	14.06.2021	DA ISSUE - ADDITIONAL STORMWATER NOTES	MF
D	27.03.2021	DA ISSUE - ADDITIONAL STORMWATER	MF
C	27.10.2021	DA ISSUE - REVISED SERVING	MF
B	20.10.2021	DA ISSUE	MF
A	10.08.2021	ORIGINAL ISSUE	AH

Issue Date	Description	By
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Project T218305 Sheet No. 2 of 6

Digital Ref: T218305_271021.dwg Issue : E

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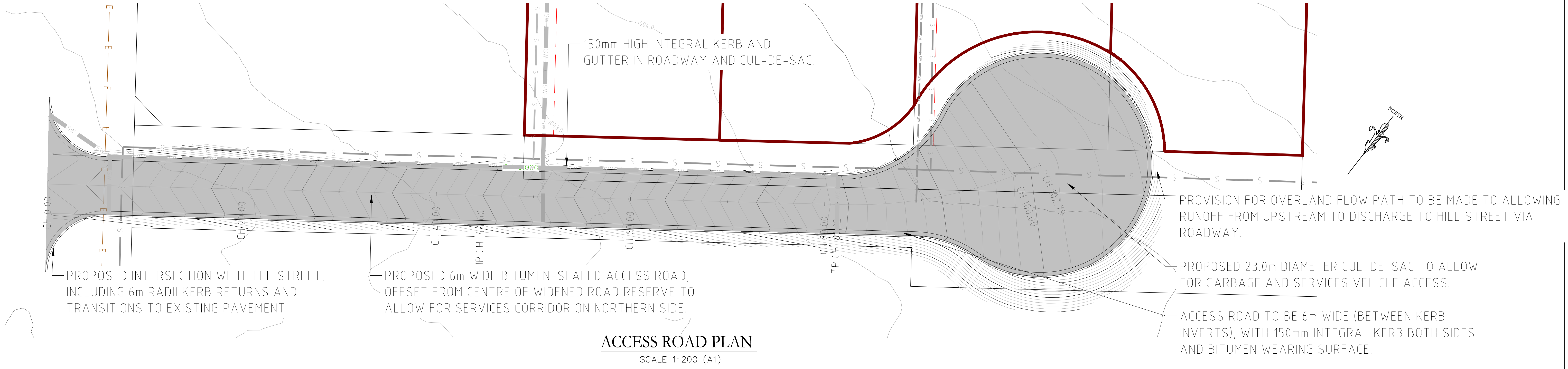
DIRECTOR:
KEVIN COVEY
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MANAGER:
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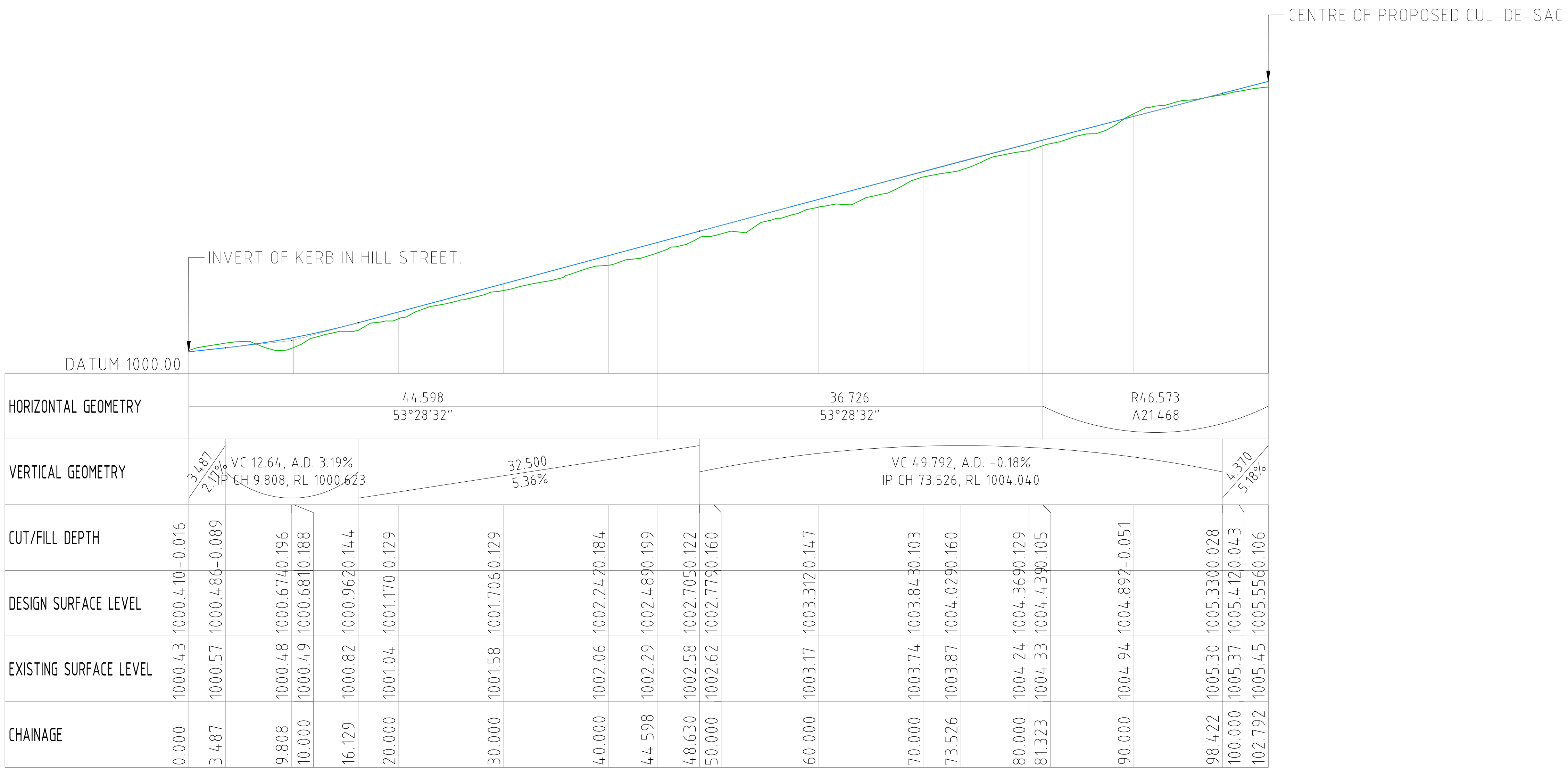
Project -
PROPOSED 4 TO 6 LOT SUBDIVISION
Client -
JULIET M. & ANTHONY N. KABERRY
Ordinary Meeting | Business Agenda | 28 June 2022

Site -
**10 FITZROY STREET NORTH
URALLA NSW 2358**

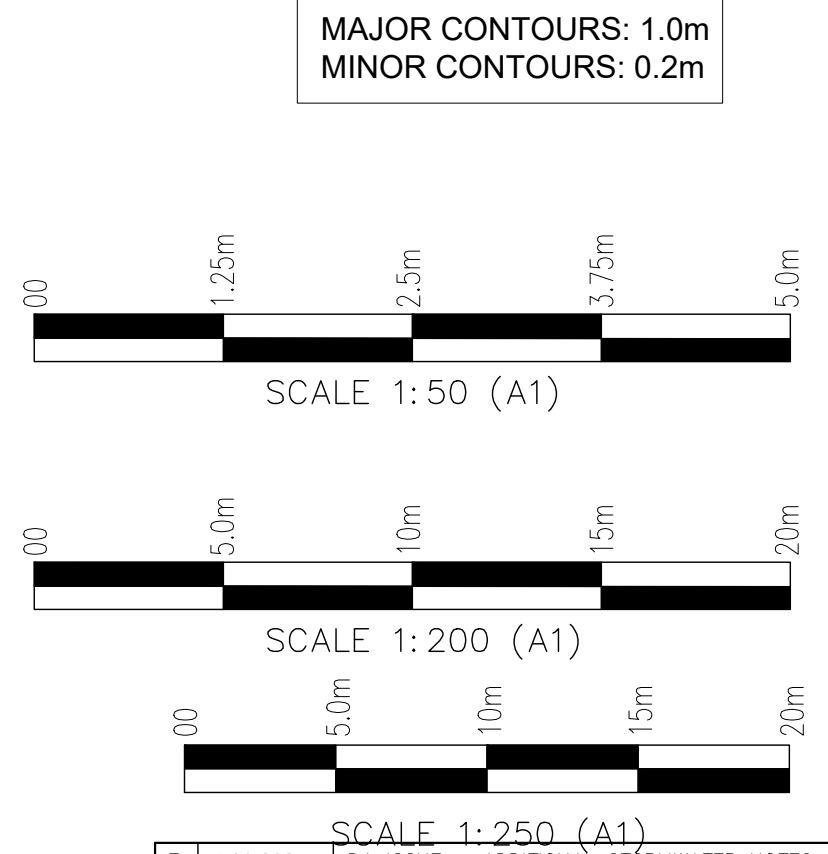
Drawing title -
PROPOSED SUBDIVISION



ACCESS ROAD PLAN
SCALE 1:200 (A1)



ACCESS ROAD LONGITUDINAL SECTION
SCALE HORIZONTAL 1:250 VERTICAL 1:50 (A1)



Issue	Date	Description	By
E	14.06.2021	DA ISSUE – ADDITIONAL STORMWATER NOTES	MF
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Project – PROPOSED 4 TO 6 LOT SUBDIVISION
Client – JULIET M. & ANTHONY N. KABERRY
Ordinary Meeting | Business Agenda | 28 June 2022

Site – 10 FITZROY STREET NORTH
URALLA NSW 2358

Drawing title – ACCESS ROAD PLAN AND LONGITUDINAL SECTION

Project T218305 Sheet No. 3 of 6

Digital Ref: T218305_271021.dwg Issue : E

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LEGEND OF SYMBOLS & LINETYPES

EXISTING WATER LINE & HYDRANT

EXISTING SEWER PIPE & MANHOLE

EXISTING OVERHEAD POWER LINE

EXISTING POWER POLE

PROPOSED LOT BOUNDARY

PROPOSED WATER MAIN

PROPOSED STORMWATER DRAINAGE

PROPOSED EASEMENTS

A

3.0m EASEMENT TO DRAIN STORMWATER AND SEWER

B

2.0m EASEMENT TO DRAIN SEWER

C

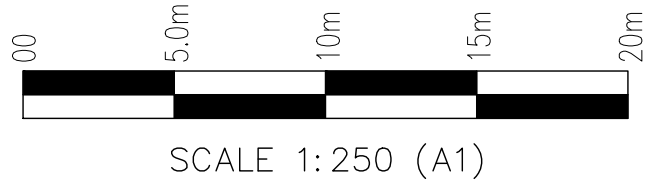
2.0m EASEMENT TO DRAIN STORMWATER

PROPOSED LOT 2 FRONTING FITZROY STREET NORTH TO CONNECT TO EXISTING WATER MAIN. WATER CONNECTION TO EXISTING DWELLING ON LOT 1 TO REMAIN.

LOTS FRONTING PROPOSED BITUMEN ROAD TO CONNECT TO PROPOSED Ø100mm WATER MAIN

Ø100 mm PROPOSED WATER MAIN EXTENSION TO CONNECT TO EXISTING HILL STREET MAIN. MINIMUM DEPTH OF MAIN TO BE 600mm. MAIN TO BE CAPPED AT END ADJACENT TO LOT 6. MAIN TO BE 1.5m OFFSET FROM KERB.

WATER SERVICE PLAN
SCALE 1:250 (A1)



E	14.06.2021	DA ISSUE – ADDITIONAL STORMWATER NOTES	MF
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B	20.10.2021	DA ISSUE	MF
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Issue Date	Description	By
Project	T218305 Sheet No. 4 of 6	
Digital Ref:	T218305_271021.dwg	Issue : E
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Scales – AS NOTED	Date – 10.08.2021
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Consulting Civil, Structural and Environmental Engineers
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Project – PROPOSED 4 TO 6 LOT SUBDIVISION

Client – JULIET M. & ANTHONY N. KABERRY

Ordinary Meeting | Business Agenda | 28 June 2022

Site – 10 FITZROY STREET NORTH
URALLA NSW 2358

Drawing title – WATER SERVICE PLAN

STORMWATER DRAINAGE NOTES

1. ALL INTER-ALLOTMENT STORMWATER DRAINAGE PITS TO BE 600x600 CONCRETE PITS WITH CLASS-B GALVANISED STEEL GRATES.
2. ALL KERB INLET PITS TO BE 2.4m WIDE PRE-CAST LINTELS WITH 900x450mm INTEGRAL GALVANISED STEEL GRATES.
3. ALL INTER-ALLOTMENT DRAINAGE LINES TO BE $\phi 225$ mm STORMPro (OR EQUIVALENT).
4. ALL PIPES IN ROADWAYS TO BE $\phi 375$ mm RCP (UNO).
5. ALL PIT AND PIPES SIZES AND LOCATIONS TO BE CONFIRMED DURING DETAILED DESIGN OF CIVIL WORKS TO ACCOMPANY AN APPLICATION FOR SUBDIVISION WORKS CERTIFICATE (SWC).

NEW PIT AND PIPE NETWORK IN ROAD RESERVE TO COLLECT RUNOFF FROM ROAD AND INTER-ALLOTMENT NETWORK AND DISCHARGE TO EXISTING INFRASTRUCTURE IN HILL STREET.

STORMWATER DRAINAGE PLAN

SCALE 1: 250 (A1)

LEGEND OF SYMBOLS & LINETYPES

EXISTING WATER LINE & HYDRANT	
EXISTING SEWER PIPE & MANHOLE	
EXISTING OVERHEAD POWER LINE	
EXISTING POWER POLE	
PROPOSED LOT BOUNDARY	
PROPOSED WATER MAIN	
PROPOSED STORMWATER DRAINAGE	

PROPOSED EASEMENTS

- A** 3.0m EASEMENT TO DRAIN STORMWATER AND SEWER
- B** 2.0m EASEMENT TO DRAIN SEWER
- C** 2.0m EASEMENT TO DRAIN STORMWATER

INTER-ALLOTMENT STORMWATER LINE TO PROVIDE STORMWATER DISCAHRGE POINT TO PROPOSED LOT 1:
ROOF/TANK DISCHARGE FROM EXISTING DWELLING ON LOT 2 TO BE CONNECTED TO INTER-ALLOTMENT DRAINAGE LINE.

INTER-ALLOTMENT STORMWATER LINE TO DISCHARGE TO PROPOSED STORMWATER DRAINAGE IN NEW ROAD.

PROVISION TO BE MADE FOR OVERLAND FLOW PATH ALLOWING FLOWS FROM UPSTREAM TO DISCHARGE TO HILL STREET VIA ROADWAY.

KERB INLET PITS TO ENSURE CAPTURE OF STORMWATER RUNOFF AND DISCHARGE TO GULLY ON WESTERN SIDE OF HILL STREET.



SCALE 1: 250 (A1)

E	14.06.2021	DA ISSUE - ADDITIONAL STORMWATER NOTES	MF
D	27.03.2021	DA ISSUE - ADDITIONAL STORMWATER	MF
C	27.10.2021	DA ISSUE - REVISED SERVICING	MF
B	20.10.2021	DA ISSUE	MF
A	10.08.2021	ORIGINAL ISSUE	AH

Issue Date	Description	By
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Project **T218305** Sheet No. **5** of **6**

Digital Ref: **T218305_271021.dwg** Issue : **E**

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Project Management, Planning and Landscape Architecture
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Project - **PROPOSED 4 TO 6 LOT SUBDIVISION**
Client - **JULIET M. & ANTHONY N. KABERRY**
Ordinary Meeting | Business Agenda | 28 June 2022

Site - **10 FITZROY STREET NORTH
URALLA NSW 2358**

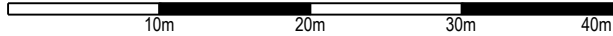
Drawing title - **STORMWATER DRAINAGE PLAN**

Checked - **MF** Approved - **JC**
Design - **AH** Drawn - **AH**
Scales - **AS NOTED** Date - **10.08.2021**
Document Stage - **D.A. ISSUE**

STAGE 1



--- Fenceline
--- Existing Water Main
--- Existing Sewer Main
--- Existing Electricity



Notes

1. The location of underground service lines are indicative only.
2. Areas and dimensions shown are for planning and Development Application purposes only. These are subject to registration of final title survey plan.
3. Aerial imagery (© SIX Maps / Digital Globe) overlay is indicative only and provided for site context.

Ordinary Meeting | Business Agenda | 28 June 2022

RR: 1:500 @ A3
Datum: N/A
Origin: N/A
RL: N/A
Contour: N/A

Date: 1.11.2021
Ref: 211218D
Surveyor: Michael Croft
Drawn: SB
Sheet: 1 of 2

PROPOSED SUBDIVISION OF
LOTS 1-3 & 17 SEC 4 IN DP 759022
10 Fitzroy Street North, URALLA NSW 2358

Client: Mr & Mrs Kaberry



STAGE 2



--- Fenceline
--- Existing Water Main
--- Existing Sewer Main
--- Existing Electricity

10m 20m 30m 40m

Notes

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3. Aerial imagery (© SIX Maps / Digital Globe) overlay is indicative only and provided for site context.

Ordinary Meeting | Business Agenda | 28 June 2022

RR: 1:500 @ A3
Datum: N/A
Origin: N/A
RL: N/A
Contour: N/A

Date: 1.11.2021
Ref: 211218D
Surveyor: Michael Croft
Drawn: SB
Sheet: 2 of 2

**PROPOSED SUBDIVISION OF
LOTS 1-3 & 17 SEC 4 IN DP 759022
10 Fitzroy Street North, URALLA NSW 2358**

Client: Mr & Mrs Kaberry



From: The Smiths [REDACTED]
Sent: Tuesday, 15 February 2022 4:52 PM
To: Council
Subject: TRIM: Subdivision objection
Attachments: ATT00001.htm; ATT00002.htm; ATT00003.htm; USC letter Jody private.docx; ATT00004.htm

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/22/949

Dear Councillors.

Please find attached our formal objection for proposed development Fitzroy St North DA 3-2022

Regards Sam and Jody Smith

14 February 2022

Uralla Shire Council
PO Box 106
Uralla NSW 2358

Dear Matt,

Re: Application No. DA-3-2022
Proposed Activity: Staged Subdivision of 4 Lots into 6 Lots

We are writing to you to formally object to stage one of the proposed subdivisions relating to 10-12 Fitzroy Street North Uralla. Our main objections are outlined below.

* Please note that your correspondence has the incorrect address it should be 10-12 Fitzroy Street North Uralla. *

- The loss of privacy to our home, with any proposed developments due to the slope of the block. A future dwelling would invade into our backyard, our main living room and bedroom. It would be impossible for us to create any privacy, and this would also have to be at our expense. We have lived here for 23 years and chose this area due to it being on the outskirts of town and it was not in a built-up area. We do not want the feeling that we cannot walk out into our backyard or look out our windows and be faced with a further dwelling intruding into our private space.
- Overshadowing of our home. Winter months the sun is lower, we had plans to install solar panels on our home, however this will have to be put on hold due to this pending proposal.
Should this proposal proceed, we would like to suggest that there be special conditions considered that any future development have a buffer of no less than 6 metres off our boundary on both stages 1 and stage 2

- Drainage concerns with both stages 1 and stage 2. We have concerns that there are no provisions for drainage or easement of stage one, but stage two shows proposed drainage and easement.

I have attached a photo of the recent torrential rain that fell in January of the vacant block in Hill Street. The photo shows that the water that is streaming through this block like a river has nowhere to escape. Should the existing owners on this property wish to level out this lot, where will the water escape to. Then and how are the developers going to make this not an ongoing issue for adjoining properties?

We believe that the developer has already been advised that this will not be an issue due to the fact they have already erected a colorbond fence around the proposed lot in October 2021. The development application was only submitted on 31st January 2022.

We hope that you will consider our objections as we would like to see that Stage one remains as the existing lot and unable to be subdivided due to the reasons stated.

Stage two we have some concerns about and would like to see some conditions put in place.

If you would like to discuss this letter any further, please do not hesitate to contact us.

Regards

Sam and Jody Smith



Photographs taken by Sam & Jody Smith



From: Rob Hughes [REDACTED]
Sent: Wednesday, 16 February 2022 9:25 AM
To: Council
Subject: TRIM: Attention Matt Clarkson re. DA application DA-3-2022
Attachments: Signed letter re Kaberry.pdf

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/22/950

Dear Mr Clarkson,
Please find attached letter from my wife, Karen and myself regarding the above DA application.

Rob Hughes

Karen and Robert Hughes

14 February 2022

Mr Matt Clarkson

Manager Development and Planning

Dear Mr Clarkson

Application No DA-3-2022

Proposed Activity: Staged Subdivision of 4 Lots in 6 Lots

Address: 12-12 Fitzroy Street, Uralla

Applicant: Croft Surveying and Mapping

On behalf of my wife, Karen Hughes and myself, Robert Hughes, we wish to express our objection to the second stage of the proposed development which involves the subdivision of the residual of Lot 2 into 4 separate blocks and the creation of road access to the development from Hill Street adjacent to Lot 152.

There are multiple bases for our objection which are as follows:

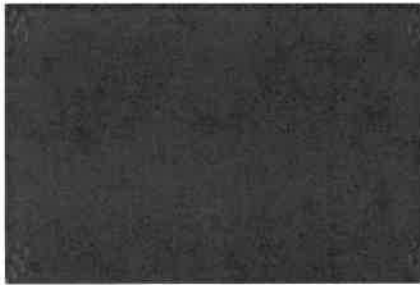
- 1 The creation of 4 blocks from the residual of Lot 2 would alter the semi rural nature of the neighbourhood, crowding multiple houses onto a small area. This area of Uralla has traditionally been comprised of larger blocks and the creation of the proposed subdivision will change and be detrimental to the amenity of current residents.
- 2 The proposed blocks are extremely narrow and the orientation of the long axis of the blocks is from South East to North West. This orientation makes it impossible to orientate a house built on these proposed sites to benefit from passive solar heating and is more likely to expose the long axes to hot summer Eastern and Western sun and deprive them of Northern winter sun. They are significantly narrower than those which have been created facing Fitzroy Street North, opposite our home, from Lot 1 DP 1135409 to the corner of King Street. Those blocks are already very narrow and only one has been designed with any North facing glass, allowing for passive solar heat gain. Other larger blocks in the neighbourhood have allowed orientation of the dwellings with their long axes in an East West direction which allows for a Northern glazed face. Lot 2 itself is partially turned to face the North and Lot 3 DP 1125409 has, as have we, made a significant effort to orientate our homes to facilitate passive solar heating which makes our homes comfortable in the winter without causing them to be overheated in the summer.
- 3 The Australian Building code is about to be upgraded to require more stringent energy efficiency of new home designs. Attempting to design houses for such narrow and poorly orientated blocks will be increasingly difficult and they may be unable to pass the new building code.

4 The unformed lane, which would provide access to the proposed blocks if the residual of Lot 2 was subdivided, is in the bottom of a gully. Currently, during heavy rain, large amounts of water rush down this gully. As the climate is rapidly warming and as extreme weather events are predicted to increase in severity and frequency, flooding of this lane, and consequent damage to vehicles and houses is increasingly likely. There is the significant possibility of the Uralla Council being exposed to litigation from home owners who might occupy the proposed development. Council would be wise to avoid exposing itself to the possibility of future litigation because of poor planning of this development.

We trust that you will give due consideration to our concerns. We are aware of disquiet and unhappiness about the plan by other neighbours, whether or not they choose to voice their objection to Council.

Karen Hughes

Rob Hughes



From: [REDACTED]
Sent: Thursday, 17 February 2022 9:40 AM
To: Council
Subject: TRIM: Application no. DA-3-2022 10-12 Fitzroy Street Uralla
Attachments: Objection - DA - 3-2022.docx

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/22/951

Hi Council

Please see attached letter in objection to the above development Application

Thanks
Anne Harrison

17.02.2022

Anne Harrison



Re: **DA-3-2022**

Staged Subdivision of 4 Lots into 6 Lots

10-12 Fitzroy Street Uralla

Objection

I wish to object to the proposed development on the following grounds:

- 1 It states on the map that there is an unformed lane, I was under the impression this was a gazetted waterway/drainage easement. As the land stands now this area is an important part of a drainage way which collects substantial amounts of water on the steep land above it. In times of heavy rain this becomes a creek line with running water passing through the land and sometimes spilling over into the lower neighbouring properties. If a formed road is placed in the middle of this drainage line it would appear destined for failure. I am certain that it is inadvisable even with "engineering" to place a road in the middle of a drainage line.
- 2 The width of the road appears not to allow for truck turning circles, how are garbage bins to be emptied.
- 3 the plans supplied do not appear to comprehensively show how stormwater is to be managed. There do not appear to be any details on how the surface drainage will be dealt with, without detriment to other surrounding property.
- 4 It is not clear how the properties will receive electricity, I gather this will be underground as if it is overhead the negative visual impact to the surrounding properties will be great.

Thank you for this opportunity to comment

Warm regards

Anne Harrison

REAR VIEW LOT DP759200 FACING IMPROVED LANE

CURVEWAYS ARE AT BASE OF OLD ROAD. POST
LAST CURVEWAY MARK SHOWN
4.57 METRES FROM CURVEWAY IS PART OF IMPROVED LANE
AS YOU CAN SEE IT IS A NATURAL WATERWAY.



From: Warren Martin [REDACTED]
Sent: Wednesday, 23 February 2022 4:48 PM
To: Council
Subject: TRIM: Development Application DA-3-2022

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/22/1136

Dear Sir/Madam

Notification of Development Application DA-3-2022 (staged sub-division of 4 Lots into 6 Lots at 10-12 Fitzroy Street Uralla) was recently sent the the Department of Planning and Environment – Crown Lands (the Department). While the closing date for submissions was 17 February 2022, the notification was not received by staff until after then due to working at home rules for covid. Therefore I would like to submit the following comments for the Development Application albeit slightly late.

The Department has no objection to the proposal, however we do note that the unformed lane south-east of Lot 152 DP 847705, Lots 1, 2, 3 and 17 Section 4 DP 759022 is a Crown road (untenured). This Crown road under the application is marked as proposed for widening by land from the above lots, and appears to form the legal access for the above lots once the subdivision separates the existing house into a single lot off Fitzroy Street.

Therefore should the Development Application be approved, the Department would require the Crown land to be transferred to Uralla Shire Council management (between Thunderbolts Way and Hill Street).

If your require further information, I can be contacted at the details below.

Kind regards
Warren Martin

Warren Martin
Natural Resource Management Project Officer

Crown Lands | Department of Planning and Environment



Monday, 21 March 2022

Uralla Shire Council

PO Box 106

URALLA NSW 2358

General Manager

USC
21 MAR 2022
Received

I wish to apply to have an entrance to my block, Lot 152 DP847705, off the new road being proposed for subdivision of Lots 1-3 & 17 Sec 4 in DP759022.

I require an entrance to have access to the back yard and shed at the rear of my block.

Attached is a site map indicating the approximate position of the required entrance.

Thank you for your attention to this matter.

Yours faithfully



(Mrs) Leroy Bracken



Handwritten signature



1. The location of underground services lines are indicative only.
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3. Aerial Imagery (© SIX Maps / Digital Globe) overlay is indicative only and provided for the context.

Datum:	N/A
Origin:	N/A
RL:	N/A
Contour:	N/A

Ref: 211218D
Surveyor: Michael Croft
Drawn: SB
Sheet: 1 of 2

**PROPOSED SUBDIVISION OF
LOTS 1-3 & 17 SEC 4 IN DP 759022
10 Fitzroy Street North, URALLA NSW 2358**

Client: MI & MITS RAVENLY
PO Box 1563 Armidale NSW 2350 T: 02 6772 1077 M: 0414 782 867 E: office@tronsurveying.com www.tronsurveying.com



2nd November 2021

Uralla Shire Council
32 Salisbury Street.
Uralla NSW 2358
Attention: General Manager

Dear Madam,

**Re: Proposed Four Into Six Lot Subdivision Over 2 Stages
Property - Lots 1-3 & 17 Sec 4 in DP759022
10 Fitzroy Street North, Uralla NSW 2358**

Consent is sought for a Four into Six Lot Subdivision over 2 Stages of Lots 1-3 & 17, Sec 4 in DP759022, 10 Fitzroy Street North, Uralla NSW 2358.

Please find enclosed the Statement of Environmental Effects to be included as part of a Development Application.

Thank you for your favourable consideration of this application.

Yours faithfully,



Michael Croft
*B.Surveying (Q.U.T.)
G.Dip Geomatics (GIS) (U.S.Q.)
Member of Institute of Surveyors (Aust.)
Registered Land Surveyor (No.8267)
under Surveying & Spatial Information Act 2002.*



STATEMENT OF ENVIRONMENTAL EFFECTS
PROPOSED FOUR INTO SIX LOT SUBDIVISION OVER 2
STAGES
LOTS 1-3 & 17 SEC 4 IN DP759022
BEING 10 FITZROY STREET NORTH, URALLA NSW 2358

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Appendix A: Proposed Subdivision Layout

1. INTRODUCTION

1.1 PURPOSE OF THIS DEVELOPMENT APPLICATION

This Statement of Environmental Effects (SEE) is part of a development application to Uralla Shire Council to allow a Four into Six Lot Subdivision of Lots 1-3 & 17 Sec 4 over 2 stages in DP759022, 10 Fitzroy Street North, Uralla NSW 2358.

2. THE SITE

2.1 LOCAL AND REGIONAL CONTEXT

The site is located within Uralla Shire local government area (LGA) on the northern fringe of the Uralla township. A location plan is provided in Figure 1.

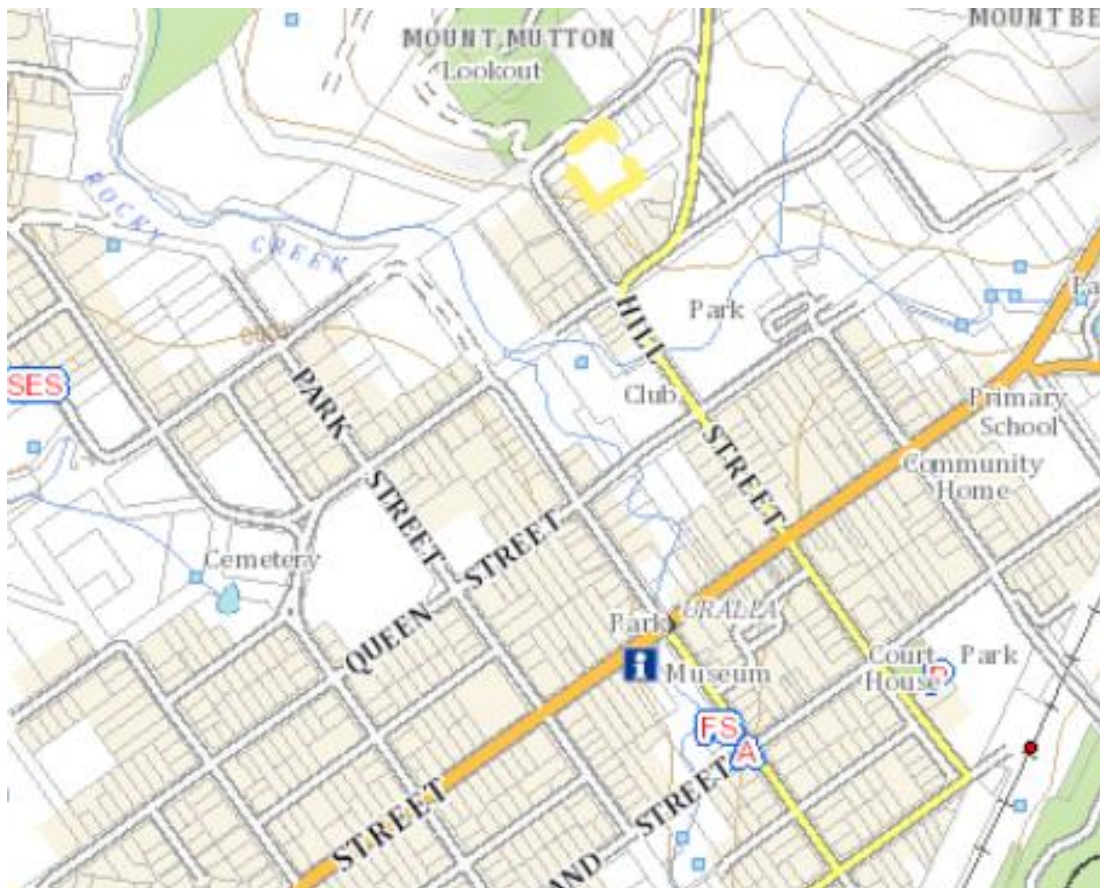


Figure 1: Location plan of the site (subject site identified by yellow outlined lot)
Source: SixMaps

2.2 SITE DESCRIPTION

The site is legally described as Lots 1-3 & 17 Sec 4 in DP759022, as demonstrated in Figure 2. The site is commonly known as 10 Fitzroy Street North, Uralla. The site has an overall area of approximately of 7560m².

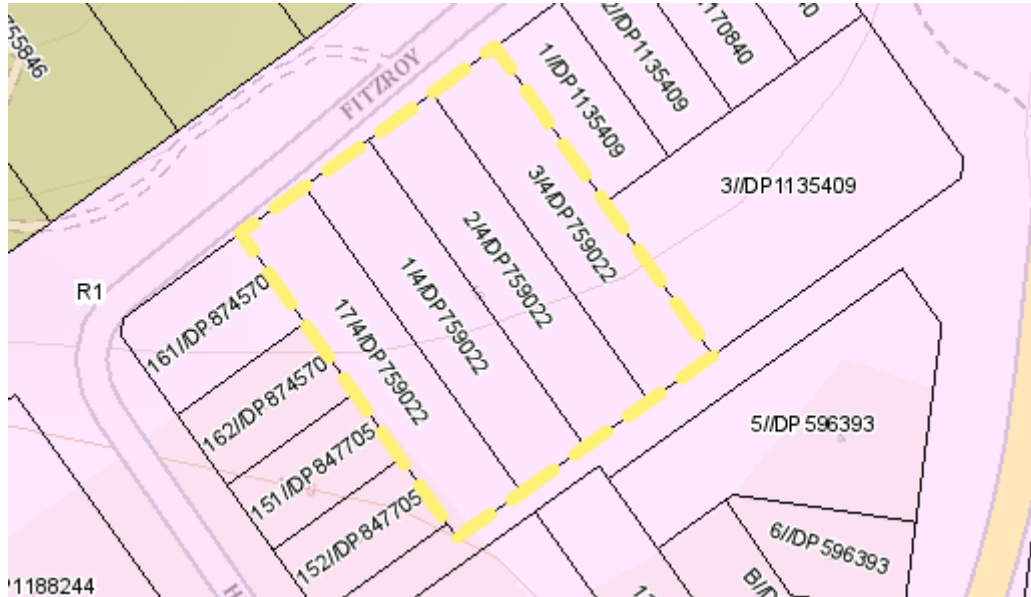


Figure 2: Cadastral relationship of Lots 1-3 & 17 Sec 4 in DP759022 (Lots 1-3 & 17 Sec 4 in DP759022 within yellow dashed area). Source: NSW Planning Portal

2.3 SURROUNDING DEVELOPMENT

Surrounding land uses comprise of residential lots, with predominantly detached single storey dwellings.

3. THE PROPOSED DEVELOPMENT

3.1 PROPOSAL

The proposed development is to undertake a subdivision to Lots 1-3 & 17 Sec 4 in DP759022, in 2 stages. In Stage 1 proposed Lot 1 (820m²) and Lot 2 (6930m²) with frontage to Fitzroy North Street will be created and in Stage 2, Lot 2 will be further subdivided into 4 lots with Lot 2 containing the existing house (2450m²) with frontage to Fitzroy St North and Lots 3, 4 and 6 with approximately 1002m² – 1020m² each and Lot 5 with 819m² with frontage to the rear unnamed laneway.

The proposed subdivision layout in 2 Stages is provided in Appendix A.

4. ENVIRONMENTAL ASSESSMENT

The following is an assessment of the environmental effects of the proposed development in accordance with Section 4.15 of the EP&A Act.

4.1 SECTION 4.15(1)(A)(I) – ENVIRONMENTAL PLANNING INSTRUMENTS

The following environmental planning instruments apply to the subject site as a result of the proposed development:

- Uralla Local Environmental Plan 2012

This environmental planning instrument is considered on the following pages.

4.1.1 Local Environmental Plan

The relevant sections of the Uralla Local Environmental Plan 2012 (ULEP) are discussed in the following sections.

4.1.1.1 Zoning

The subject site is zoned R1 General Residential under the ULEP 2012, as shown in Figure 3.

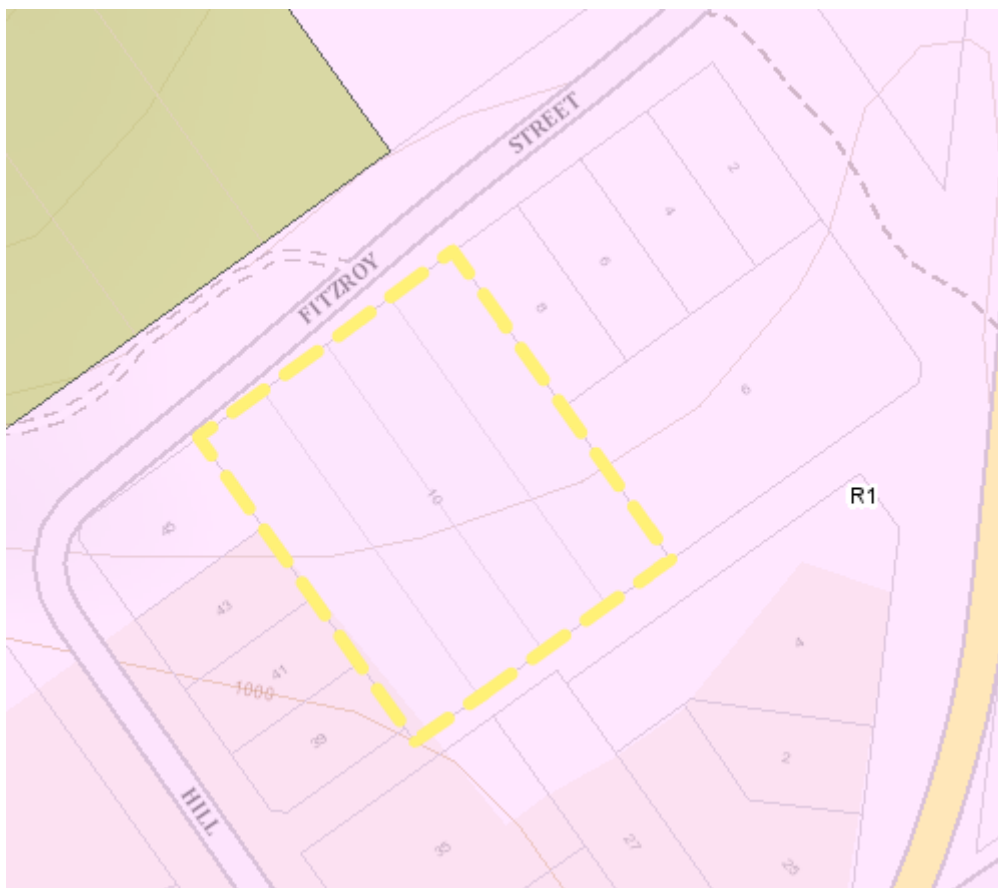


Figure 3: Extract from ULEP 2012 Land Zoning Map (subject site identified by red point). Source: NSW Planning Portal

4.1.1.2 Clause 4.1 Minimum subdivision lot size

Clause 4.1(3) of the ULEP states as follows:

(3) The size of any lot resulting from a subdivision of land to which this clause applies is not to be less than the minimum size shown on the Lot Size Map in relation to that land.

The minimum lot size for the subject site as shown on the Lot Size Map is 560m². The proposed subdivision creates lots above the minimum lot size requirement, with proposed Lot 1 (820m²), Lot 2 (2450m²), and Lots 3, 4 & 6 (1002m²-1020m² each) and Lot 5 (819m²).

4.1.1.3 Clause 6.4 Essential Services

Clause 6.4 of the ULEP states as follows:

Development consent must not be granted to development unless the consent authority is satisfied that any of the following services that are essential for the development are available or that adequate arrangements have been made to make them available when required:

- (a) the supply of water,*
- (b) the supply of electricity,*
- (c) the disposal and management of sewage,*
- (d) stormwater drainage or on-site conservation,*
- (e) suitable vehicular access.*

The dwelling located on proposed Lot 2 has existing electricity, stormwater and water connections to the services located in Fitzroy Street North. The dwelling is also connected to the sewer main located in the rear unnamed lane. An easement will be located over the existing sewer connection line which traverses the proposed Lot 5. Access to this lot is directly to Fitzroy Street North via the existing driveway.

In Stage 1, proposed Lot 1 can be connected to the existing electricity, stormwater and water services located in Fitzroy Street North. This lot can be connected to the sewer main located in the rear unnamed lane. An easement will be located over proposed Lot 3. Access to the lot can be directly to Fitzroy Street North.

In Stage 2, proposed Lots 3-6 will be connected to a new road to be constructed along the rear unnamed lane. Stormwater from Lots 3-6 can be directed to the new rear lane road. The electricity and water network will be extended along the rear lane from Hill Street to provide connections to Lots 3-6. Lots 3-6 can be directly connected to the sewer main located in the rear laneway.

Engineering plans prepared by Kelley Covey relating to services are attached, but where lot sizes are indicated, the DA Diagram supplied by Croft Surveying should be relied upon in preference to the engineering plans.

4.2 SECTION 4.15 (1) (A) (IIIA) PLANNING AGREEMENTS

No Draft Environmental Instruments are applicable.

4.3 SECTION 4.15(A)(III) DEVELOPMENT CONTROL PLANS

The Uralla Development Control Plan 2011 (UDCP 2012) applies to the site and the proposed development. The UDCP 2011 has been prepared to provide more detailed provisions with respect to the carrying out of development under the ULEP 2012. A following Table of Compliance demonstrates the proposed development's compliance with the relevant provisions of the UDCP 2011.

Chapter	Comment
Chapter 2 Subdivision in Residential Areas	<p>The aims and objectives for subdivision in residential areas is:</p> <ul style="list-style-type: none"> • <i>To provide safe, convenient and attractive neighbourhoods that meet the diverse and changing needs of the community by:</i> <ul style="list-style-type: none"> o <i>Offering a wide choice of good quality housing and associated community facilities,</i> o <i>Encouraging walking and cycling,</i> o <i>Minimising energy consumption,</i> o <i>Promoting a sense of place through neighbourhood focal points and the creation of a distinctive identity which recognises and, where relevant, preserves the natural environment.</i> • <i>To ensure that subdivision will not result in increased risk from bushfire or other environmental hazards;</i> • <i>To ensure that the intensification of land use does not result in undesirable environmental consequences; and</i> • <i>To implement the 'user pays' principle for the provision of services to the subdivision.</i> <p>The proposed subdivision is not inconsistent with these aims and objectives.</p>
Performance Outcomes	<ul style="list-style-type: none"> • <i>Minimum subdivision size is implemented as per the Uralla LEP; and</i> • <i>Subdivision design and construction meets Council's relevant engineering guidelines</i> <p>The proposed lots meet the minimum subdivision lot size requirement of 560m².</p> <p>The proposed subdivision is capable of being designed and constructed to meets Council's relevant engineering guidelines</p>
Acceptable Solutions	<p><i>In addition to minimum lot size requirements,</i></p> <ul style="list-style-type: none"> o <i>Lots shall have a minimum frontage of 16 metres,</i> o <i>Lots fronting cul-de-sacs shall have a minimum frontage of 16 metres at the line of the approved street setback,</i> o <i>Corner lots shall have a minimum frontage of 18 metres to each street and the minimum lot size shall be met after allowing for area lost at corners which are to be splayed to a minimum of 3 metres and dedicated as public road.</i> <p>Complies. The proposed lot 2 has a frontage of 60 metres and proposed lots 1 and 3-6 have frontage of 20.1 metres each.</p> <ul style="list-style-type: none"> • <i>If the land is bushfire prone, then the provisions of the NSW Rural Fire Service's publication Planning for Bushfire Protection 2006 will need to be considered and implemented as appropriate.</i>

	<p>Not Applicable.</p> <ul style="list-style-type: none"> • <i>Where no other alternative is possible, (e.g. access or laneway), Council may consider hatchet shaped allotments. The specifications for these allotments shall be:</i> <ul style="list-style-type: none"> o <i>The access handle is to be excluded from calculation of area of the lot for the purposes of minimum lot size calculations,</i> o <i>Minimum width of access handle - 3.65 metres,</i> o <i>The access handle is to be concreted or sealed,</i> o <i>The access handle shall have a setback of at least that specified for a side setback in the section Setbacks and Building Envelopes in the</i> o <i>A maximum of one hatchet lot per existing lot to have access over the handle,</i> o <i>The maximum height of the access way fencing shall be 900mm between the front of the adjacent dwelling and the street, and 1800mm between the front of the adjacent dwelling and the rear of the lot.</i> o <i>The prime objective in designing the access way is to provide for vehicles to be able to move in a forward direction when entering or leaving the site. However, this does not generally apply to the road frontage lot, unless there is a special problem concerning available sight distance.</i> o <i>Turning facilities are to be provided within the terms of the access/right-of carriageway or within each lot, as determined by the Council. This is to be provided for in a Section 88B Instrument as required.</i> <p>Not Applicable as no access handles are proposed.</p> <ul style="list-style-type: none"> • <i>In subdivisions involving ten or more lots the subdivider shall be required to provide a financial contribution in accordance with the relevant Section 94 plan with the funds to be applied by the Council in acquiring or improving recreation reserves.</i> <p>Not applicable.</p> <ul style="list-style-type: none"> • <i>New roads created by the subdivision shall be constructed and sealed according to Council's technical specifications;</i> <p>The proposed subdivision is capable of being designed and constructed to meets Council's relevant engineering guidelines</p> <ul style="list-style-type: none"> • <i>Council may require that a traffic study to be undertaken where there is a likelihood of a significant increase in traffic volumes resulting from the subdivision;</i> <p>Not applicable.</p> <ul style="list-style-type: none"> • <i>Council may require that existing roads be upgraded to a suitable standard to cater for any expected increase in traffic;</i>
--	--

	<p>Not applicable.</p> <ul style="list-style-type: none"> • <i>The following services shall be provided to each lot at the subdivider's cost:</i> <ul style="list-style-type: none"> o <i>reticulated water,</i> o <i>a sewerage connection,</i> o <i>electricity,</i> o <i>telephone service,</i> o <i>the necessary underground conduits for the passage of future service lines,</i> o <i>any easements required to facilitate the provision of services and/or inter-allotment drainage;</i> <p>See comments under 4.6.3 of this report.</p> <ul style="list-style-type: none"> • <i>Council will carry out all works associated with connection to the existing reticulated water and sewerage network with full costs to be met by the developer;</i> <p>Noted.</p> <ul style="list-style-type: none"> • <i>Proof of satisfactory arrangements concerning the provision of electricity and telephone service shall be provided prior to issue of the subdivision certificate;</i> <p>Noted.</p> <ul style="list-style-type: none"> • <i>In general, for any new lot created by a subdivision, the applicant is to meet 100 percent of the costs of constructing kerbing and guttering and all necessary associated stormwater drainage infrastructure. A more detailed treatment of this is provided in Chapter 16 – Kerbing and Guttering</i> <p>Noted.</p>
--	---

4.4 SECTION 4.15 (1) (A) (IIIA) PLANNING AGREEMENTS

There is no Planning Agreement in force affecting the site or proposed development.

4.5 SECTION 4.15 (1) (A) (IV) ANY MATTER PRESCRIBED BY THE REGULATION

There are no relevant matters prescribed by the regulations.

4.6 SECTION 4.15(1)(B) IMPACTS OF THE DEVELOPMENT

4.6.1 Context and Setting

The proposed development will result in six lots that are of a similar size to lots in the surrounding area.

4.6.2 Access and Traffic

Access to proposed Lot 2 is directly to Fitzroy Street North via the existing driveway.

Access to proposed Lot 1 can be directly to Fitzroy Street North.

In Stage 2 proposed Lots 3-6 will be connected to a new road to be constructed along the rear unnamed lane. The new rear lane road will be designed and constructed to meet Council's relevant engineering guidelines and can be conditioned on the development consent. A 4.6m wide strip of land along the rear lane frontage of proposed Lots 3-6 has been dedicated to Council to provide adequate road reserve width for the construction of the new rear lane road. Engineering designs from Kelley Covey engineers for the road, stormwater and sewer accompany this application.

4.6.3 Utilities

The dwelling located on proposed Lot 2 has existing electricity, stormwater and water connections to the services located in Fitzroy Street North. The dwelling is also connected to the sewer main located in the rear unnamed lane. An easement will be located over the existing sewer connection line which traverses the proposed Lot 5.

Proposed Lot 1 can be connected to the existing electricity, stormwater and water services located in Fitzroy Street North. This lot can be connected to the sewer main located in the rear unnamed lane. An easement will be located over proposed Lot 3.

Proposed Lots 3-6 will be connected to a new road to be constructed along the rear unnamed lane. Stormwater from Lots 3-6 can be directed to the new rear lane road. The electricity and water network will be extended along the rear lane from Hill Street to provide connections to Lots 3-6. Lots 3-6 can be directly connected to the sewer main located in the rear laneway.

4.6.4 Flora and Fauna

No flora and fauna impacts are associated with the proposed development, considering that the site is cleared of vegetation and located within a residential area.

4.6.5 Heritage

No heritage items have been identified on the subject site.

4.6.6 Archaeology

The site has no known aboriginal artefacts or archaeological significance.

4.6.7 Hazards

The site is not identified as being bush fire prone or flood prone land.

4.6.8 Social and Economic Impact of the Locality

The proposed development is likely to create a minor positive social and economic benefit by creating two additional developable residential lots for a future household.

4.6.9 Cumulative Impacts

There are no tangible cumulative impacts arising from the proposal.

4.7 SITE SUITABILITY SECTION 4.15(1)(C)

There are no constraints to the development of the site and proposed lots can be connected to the required services.

4.8 PUBLIC SUBMISSIONS AND THE PUBLIC INTEREST SECTION 4.15(1)(D) AND (E)

The proposed subdivision is in the public interest as it will achieve the desired density for the site, consistent with settlement pattern objectives outlined in Council's strategic planning documents.

5. CONCLUSION

The proposed development is appropriate within the context of the subject site and is consistent with the statutory and policy requirements of both Council and the State Government. It is therefore recommended that the application be supported.

Appendix A

Proposed Subdivision Layout



Pre-Lodgement Application Form

Portal Application number:
PAN-163448

Applicant contact details

Title	
First given name	Michael
Other given name/s	
Family name	Croft
Contact number	0267721077
Email	admin@croftsurveying.com
Address	PO Box 1563, Armidale NSW 2350
Application on behalf of a company, business or body corporate	No

Owner/s of the development site

Owner/s of the development site	There are one or more owners of the development site and the applicant is NOT one of them
Owner #	1
Title	
First given name	Anthony
Other given name/s	
Family name	Kaberry
Contact number	0431272174
Email	kabes10@gmail.com
Address	10 FITZROY STREET NORTH URALLA 2358
Owner #	2
Title	
First given name	Juliet
Other given name/s	
Family name	Kaberry
Contact number	0438055676
Email	juliet@kaberryfl.com.au
Address	10 FITZROY STREET NORTH URALLA 2358

I declare that I have shown this document, including all attached drawings, to the owner(s) of the land, and that I have obtained their consent to submit this application. - Yes

Note: It is an offence under Section 10.6 of the Environmental Planning and Assessment Act 1979 to provide false or misleading information in relation to this application.

Developer details

ABN	
ACN	
Name	
Trading name	
Address	
Email Address	

Development details

Application type	Development Application
Site address #	1
Street address	10 FITZROY STREET NORTH URALLA 2358
Local government area	URALLA
Lot / Section Number / Plan	3/4/DP759022 <input checked="" type="checkbox"/> 1/4/DP759022 <input checked="" type="checkbox"/> 17/4/DP759022 <input checked="" type="checkbox"/> 2/4/DP759022 <input checked="" type="checkbox"/>
Primary address?	Yes
Planning controls affecting property	Land Application LEP Land Zoning Height of Building Floor Space Ratio (n:1) Minimum Lot Size Heritage Land Reservation Acquisition Foreshore Building Line Bushfire Prone Land Land near Electrical Infrastructure

Proposed development

Proposed type of development	Subdivision of land
Description of development	Subdivision of 4 lots into 6 lots
Dwelling count details	
Number of dwellings / units proposed	0
Number of storeys proposed	0
Number of pre-existing dwellings on site	1
Number of dwellings to be demolished	0
Number of existing floor area	0
Number of existing site area	0
Cost of development	
Estimated cost of work / development (including GST)	\$0.00

Do you have one or more BASIX certificates?	No
Subdivision	
Number of existing lots	4
Is subdivision proposed?	Yes
Type of subdivision proposed	Torrens Title
Number of proposed lots	6
Proposed operating details	
Number of staff/employees on the site	0
Number of parking spaces	0
Number of loading bays	0
Is a new road proposed?	Yes
Description of the proposed roadworks	Widening of existing laneway and sealing with cul de sac head
Concept development	
Is the development to be staged?	Yes, this application is for staged development which may include concept and/or multiple stages.
Description of the proposed staging of the development	2 lot subdivision - Stage 1 5 lot subdivision - Stage 2 Total of 6 lots
Crown development	
Is this a proposed Crown development?	No

Related planning information

Is the application for integrated development?	No
Is your proposal categorised as designated development?	No
Is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats, or is it located on land identified as critical habitat?	No
Does the application propose a variation to a development standard in an environmental planning instrument (eg LEP or SEPP)?	No
Is the application accompanied by a voluntary planning agreement (VPA) ?	No
Section 68 of the Local Government Act	
Is approval under s68 of the Local Government Act 1993 required?	Yes
Have you already applied for approval under s68 of the Local Government Act?	No
Would you like to apply for approval under s68 of the Local Government Act?	No
10.7 Certificate	
Have you already obtained a 10.7 certificate?	No
Would you like to start a Planning Certificate 10.7 application?	No
Tree works	
Is tree removal and/or pruning work proposed?	No
Local heritage	

Does the development site include an item of environmental heritage or sit within a heritage conservation area.	
Are works proposed to any heritage listed buildings?	No
Is heritage tree removal proposed?	No
Affiliations and Pecuniary interests	
Is the applicant or owner a staff member or councillor of the council assessing the application?	No
Does the applicant or owner have a relationship with any staff or councillor of the council assessing the application?	No
Political Donations	
Are you aware of any person who has financial interest in the application who has made a political donation or gift in the last two years?	No
Please provide details of each donation/gift which has been made within the last 2 years	

Payer details

Provide the details of the person / entity that will make the fee payment for the assessment.

The Environmental Planning and Assessment Regulation 2000 and Council's adopted fees and charges establish how to calculate the fee payable for your development application. For development that involves building or other works, the fee for your application is based on the estimated cost of the development.

If your application is for integrated development or requires concurrence from a state agency, additional fees will be required. Other charges may be payable based on the Council's adopted fees and charges. If your development needs to be advertised, the Council may charge additional advertising fees.

Once this application form is completed, it and the supporting documents will be submitted to the Council for lodgement, at which time the fees will be calculated. The Council will contact you to obtain payment. Note: When submitting documents via the NSW Planning Portal, credit card information should not be displayed on documents attached to your development application. The relevant consent authority will contact you to seek payment.

The application may be cancelled if the fees are not paid:

First name	Michael
Other given name(s)	
Family name	Croft
Contact number	0267721077
Email address	admin@croftsurveying.com
Billing address	PO Box 1563, Armidale NSW 2350

Application documents

The following documents support the application.

Document type	Document file name
Civil Engineering Plan	T218305 - KABERRY URALLA - DA ISSUE REV C
Site plans	Diagram - Rev D - staged-A3_L_DA Stage 2 Diagram - Rev D - staged-A3_L_DA Stage 1
Statement of environmental effects	SEE for 10 Fitzroy Street North v3

Applicant declarations

I declare that all the information in my application and accompanying documents is , to the best of my knowledge, true and correct.	Yes
I understand that the development application and the accompanying information will be provided to the appropriate consent authority for the purposes of the assessment and determination of this development application.	Yes
I understand that if incomplete, the consent authority may request	Yes

more information, which will result in delays to the application.	
I understand that the consent authority may use the information and materials provided for notification and advertising purposes, and materials provided may be made available to the public for inspection at its Offices and on its website and/or the NSW Planning Portal	Yes
I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act) under which it may be required to release information which you provide to it.	Yes
I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice	Yes
I agree to appropriately delegated assessment officers attending the site for the purpose of inspection.	Yes
I confirm that the change(s) entered is/are made with appropriate authority from the applicant(s).	

Bushfire Attack Level (BAL) Hazard Assessment report

Determined in accordance with *Planning for
Bushfire Protection 2019* and AS 3959-2009

This Bushfire Attack Level (BAL) Assessment Report has been prepared by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme.

This proposal has been prepared in accordance with PBP 2019 in its entirety and the development complies with all relevant Acceptable Solutions in PBP2019.

Site Details

Address: 10 Fitzroy Street north (Lot 2 section 4 DP 759022)

Suburb: Uralla State: NSW

Local Government Area: Uralla Shire Council

Report / Job Number: ARM 21/77 Report Date: 23/12/2021

Bushfire Hazard Assessment


Vegetation Classification	Effective Slope	Separation Distance	BAL
Woodland (west)	upslope	>28 metres	BAL-12.5
Forest (southwest)	5-<10° down	>57 metres	BAL-12.5
Low Threat (other directions)	0-<5° down	>200 metres	BAL-12.5

BPAD Accredited Practitioner Details

Name: Stephen Cotter

Accreditation Number: BPAD20505

Signature:



BUSHFIRE HAZARD ASSESSMENT



RESIDENTIAL SUBDIVISION

LOT 2, SECTION 4, DP 759022

10 FITZROY STREET NORTH, URALLA

23RD DECEMBER 2021

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EXECUTIVE SUMMARY

Croft Surveying has requested a bushfire hazard assessment and report that fully considers the site-specific parameters and vegetation structure of any bushfire hazard that would impact the proposed development in accordance with section 4.49 of the Environmental Planning & Assessment Act (1979). The assessment followed the guidelines recommended in Planning for Bushfire Protection (PBP2019) and AS 3959-2018 Construction of buildings in bushfire prone areas (AS3959-2018).

Property Description

The subject property is a residential lot within the Uralla township, surrounded in the north and east by existing dwellings, gardens, garages and sheds. Un-managed area to the west surrounds a water storage facility for the Uralla township with an abandoned exotic pine plantation to the southwest of the Lookout Reserve.

The subject property is zoned R1 'General Residential' in the Uralla Local Environmental Plan (Uralla Shire Council, 2012) and is cleared and consists mainly of an existing dwelling gardens and lawn with the rest of the property regularly managed as cleared land.

The development proposal shall occur in two stages. The first stage shall cover the existing 4 sectional lots with direct frontage to Fitzroy Street north. These shall be amalgamated and subdivided into two residential lots, one of which contains the existing dwelling and a residual of the sectional lots as shown in Figure 2. Stage two shall involve the subdivision of the residual lot to create four residential lots. As part of Stage 2, the unformed road along the eastern boundary of the residual lot shall be modified to provide all services and direct access to Hill Street as shown in Figure 3.

Vegetation assessment

This Bushfire Risk Assessment was conducted through an on-site inspection undertaken on 23rd December 2021 using the methodology set out in PBP. The on-site assessment included traversing the subject property and all lands within 140 metres from the proposed development. The property inspection identified Forest and Woodland surrounding the dwelling as bushfire prone vegetation within 140m affecting these dwellings. The table below summarises the slope assessments for each vegetation community observed over the subject land.

Aspect	Vegetation	Classification (PBP / AS 3959-2018)	Slope	Comments
N	Residential	Low Threat	Upslope	Not bushfire prone vegetation.
S	Residential	Low Threat	0-<5° Down	
E	Residential	Low Threat	Upslope	
W	Woodland	Woodland	0 Upslope	
SW	Pine Plantation	Forest	5-<10° Down	Degraded and abandoned

Based on the assessment of the vegetation communities and slopes present on and adjacent to the subject property; and in accordance with Table A1.12.6 of PBP2019; it is recommended that all of the property shall be managed as an Asset Protection Zone (APZ). The Table below lists the required APZ according to PBP and AS3959-2018.

Elevation	Vegetation	APZ	IPA	OPA	Compliance with PBP	Comment
N	Low Threat	0m	0m	0m	YES	Provided by existing dwellings,
S	Low Threat	0m	0m	0m	YES	road reserve
E	Low Threat	0m	0m	0m	YES	
W	Woodland	28m	28m	0m	YES	No vegetation to be cleared, includes road reserve
SW	Forest	57	57	0	Yes	Separated by existing development, roads, managed land

Services

All new services shall be installed underground. If future overhead electrical transmission lines are installed, pole spacing should be short unless crossing gullies, gorges or riparian areas. No part of a

tree should be closer to a power line than the distance set by the appropriate authority. Regular inspection of lines is required to ensure they are not fouled by branches.

The existing property is serviced by mains water.

The water installations shall comply with Table 5.3c of PBP. For stage two of the subdivision, the fire hydrant spacing and pressures for the proposed water line along the unformed road shall comply with AS2419.1.2005 to ensure supply is maintained to the created lots.

Bush Fire Attack Level

An assessment of the bushfire attack level applicable to the proposed development was carried out using the methodology detailed in Appendix 1 of PBP2019 and AS 3959-2018 to ascertain the viability of the development in the protection of life and property in a bush fire situation.

The existing dwelling was assessed as having a **BAL-12.5** bushfire attack level.

- The property is in FDI 80 region.
- Woodland vegetation is upslope to the west, separated by greater than 28 metres.
- Forest vegetation on 5-<10° downslope to the southwest, separated by 57 metres.
- Low Threat (residential) areas occur in the other directions.

Access

The proposed access to the building location is less than 200 metres in length from a public road. Alternative access is not required.

Construction Standards

The existing dwelling was constructed after the introduction of PBP in 2001 and has some bushfire protection measures. There is no requirement to upgrade this dwelling as part of this subdivision.

Any new construction on the proposed residential lots shall comply with section 3 and 5 of AS 3959-2018 and section 7.5 of PBP2019 (**BAL-12.5**)

RECOMMENDATIONS

- The entire property is managed as the APZ and maintained to the standard described in Appendix 4 of PBP.
- All new construction on the proposed residential lots shall be in accordance with section 3 and 5 of AS3959 (**BAL-12.5**).
- The water installations shall comply with Table 5.3c of PBP. For stage two of the subdivision, the fire hydrant spacing and pressures for the proposed water line along the unformed road shall comply with AS2419.1.2005 to ensure supply is maintained to the created lots.

BUSH FIRE HAZARD ASSESSMENT

1.0 SCOPE OF THE REPORT

The Bushfire Assessment Report is a strategic document which provides detailed information in compliance with Section 44 of the Rural Fires Regulations (2008) to enable a determination of development applications under section 4.49 of the *Environmental Planning & Assessment Act*. In particular, the following matters must be addressed:

- a) A statement that the site is bush fire prone land, where applicable;
- b) The location, extent and vegetation type of any bushland on or within 100m of the site;
- c) The slope and aspect of the site and of any bush fire prone land within 100m of the site, which may determine the likely path of any bush fire;
- d) Any features on or adjoining the site that may mitigate the impact of a high intensity bush fire on the proposed development;
- e) A statement of the likely environmental impact of any proposed bush fire protection measures; and
- f) Whether any building complies with AS 3959-2018 in relation to the construction level for bush fire protection.

This Bushfire Hazard Assessment report shall demonstrate compliance with the bushfire protection measures and provisions for Rural and Residential Subdivisions outlined in *Planning for Bushfire Protection* (PBP). The proposed bushfire protection measures will be considered on a case by case basis to assess if the proposed development provides a better bushfire safety outcome for the occupants and adjoining property holders than if the development not proceed.

1.1 Background

Croft Surveying as requested a bushfire hazard assessment and report that fully considers the site-specific parameters and vegetation structure of any bushfire hazard that would impact the proposed development in accordance with section 4.49 of the Environmental Planning & Assessment Act (1979). The assessment followed the guidelines recommended in *Planning for Bushfire Protection* (PBP2019) and AS 3959-2018 *Construction of buildings in bushfire prone areas* (AS3959-2018).

1.2 Description of property

The subject property is a residential lot within the Uralla township, surrounded in the north and east by existing dwellings, gardens, garages and sheds. Un-managed area to the west surrounds a water storage facility for the Uralla township with an abandoned exotic pine plantation to the southwest of the Lookout Reserve.

The subject property is zoned R1 'General Residential' in the Uralla Local Environmental Plan (Uralla Shire Council, 2012) and is cleared and consists mainly of an existing dwelling gardens and lawn with the rest of the property regularly managed as cleared land (Figure 1).

1.3 Proposal

The development proposal shall occur in two stages. The first stage shall cover the existing 4 sectional lots with direct frontage to Fitzroy Street north. These shall be amalgamated and subdivided into two residential lots, one of which contains the existing dwelling and a residual of the sectional lots as shown in Figure 2.

Stage two shall involve the subdivision of the residual lot to create four residential lots. As part of Stage 2, the unformed road along the eastern boundary of the residual lot shall be modified to provide all services and direct access to Hill Street as shown in Figure 3.



Figure 1: Aerial image showing the subject property with unmanaged vegetation to the west and southwest and Uralla township to the east and south. and proposed dwelling site (blue square) surrounded by existing development and bordered by

STAGE 1



Figure 1: Stage One of the proposed residential subdivision to create two lots including existing dwelling and residual lot.

STAGE 2



Figure 1: Stage Two involves the subdivision of the residual lot into four residential lots with direct access to Hill Street .

2.0 VEGETATION CLASSIFICATION

The vegetation of the subject property and adjacent properties up to 140m (where practicable) from the proposed development was assessed during a site visit on 22nd December 2021. The vegetation communities present were identified and classified into formations as described in Keith (2004).

Appendix 1 of PBP2019 outlines the methodology for determining the predominant bushfire prone vegetation to the distance of at least 140 metres in all directions from the site of the proposed development. Vegetation is classified using Keith (2004) with reference to Figures A1.2 of PBP2019 that classifies vegetation types into the following groups:

- | | |
|-----------------------------|-----------------|
| (a) Rainforest | (e) Tall Heath |
| (b) Wet Sclerophyll Forests | (f) Short Heath |
| (c) Dry Sclerophyll Forests | (g) Grassland |
| (d) Woodlands | |

2.1 Vegetation communities present surrounding the dwelling

Community 1 Grassland: The entire property is managed as grassland (Figure 2). This grassland extends onto adjoining properties that may become future residential areas.

Community 2 Woodland: The path of woodland vegetation surrounds the water storage and small hill (Lookout Hill) to the west and comprises a mixture of native and exotic trees and shrubs with an open canopy. This vegetation is assessed as being a woodland community with potential to expand in extent to the subject property boundary (Figure 2).

Community 3 Forest: An abandoned exotic pine plantation occurs on the western slopes of the Lookout Hill. The trees within this pine plantation are no longer a commercial resource and in a degraded condition (Figure 2).

Community 3 Low Threat: Residential properties with maintained gardens, equipment sheds and public roads occur to the north, east and south of the subject property (Figure 3).

2.2 Assessed Bushfire Vegetation in Relation to the Proposed Development

Based on the methodology described in PBP2019 and AS 3959-2018, the woodland vegetation to the west along Burial Ground Gully was assessed as the bushfire prone vegetation impacting on the development. Low threat residential properties occur in the other directions.

3.0 LANDFORM ASSESSMENT

Inspection of published topographic maps and an on-site assessment using a clinometer verified the following landforms were present over the subject land. The land slopes gently towards the west towards Burial Ground Gully

3.1 Assessed Dominant Slope in relation to identified bushfire prone vegetation

Appendix 1 of PBP2019 indicates that slopes should be assessed, over a distance of at least 100m from a development site and that the dominant gradient of the land should be determined on the basis for which will most significantly influence the fire behaviour at the site.

Table 1 summarises the slope assessments for each vegetation community observed surrounding the proposed dwelling. This information will be used as the basis for determining those aspects of the proposed development that may require provisions for, and implementation of appropriate Asset Protection Zones (APZ).



Figure 2a: View woodland to west on Lookout Reserve.



Figure 2b: Unformed road along eastern boundary of development.



Figure 2c: View to south towards pine trees at end of road.



Figure 2d: Existing dwellings along Hill Street with woodland in distance.



Figure 3a: Existing dwelling



Figure 3c: Managed land to south of existing dwelling.



Figure 3b: View of dwellings along Hill Street.



Figure 3d: Existing dwellings to north of site.

Table 1: Site Assessment Summary – vegetation communities

Aspect	Vegetation	Classification (PBP / AS 3959-2018)	Slope	Comments
N	Residential	Low Threat	Upslope	Not bushfire prone vegetation.
S	Residential	Low Threat	0-<5° Down	
E	Residential	Low Threat	Upslope	
W	Woodland	Woodland	0 Upslope	
SW	Pine Plantation Forest		5-<10° Down	Degraded and abandoned

4.0 BUSHFIRE ASSESSMENT FOR PROPOSED DEVELOPMENT

The following bushfire assessment follows the methodology outlined in Appendix 1 of PBP2019 and AS 3959-2018.

4.1 Asset Protection Zones

Based on the assessment of the vegetation communities and slopes present on and adjacent to the subject property; the following APZ shall be implemented as part of the bushfire protection measures for the residential dwelling (Table 2). This is in accordance with Table A1.12.6 of PBP2019.

Table 2: Asset Protection Zone summary

Elevation	Vegetation	APZ	IPA	OPA	Compliance with PBP	Comment
N	Low Threat	0m	0m	0m	YES	Provided by existing dwellings, road reserve
S	Low Threat	0m	0m	0m	YES	
E	Low Threat	0m	0m	0m	YES	
W	Woodland	28m	28m	0m	YES	No vegetation to be cleared, includes road reserve
SW	Forest	57	57	0	Yes	Separated by existing development, roads, managed land

The entire property shall be managed as the APZ. This shall be implemented and maintained to the specifications for an Inner protection Area (IPA) as outlined in Appendix 4 of PBP2019:

The IPA shall be maintained in such a manner that:

- Only minimal bushfire fuel is present at ground level
- vegetation does not provide a path for the transfer of fire to the development
- bark chips and the like are not present within 5 metres of any building
- any clumps of trees present have a minimum canopy separation of 2 metres and
- any trees present are not species that retain dead material or deposit excessive amounts of ground fuel in a short time.

4.2 Services (Electricity Supply, Water, Gas)

All new water connections shall be installed underground. If future overhead electrical transmission lines are installed, pole spacing should be short unless crossing gullies, gorges or riparian areas. No part of a tree should be closer to a power line than the distance set by the appropriate authority. Regular inspection of lines is required to ensure they are not fouled by branches.

The existing property is serviced by mains water.

The water installations shall comply with Table 5.3c of PBP. For stage two of the subdivision, the fire hydrant spacing and pressures for the proposed water line along the unformed road shall comply with AS2419.1.2005 to ensure supply is maintained to the created lots.

4.3 Public Road Capacity to Handle Increased Volumes of Traffic during a Bushfire Emergency

The public road (Fitzroy Street North, Hill Street) in the vicinity of the subject property is adequate to handle increased volumes of traffic in a bushfire emergency. These roads:

- have an all-weather surface;
- are two-way, allowing traffic to pass in opposite directions;
- have the capacity to carry fully loaded fire fighting vehicles

4.4 Adequacy of Access and Egress in Bushfire Situations

The property access to the residential dwellings is less than 200 metres in length from Fitzroy Street North or the laneway with direct connection to the public road network that is less than 70 metres from the most distance part of any dwelling.

Alternative egress routes are not required. The driveways will provide a safe refuge area for fire-fighting operations.

4.5 Assessed Bushfire Attack Level

An assessment of the bushfire attack level applicable to the proposed development was carried out using the methodology detailed in Appendix 1 of PBP2019 and AS 3959-2018 to ascertain the viability of the development in the protection of life and property in a bush fire situation.

The existing dwelling was assessed as having a **BAL-12.5** bushfire attack level.

- The property is in FDI 80 region.
- Woodland vegetation is upslope to the west, separated by greater than 28 metres.
- Forest vegetation on 5-<10° downslope to the southwest, separated by 57 metres.
- Low Threat (residential) areas occur in the other directions.

5.0 ENVIRONMENTAL ATTRIBUTES

The proposed development will not involve clearing of native vegetation for the dwelling, asset protection zone and access. Residential land is excluded from requirements for further assessment under the Biodiversity Conservation Act.

6.0 BUSHFIRE CONSTRUCTION STANDARDS

The existing dwelling was constructed after the introduction of PBP in 2001 and has some bushfire protection measures. There is no requirement to upgrade this dwelling as part of this subdivision.

Any new construction on the proposed residential lots shall comply with section 3 and 5 of AS 3959-2018 and section 7.5 of PBP2019 (**BAL-12.5**)

7.0 LANDSCAPING AND PROPERTY MAINTENANCE – BUSHFIRE PROVISIONS

The principles of landscaping for bush fire protection are to prevent flame impingement on the dwelling; provide a defendable space for property protection; reduce fire spread; deflect and filter embers; provide shelter from radiant heat; and reduce wind speed. Careful consideration of the species selection, their location relative to their flammability, and on-going maintenance to readily remove flammable fuels (leaf litter, twigs and debris) is critical to providing for bushfire protection (RFS, 2019). The following measures should be considered:

- No canopy trees shall be planted within two metres of the existing dwelling or the additions.
- Existing canopy trees within two metres of the existing dwelling or the additions shall have branches pruned to a height of two metres to prevent any spread of a bushfire to the dwelling.
- All bark and leaf litter should be removed from beneath any planted trees prior to the bushfire danger period to ensure that there is no accumulation of surface fuel.
- Combustible mulches should not be used within the garden within five metres of the dwelling, non-combustible alternatives are available.

8.0 RECOMMENDATIONS

- The entire property is managed as the APZ and maintained to the standard described in Appendix 4 of PBP.
- All new construction on the proposed residential lots shall be in accordance with section 3 and 5 of AS3959 (**BAL-12.5**).
- The water installations shall comply with Table 5.3c of PBP. For stage two of the subdivision, the fire hydrant spacing and pressures for the proposed water line along the unformed road shall comply with AS2419.1.2005 to ensure supply is maintained to the created lots.

9.0 EXTENT OF COMPLIANCE AND/OR DEVIATION FROM SPECIFICATIONS

The proposed development will comply with the minimum requirements for:

1. The provision of a defensible space as Asset Protection Zone for the residential subdivision shall meet the minimum that is required in AS 3959-2018 for **BAL-12.5**
2. Provision of Water Supply in accordance with Table 5.3c of PBP2019.
3. Access arrangements in accordance with section Table 5.3b of PBP2019.
4. Construction in accordance with AS 3959-2018 *Construction of buildings in bushfire prone areas* (Section 3 and 5).



STEPHEN COTTER

BPAD 20505

REFERENCES

Keith, D., 2004. *Ocean shores to Desert Dunes*. Department of Environment and Conservation, Sydney

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Specht, R., 1970. Vegetation, in Leeper, G.W., *The Australian Environment*, Melbourne University Press, 4th Edition

Standards Australia, 2009. *Australian Standard 3959-2009 Construction of Buildings in Bushfire-prone Areas*. Standards Australia, Sydney

Uralla Shire Council, 2012 *Uralla Local Environment Plan*

15.12 DEVELOPMENT APPLICATION 23/2022 SHED - 2
SOMERSET CLOSE URALLA



Department: Infrastructure & Development
Prepared by: Manager of Development and Planning
TRIM Reference: UINT/22/7510
Attachments: UINT/22/7511 Development Assessment Report
UINT/22/7512 Site plan
UINT/22/7514 Engineering plans
UINT/22/7517 Internal layout
UINT/22/7518 Redacted submission
UINT/22/7519 Statement of Environmental Effects
UINT/22/7520 Application
UINT/22/7521 Covenant

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: Growing diversified employment education and tourism opportunities
Strategy: 2.2.1 Provide land use planning that facilitates employment creation
Activity: 2.1.4.1 Process building and development 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:

1. Council has received an application for a 360 square metre shed ancillary to a dwelling at 2 Somerset Close Uralla.
2. This report recommends approval of the shed subject to the recommended conditions of consent.

RECOMMENDATION:

- I. That Council approves Development Application 23/2022 for 360 square metre shed ancillary to a dwelling at 2 Somerset Close Uralla, being Lot 7 DP 1253533 subject to the following conditions of consent:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

(b) Please Note: A reference to the National Construction Code is a reference to that Code as in force on the date the application is made for the relevant:

- (a) development consent, in the case of a temporary structure that is an entertainment venue, or
- (b) construction certificate, in every other case.

- 61. The work must be carried out in accordance with the requirements of the *National Construction Code*.
- 62. 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.
- 63. 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*.

(c) Erection of signs

(d) Please Note: This does not apply in relation to:

- (a) building work, subdivision work or demolition work that is carried out inside an existing building, which does not affect the external walls of the building development consent, in the case of a temporary structure that is an entertainment venue, or
- (b) Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.
- (c) a complying development certificate issued before 1 July 2004 only if the building work, subdivision work or demolition work involved had not been commenced by that date.

- 64. 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 certifier 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.
- 65. 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.

(e) Notification of Home Building Act 1989 requirements

(f) Please Note: This does not apply in relation to Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.

- 66. Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifier for the development to which the work relates (not being the council) has given the council written notice of the following information:
 - (a) in the case of work for which a principal contractor is required to be appointed:
 - (i) the name and licence number of the principal contractor, and
 - (ii) the name of the insurer by which the work is insured under Part 6 of that Act,
 - (b) in the case of work to be done by an owner-builder:
 - (i) the name of the owner-builder, and
 - (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the relevant owner-builder permit.

67. If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under the above becomes out of date, further work must not be carried out unless the principal certifier for the development to which the work relates (not being the council) has given the council written notice of the updated information.

GENERAL CONDITIONS

68. 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.

69. 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.

70. The proposed development is subject to the Uralla Shire Council Sections 7.11 and 7.12 Developer Contributions Plans. Section 7.12 contributions are required to be paid prior to the issue of a construction certificate, complying development certificate or a Section 68 approval for a manufactured home. Section 7.11 contributions are required to be paid quarterly unless otherwise specified.

Reason: To ensure appropriate contributions towards infrastructure within the Shire.

71. The structure is to be inspected at the following stages of construction:
- before the pouring of footings**
 - before covering drainage (under hydrostatic test)
 - before pouring any reinforced concrete structure **
 - before covering the framework for any wall, roof or other building element **
 - before covering waterproofing in any wet area**
 - before covering any stormwater drainage connections
 - when the building work is completed and all conditions of consent have been addressed**

** denotes a critical stage inspection (a mandatory inspection under Section 6.18 of the EP&A Act 1979). Please note that an Occupation Certificate cannot be issued for a *development where a critical stage or other nominated inspection has not been carried out.

Council has limited capacity for inspections, which may only be on specific days. Please contact Council well in advance to arrange an inspection.

*All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer

Reason: To ensure compliance with appropriate standards.

72. A Construction Certificate must be obtained from a Certifier before work commences.

Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.

73. Occupancy of the building is not to take place until the Principal Certifier (PC) has carried out a final inspection and an Occupation Certificate issued.
- Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979 and to restrict the use of the premises until the terms of the Development Consent have been complied with so as to ensure the health and safety of occupants of the building.*
74. Roof water is to be disposed in a manner that does not cause a nuisance for neighbouring properties, by one of the following methods:
- (a) By piping onto a hardened surface and directed away from the building.
 - (b) By piping 3.0 metres clear of any building to a rubble pit.
- Reason: To alleviate any potential stormwater problems with respect to the buildings on the allotment or adjoining allotments.*
75. Prior to the issue of a final certificate of completion, the applicant shall obtain approval from Council under the Local Government Act 1993 to operate the approved on-site sewage management system.
- Note: Applications to operate an on-site sewage management system must be renewed every 1, 3 and 5 years (as applicable).
- Reason: To ensure compliance with appropriate standards.*
76. Any rainwater tank must be installed so that the overflow is on the downhill side of the dwelling/building at a minimum distance of 3 metres from any boundary of the property or any structure so as to prevent damage to any structure.
- Reason: To prevent structural damage to buildings and protect public health.*
77. The responsible person for plumbing and drainage work must ensure that the responsible person has given Council a notice of work in an approved form that specifies the work to be carried out and the responsible person for the work.
- The notice of work must be provided no later than 20 business days before the work concerned is carried out in the case of work that involves a proposed alternative solution, or no later than 2 business days before the work concerned is carried out in any other case.
- Reason: Statutory requirement.*
78. The responsible person for plumbing and drainage work must provide Council, and the person for whom the work is carried out, with a certificate of compliance within 2 business days after the work is completed.
- Reason: Statutory requirement.*
- Note: A certificate of compliance is a written document, in an approved form, that certifies that the plumbing and drainage work to which it relates is code compliant.
79. On completion of plumbing and drainage work that consists of or includes carrying out work on a sanitary drainage system, the responsible person for the work must supply a plan of the work, in the approved form, to the following persons:
- a) The owner of the land or the owner's agent,
 - b) The Council.
- Reason: Statutory requirement.*
80. Prior to the issue of the Construction Certificate, the developer is to provide evidence satisfactory to the Certifier that arrangements have been made for the installation of fibre-ready pit and pipe infrastructure to the premises so as to enable fibre to be readily connected. The developer must demonstrate that the carrier has confirmed in writing that they are satisfied that the fibre ready facilities are fit for purpose.
- Reason: To ensure the availability of adequate communications infrastructure.*

81. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The application must be approved prior to the issue of a Construction Certificate.

Reason: To ensure pedestrian and vehicular safety during construction.

82. The shed is not to be used as a domicile or for an industrial purpose without prior written approval from Council.

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

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

83. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifier (if the PC is not Council) at least two days before the proposed date of commencement.

Reason: To ensure compliance with the Environmental Planning and Assessment Regulation 2000

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

84. The owner of the property is to ensure that any building is constructed:

- (c) to meet the setback requirements of the approved plans,
- (d) to be located within the confines of the lot, and;
- (e) so that it does not interfere with any easements or covenants upon the land.

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

85. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:-

Monday to Saturday 7.00 AM to 5.00 PM

Sunday & public Holidays No construction activities are to take place.

Reason: To ensure that public amenity is not unduly affected by noise.

86. 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.

87. The builder shall provide a temporary sanitary service to the building site before building operations are commenced.

Reason: To provide effective sanitation of the site during building construction.

88. All construction materials, sheds, skip bins, spoil, temporary water closets etc. shall be kept wholly within the property and not placed on public land or in a position that may result in materials/debris being washed onto the roadway or into the stormwater drainage system.

Reason: To preserve the amenity of the locality and protect stormwater systems.

89. Temporary kerb and gutter crossings shall be installed to protect existing kerbs, channels and/or laybacks. Such protection shall consist of timber, concrete, steel or the like and shall not cause any diversion or build-up of drainage flow. Materials that could cause interference with council's drainage system shall not be used.

Reason: To ensure that Council's stormwater system is protected.

90. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification shall be kept on the Subject Site at all times and shall be readily available for perusal by any officer of Council or the PCA.

Reason: To ensure compliance with approved plans.

91. Run-off and erosion controls must be implemented before construction, and maintained to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:

- (f) divert uncontaminated run-off around cleared or disturbed areas,
- (g) erect a silt fence to prevent debris escaping into drainage systems or waterways,
- (h) prevent tracking of sediment by vehicles onto roads,
- (i) stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.

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

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

92. Any damage caused to kerb, guttering crossovers and/or footpaths during building operations shall be rectified by the developer to the satisfaction of Uralla Shire Council's Director Infrastructure & Regulation.

Reason: To ensure that public infrastructure is maintained.

ADVISORY NOTES – GENERAL

93. The applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
94. 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.
95. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
96. 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 s4.55 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.
97. 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.

98. Prior to any works being undertaken within the road reserve, (including the footpath), a Section 138 of *Roads Act 1993* approval must be obtained from Council. Please contact Council to obtain an application form.
99. Pursuant to Section 94(1)(a) of the *Local Government Act 1993 (General) Regulation 2005*, prior to any water main extension work or sewer main extension work the developer is to apply for a Section 68 Certificate approval and submit proposed plans.

REPORT:

Proposal: 360m² shed ancillary to a dwelling
 Property description: Lot 7 DP 1253533- Assessment 53426
 Applicant: GJ Gardner Homes
 Owners: Daryl and Robyn Carter
 Zoning: R2 Low Density Residential
 Date received: 12 May 2022
 Public notification or exhibition: Yes
 Notification period: 16 May 2022 – 1 June 2022
 Number of submissions: One

3. One submissions was received in relation to the application and the content of this submission is considered below:

4.

Submission Maker	Issue	Comment
Tim Bower	4. Size of shed	4. The submission notes that the applicant and submission maker have agreed on a reduced footprint for the shed, however Council has received no notification from the applicant that shed plans have changed, therefore the application must be assessed as presented.

5. The proposed shed is 360m², and the covenant on the deposited plan does not permit sheds above 120m². As the application complies with all Council and statutory development standards, there is no basis for refusal of the application, and the non-compliance with the covenant is a matter for the subdivision developer (or neighbouring landowners) and the applicant.
6. No reasons have been identified that would warrant refusal of the development application.

CONCLUSION:

7. The proposed development is permissible in the zone, complies with applicable standards and guidelines and impacts on amenity are considered acceptable.

COUNCIL IMPLICATIONS

8. Community Engagement/Communication

The application was notified as per Council's Community Participation Plan.

9. Policy and Regulation

Environmental Planning and Assessment Act 1979

Environmental Planning and Assessment Regulation 2021

Uralla Local Environmental Plan 2012

Uralla Development Control Plan 2011

10. Financial/Long Term Financial Plan

Nil

11. Asset management/Asset Management Strategy

Nil

12. Workforce/Workforce Management Strategy

Nil

13. Legal and Risk Management

If Council refused the application without valid planning grounds it may be subject to litigation.

14. Performance Measures

Nil

15. Project Management

Nil

Development Assessment Report

DA Number: DA-23-2022

Council: Uralla Shire Council

Location: 2 Somerset Close URALLA

Development Description: Shed

Title Details: Lot: 7 DP: 1253533

Property Details/History

	Checked	Comments
File History	No	
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? Yes. The proposed shed is 360m², and the covenant on the deposited plan does not permit sheds above 120m². As the application complies with all Council and statutory development standards, there is no basis for refusal of the application, and the non-compliance with the covenant is a matter for the subdivision developer (or neighbouring landowners) and the applicant.

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:

R2 Low Density Residential

List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes	The proposed land use requires development consent.
Clause 1.9A	Yes	Council is not bound by the covenant.

Development Control Plan

Section 4.15(1)(a)(iii) – EP & A Act

Does Uralla DCP 2011 apply to this land/proposal?

Yes

Chapter	Compliance	Comment
3	Yes	Setbacks are compliant.

Regional Environmental Plan

The proposed development is not inconsistent with the New England North West Regional Plan.

State Environmental Planning Policy

Is this proposal affected by a SEPP?

Yes

List all relevant SEPPs		
SEPP	Compliance	Comment
State Environmental Planning Policy (Koala Habitat Protection) 2021	Yes	

Environmental Impacts

Section 79c(1)(b) – EP & A Act

Does this proposal have any potential environmental impacts?

No

Flooding

Section 4.15(1)(b) – EP & A Act

Is this property flood affected?

No

Bush Fire Prone Land

Section 4.15(1)(b) – EP & A Act

Is this property bush fire prone as per the Bush Fire Prone Map?

No

Contaminated Land

Section 4.15(1)(b) – EP & A Act

Has this land been identified as being contaminated land by Council?

No

Infrastructure

Has an engineering assessment been completed?

No

Does this proposal have any potential infrastructure impacts?

No

Section 68 Assessment

Section 68 – LGA Act

Is a section 68 approval required?

Yes

What the type of assessment/approval required? B1 B4 B5

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?

Yes

Is this application an advertised development application?

No

Were there any written submissions received?

Yes

If Yes, what was the number of submissions received?

1

Submission Maker	Issue	Comment
Tim Bower	Size of shed	The submission notes that the applicant and submission maker have agreed on a reduced footprint for the shed, however Council has received no notification from the applicant that shed plans have changed therefore the application must be assessed as presented.

Public Interest

Section 79c(1)(e) – EP & A Act

Does this proposal have any construction or safety issues?

No

Site Suitability

Section 4.15(1)(c) – EP & A Act

Is this a suitable site for this proposal

Yes

Assessing Officer General Comment

ASSESSMENT – KEY ISSUES

No issues warranting further detailed consideration have been identified.

Recommendation

No significant adverse impacts are known or expected on the natural, social or economic environment as a result of the approving the application. In that context it would be appropriate to approve the Development Application subject to the attached recommended conditions of development consent.

Conclusion

I confirm that I am familiar with the relevant heads of consideration under the Environmental Planning & Assessment Act and Local Government Act (if applicable) and have considered them in the assessment of this application.

I certify that I have no pecuniary or non-pecuniary interest in this application.

Additional Notes Attached:

No

Signed:



Matt Clarkson, Manager of Development and Planning

Date: 15.6.2022

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

Please Note: A reference to the National Construction Code is a reference to that Code as in force on the date the application is made for the relevant:

- (a) development consent, in the case of a temporary structure that is an entertainment venue, or
- (b) construction certificate, in every other case.

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

Please Note: This does not apply in relation to:

- (a) building work, subdivision work or demolition work that is carried out inside an existing building, which does not affect the external walls of the building development consent, in the case of a temporary structure that is an entertainment venue, or
- (b) Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.
- (c) a complying development certificate issued before 1 July 2004 only if the building work, subdivision work or demolition work involved had not been commenced by that date.

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 certifier 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.

Notification of *Home Building Act 1989* requirements

Please Note: *This does not apply in relation to Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.*

6. Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifier for the development to which the work relates (not being the council) has given the council written notice of the following information:
 - (a) in the case of work for which a principal contractor is required to be appointed:
 - (i) the name and licence number of the principal contractor, and
 - (ii) the name of the insurer by which the work is insured under Part 6 of that Act,
 - (b) in the case of work to be done by an owner-builder:
 - (i) the name of the owner-builder, and
 - (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the relevant owner-builder permit.
7. If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under the above becomes out of date, further work must not be carried out unless the principal certifier for the development to which the work relates (not being the council) has given the council written notice of the updated information.

GENERAL CONDITIONS

8. 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.

9. 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.

10. The proposed development is subject to the Uralla Shire Council Sections 7.11 and 7.12 Developer Contributions Plans. Section 7.12 contributions are required to be paid prior to the issue of a construction certificate, complying development certificate or a Section 68 approval for a manufactured home. Section 7.11 contributions are required to be paid quarterly unless otherwise specified.

Reason: To ensure appropriate contributions towards infrastructure within the Shire.

11. The structure is to be inspected at the following stages of construction:

- before the pouring of footings**
- before covering drainage (under hydrostatic test)
- before pouring any reinforced concrete structure **
- before covering the framework for any wall, roof or other building element **
- before covering waterproofing in any wet area**
- before covering any stormwater drainage connections
- when the building work is completed and all conditions of consent have been addressed**

** denotes a critical stage inspection (a mandatory inspection under Section 6.18 of the EP&A Act 1979). Please note that an Occupation Certificate cannot be issued for a *development where a critical stage or other nominated inspection has not been carried out.

Council has limited capacity for inspections, which may only be on specific days. Please contact Council well in advance to arrange an inspection.

*All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer

Reason: To ensure compliance with appropriate standards.

12. A Construction Certificate must be obtained from a Certifier before work commences.

Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.

13. Occupancy of the building is not to take place until the Principal Certifier (PC) has carried out a final inspection and an Occupation Certificate issued.

Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979 and to restrict the use of the premises until the terms of the Development Consent have been complied with so as to ensure the health and safety of occupants of the building.

14. Roof water is to be disposed in a manner that does not cause a nuisance for neighbouring properties, by one of the following methods:

- (a) By piping onto a hardened surface and directed away from the building.
- (b) By piping 3.0 metres clear of any building to a rubble pit.

Reason: To alleviate any potential stormwater problems with respect to the buildings on the allotment or adjoining allotments.

15. Prior to the issue of a final certificate of completion, the applicant shall obtain approval from Council under the Local Government Act 1993 to operate the approved on-site sewage management system.

Note: Applications to operate an on-site sewage management system must be renewed every 1, 3 and 5 years (as applicable).

Reason: To ensure compliance with appropriate standards.

16. Any rainwater tank must be installed so that the overflow is on the downhill side of the dwelling/building at a minimum distance of 3 metres from any boundary of the property or any structure so as to prevent damage to any structure.

Reason: To prevent structural damage to buildings and protect public health.

17. The responsible person for plumbing and drainage work must ensure that the responsible person has given Council a notice of work in an approved form that specifies the work to be carried out and the responsible person for the work.

The notice of work must be provided no later than 20 business days before the work concerned is carried out in the case of work that involves a proposed alternative solution, or no later than 2 business days before the work concerned is carried out in any other case.

Reason: Statutory requirement.

18. The responsible person for plumbing and drainage work must provide Council, and the person for whom the work is carried out, with a certificate of compliance within 2 business days after the work is completed.

Reason: Statutory requirement.

Note: A certificate of compliance is a written document, in an approved form, that certifies that the plumbing and drainage work to which it relates is code compliant.

19. On completion of plumbing and drainage work that consists of or includes carrying out work on a sanitary drainage system, the responsible person for the work must supply a plan of the work, in the approved form, to the following persons:

- a) The owner of the land or the owner's agent,
- b) The Council.

Reason: Statutory requirement.

20. Prior to the issue of the Construction Certificate, the developer is to provide evidence satisfactory to the Certifier that arrangements have been made for the installation of fibre-ready pit and pipe infrastructure to the premises so as to enable fibre to be readily connected.. The developer must demonstrate that the carrier has confirmed in writing that they are satisfied that the fibre ready facilities are fit for purpose.

Reason: To ensure the availability of adequate communications infrastructure.

21. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The application must be approved prior to the issue of a Construction Certificate.

Reason: To ensure pedestrian and vehicular safety during construction.

22. The shed is not to be used as a domicile or for an industrial purpose without prior written approval from Council.

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

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

23. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifier (if the PC is not Council) at least two days before the proposed date of commencement.

Reason: To ensure compliance with the Environmental Planning and Assessment Regulation 2000

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

24. The owner of the property is to ensure that any building is constructed:
- (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 buildings being erected in a location where it would be inappropriate.

25. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:-

Monday to Saturday 7.00 AM to 5.00 PM

Sunday & public Holidays No construction activities are to take place.

Reason: To ensure that public amenity is not unduly affected by noise.

26. 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.

27. The builder shall provide a temporary sanitary service to the building site before building operations are commenced.

Reason: To provide effective sanitation of the site during building construction.

28. All construction materials, sheds, skip bins, spoil, temporary water closets etc. shall be kept wholly within the property and not placed on public land or in a position that may result in materials/debris being washed onto the roadway or into the stormwater drainage system.

Reason: To preserve the amenity of the locality and protect stormwater systems.

29. Temporary kerb and gutter crossings shall be installed to protect existing kerbs, channels and/or laybacks. Such protection shall consist of timber, concrete, steel or the like and shall not cause any diversion or build-up of drainage flow. Materials that could cause interference with council's drainage system shall not be used.

Reason: To ensure that Council's stormwater system is protected.

30. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification shall be kept on the Subject Site at all times and shall be readily available for perusal by any officer of Council or the PCA.

Reason: To ensure compliance with approved plans.

31. Run-off and erosion controls must be implemented before construction, and maintained to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:

- (d) divert uncontaminated run-off around cleared or disturbed areas,
- (e) erect a silt fence to prevent debris escaping into drainage systems or waterways,
- (f) prevent tracking of sediment by vehicles onto roads,
- (g) stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.

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

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

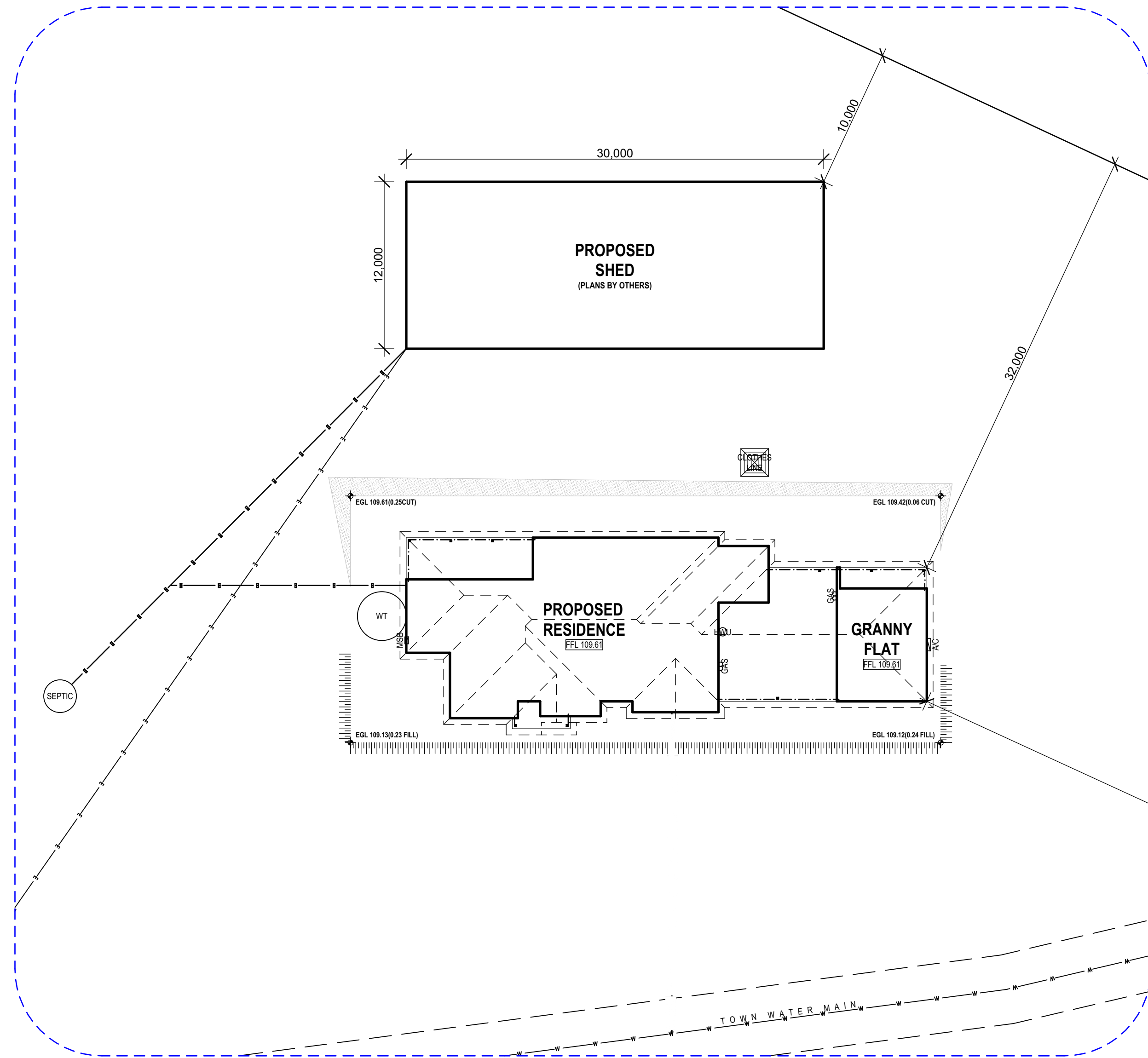
32. Any damage caused to kerb, guttering crossovers and/or footpaths during building operations shall be rectified by the developer to the satisfaction of Uralla Shire Council's Director Infrastructure & Regulation.

Reason: To ensure that public infrastructure is maintained.

ADVISORY NOTES – GENERAL

33. The applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
34. 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.
35. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
36. 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 s4.55 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.
37. 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.
38. Prior to any works being undertaken within the road reserve, (including the footpath), a Section 138 of *Roads Act 1993* approval must be obtained from Council. Please contact Council to obtain an application form.
39. Pursuant to Section 94(1)(a) of the *Local Government Act 1993 (General) Regulation 2005*, prior to any water main extension work or sewer main extension work the developer is to apply for a Section 68 Certificate approval and submit proposed plans.

END



SCALE 1:200@A1



BASIX COMMITMENTS									
FIXTURES									
	SHOWERHEADS		TOILETS		KITCHEN TAPS		BATHROOM TAPS		HW RECIRCULATION OR DIVERSION
ALL DWELLINGS	3 STAR		3 STAR		3 STAR		3 STAR		NO
ALTERNATIVE WATER									
	ALTERNATIVE WATER SUPPLY	SIZE	CONFIGURATION	LANDSCAPE CONNECTION	TOILET CONNECTION	LAUNDRY CONNECTION	POOL/SPA TOP UP		
UNIT 1	WATER TANK	80,00L	2500' OF RUNOFF	YES	NO	YES	NO	NO	
HOT WATER & VENTILATION									
	HOT WATER SYSTEM			BATHROOM VENTILATION		KITCHEN VENTILATION		LAUNDRY VENTILATION	
ALL DWELLINGS	SOLAR/ELECTRIC BOOSTED 27°/25°C SET			INDIVIDUAL FAN DUCTED TO FACEDRAIN		INDIVIDUAL FAN, NOT DUCTED		NATURAL VENTILATION ONLY	
				MANUAL SWITCH ON/OFF		MANUAL SWITCH ON/OFF			
HEATING/COOLING & APPLIANCES									
	COOLING			HEATING		COOKTOP & OVEN		WELL VENTILATED/OUTDOOR/INDOOR FRIDGE SPACE / CLOTHES LINE	
ALL DWELLINGS	1-PHASE AIR CONDITIONING WITH AN EER OF 3.0-3.5 (ZONED)			1-PHASE AIR CONDITIONING WITH AN EER OF 3.0-3.5 (ZONED)		ELECTRIC COOKTOP/ ELECTRIC OVEN		YES	
								OUTDOOR	
ARTIFICIAL LIGHTING									
	NO BEDROOMS & SLEEP STUDY	NO LIVING/ DINING AREAS	KITCHEN	BATHROOMS/ TOILETS	LAUNDRY	HALLWAY	NO BATHROOMS/ TOILETS	MAIN KITCHEN	
UNIT 1	4	3	YES	NO	NO	YES	2	NO	
UNIT 2	1	3	YES	NO	NO	YES	1	YES	

WINDOWS, GLAZED DOORS & SKYLIGHTS				
WINDOW/ DOOR NO.	MAX HEIGHT (mm)	MAX WIDTH (mm)	SHADING DIMENSION WITHIN 10%	OVERSHADOWING
NORTH FACING				
GF-W05	1500	2100	EAVE 600mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
W08	900	900	EAVE 1350mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
W09	1800	1800	NONE	NOT OVERSHADOWED
S004	2100	1800	NONE	NOT OVERSHADOWED
W10	1500	1500	EAVE 600mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
W11	1800	1200	NONE	NOT OVERSHADOWED
W12	1800	1200	EAVE 1350mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
W13	1800	1200	EAVE 600mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
W14	1800	1200	EAVE 600mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
W16	1500	2400	EAVE 600mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
GF-W01	600	900	EAVE 600mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
EAST FACING				
W15	1500	2400	EAVE 600mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
SOUTH FACING				
S001	2100	4800	EAVE 3450mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
W01	1000	600	EAVE 600mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
W02	1500	1500	EAVE 600mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
W03	1500	1500	EAVE 600mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
W04	600	1200	EAVE 600mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
W05	1500	1500	EAVE 600mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
GF-W02	900	900	EAVE 1350mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
S003	2100	1800	EAVE 1350mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
WEST FACING				
W06	900	900	EAVE 600mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
W07	900	900	EAVE 4350mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
S002	2100	1500	EAVE 8500mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
GF-W03	600	1800	EAVE 600mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED
GF-W04	600	2400	EAVE 600mm, 0mm ABOVE HEAD OF WINDOW OR GLAZED DOOR	NOT OVERSHADOWED

Plot Date:	26/04/2022
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GENERAL NOTES

These documents show the general arrangement of the building and include some items not supplied (refer to the quotation for nomination of all items to be provided). All items not nominated therein shall be supplied and installed by others.

The plans provided here are the latest at the time of print. Earlier plans provided may have become outdated due to engineering changes and should not be used. The plans and drawings are extensive and give all the information needed for a competent person to erect the building. The building is not designed to stand up by itself when it is partially complete. Consequently, construction bracing is critical during erection.

The owner has been requested to check off the BOM after the building delivery. You should check that you are able to locate all materials nominated in the BOM. You should also confirm that the length and size (including thickness), nominated in the BOM is what has been provided. Any missing items are the responsibility of the client once correct delivery has been confirmed as per Terms and Conditions of Sale.

DESIGN CRITERIA

These building plans have been prepared to comply with the standards nominated in the engineer's letter. All plans are not to Scale.

ADDITIONAL DOCUMENTATION TO BE SUPPLIED BY PURCHASER/OWNER

The Purchaser/Owner is responsible for:

*Provision of Soils Report for the site and in the building area on which the building is to be erected

*Site Plan and Drainage Plans

*Any other plans not covered by these engineering plans requested by the local Council or the authority

RAINWATER AND DRAINAGE

All Rainwater and drainage designs are the responsibility of the purchaser/owner. Residential gutters and downpipes where supplied are based on average rainfall for the state and may not be sufficient for your building size or usage. Please speak to your building designer or contractor to ensure gutters are fit for purpose.

BUILDING CONSTRUCTION REQUIREMENTS

The Builder and Purchaser are to ensure that all construction is carried out in accordance with the Plans, the Construction Manual and the Bill of Materials (BOM).

It is the responsibility of the builder to ensure that they are familiar with the operational risks and their obligations in carrying out construction work.

The builder must ensure that they have an appropriate Health & Safety Plan (The Plan) compliant with and as required by their local, state and federal regulations. The Plan will need to take into account the site conditions, the size of the building and the experience of the construction personnel. The Plan will, most likely, differ for each project.

The builder must ensure that The Plan is adhered to. Particular attention should be paid to the requirements to ensure that any person working at heights are properly trained and following the requirements as set out by The Plan.

It is recommended that you check with the appropriate authority in your area as to your responsibilities.

TEMPORARY SUPPORT, LIFTING AND SHORING

The design of temporary propping shoring, lifting and support during construction has not been undertaken and is not included in our engagement. This work is the responsibility of the Contractor undertaking the construction of the building.

SLAB AND/OR PIER DETAILS - GENERAL

* The minimum size of Piers under the columns and End Wall Mullions are nominated on the Material Specifications Plan. When the slab and piers are poured as one pour, the depth of the pier is to the bottom of the slab.

* Pier Reinforcement: for any piers over 1100mm, deformed bar to within 100mm of base and minimum 75mm top cover. Minimum side cover 75mm, maximum 100mm. Rod to be caged horizontally at least twice and at a maximum of 300mm spacing. Tie with a minimum of 6mm diameter cage tie. Where pier diameter is less than 450mm diameter, use 4 N12. For diameters equal to and over 450mm, use 4 N16.* Where columns or end wall mullions have been removed, piers are not required.

* End wall mullion spacing may move due to location of openings or doors. Check layout and component position plan, and relocate piers as required.

* The Slab Plan indicates those parts of the slab which are 50mm below main slab/piers.

* Footings and slabs, including internal and edge beams, must be founded on natural soil with a minimum allowable bearing capacity of 100kPa. Design covers soil classifications of A, S, M, H1 or H2 for a class 10 building.

* The footing designs have been calculated with adhesion values of 0kPa, 25kPa and 50kPa for clay soils and dense sand soils only.

* A site specific geotechnical investigation has not been performed. The builder will need to verify the soil type and conditions.

* Site conditions different to those specified require a modified design.

* Sub grade shall be excavated and compacted to a minimum of 100% standard dry density ratio and within 2% of the OMC to comply with AS2159.

* Designs are in accordance with AS 3600:2018

* All concrete to be in accordance with AS 3600:2018. Minimum 25 Mpa, with 80mm slump.

* Concrete should be cured for 7 days before commencing construction of the building.

Concrete Slab

For Class A, S or M Sites

* Slab thickness to be a minimum of 100mm with SL 82 mesh and 40mm top cover.

* Concrete piers under Roller Doors Jambs to be a minimum size as below:

C25019 - 450mm dia x 550mm deep, centered to the C Section
Where heavy traffic is to go through the roller doors, it is recommended that the slab edge should be thickened to 200mm deep by 300mm wide for the length between the mullions. Place an additional section of SL 82 mesh, 50mm from the base in all thickenings.

For Class H1 or H2 Sites

* Slab thickness to be a minimum of 100mm with SL 92 mesh and 40mm top cover.

* Perimeter beams 400mm deep x 300mm wide with Y12 3 bar Trench Mesh to the perimeter of the building.

* Internal beams 400mm deep by 300mm wide with Y12 3 bar Trench Mesh at a max spacing of 6.2m.

* Concrete piers under Roller Doors Jambs to be a minimum size as below:
C25019 - 450mm dia x 700mm deep, centered to the C Section

Concrete Piers Only15.12 Attachment # 3

For Class A, S or M Sites

* Concrete piers under Roller Door Jambs to be a minimum size as below:
C25019 - 450mm dia x 1100mm deep, centered to the C Section

For Class H1 or H2 Sites

* Concrete piers under Roller Door Jambs to be a minimum size as below:
C25019 - 450mm dia x 1400mm deep, centered to the C Section

BRACING NOTES

* Refer to Connection Details.

* Knee bracing clearance from FFL is X = Main Building: 2.246m.

* All Cross Bracing is achieved with 1.2mm Strap G450.

* Cross bracing is to be fixed taut and secured with 14.20 x 22 frame screws at each end, quantity as per connection details.

* Fly bracing to be fixed to the purlins/girts on all mid portal rafters, columns and end wall mullions. Fly bracing is to be fitted to every second purlin/girt, or, on every one, where the spacing between fly braces would exceed the maximum specified below for the relevant column/rafter size:

- C150 - maximum 1800mm spacing
- C200, C250 - maximum 2200mm spacing
- C300 - maximum 2800mm spacing
- C350 - maximum 2800mm spacing
- C400 - maximum 2800mm spacing

Initial measurement is from the haunch of the column/rafter, and from the rafter for any end wall mullions.

* Where windows/GSD are placed in any bay where cross bracing is shown, then

a) this can be replaced by moving the bracing to another bay OR

b) due to the bracing provided by the window jambs, where space permits, bracing should be placed under and over the window.

* All bracing strap ends to be located as close as practical to structural member's (columns, rafters, mullions) centerline.

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			Site Address: Warwick St Uralla NSW 2358 AU				
			Drawing # WSS216414 - 2				
			Print Date: 14/01/2022				
			Ordinary Meeting Business Agenda 28 June 2022				
					Page 1 of 2 ©Copyright Steelx IP Pty Ltd		

BOLTS

- * Unless otherwise nominated, all bolts are grade 4.6
- * All tensioned bolts shall be tensioned using the part turn method (refer to AS4100). For the erector, full details are in the construction manual.

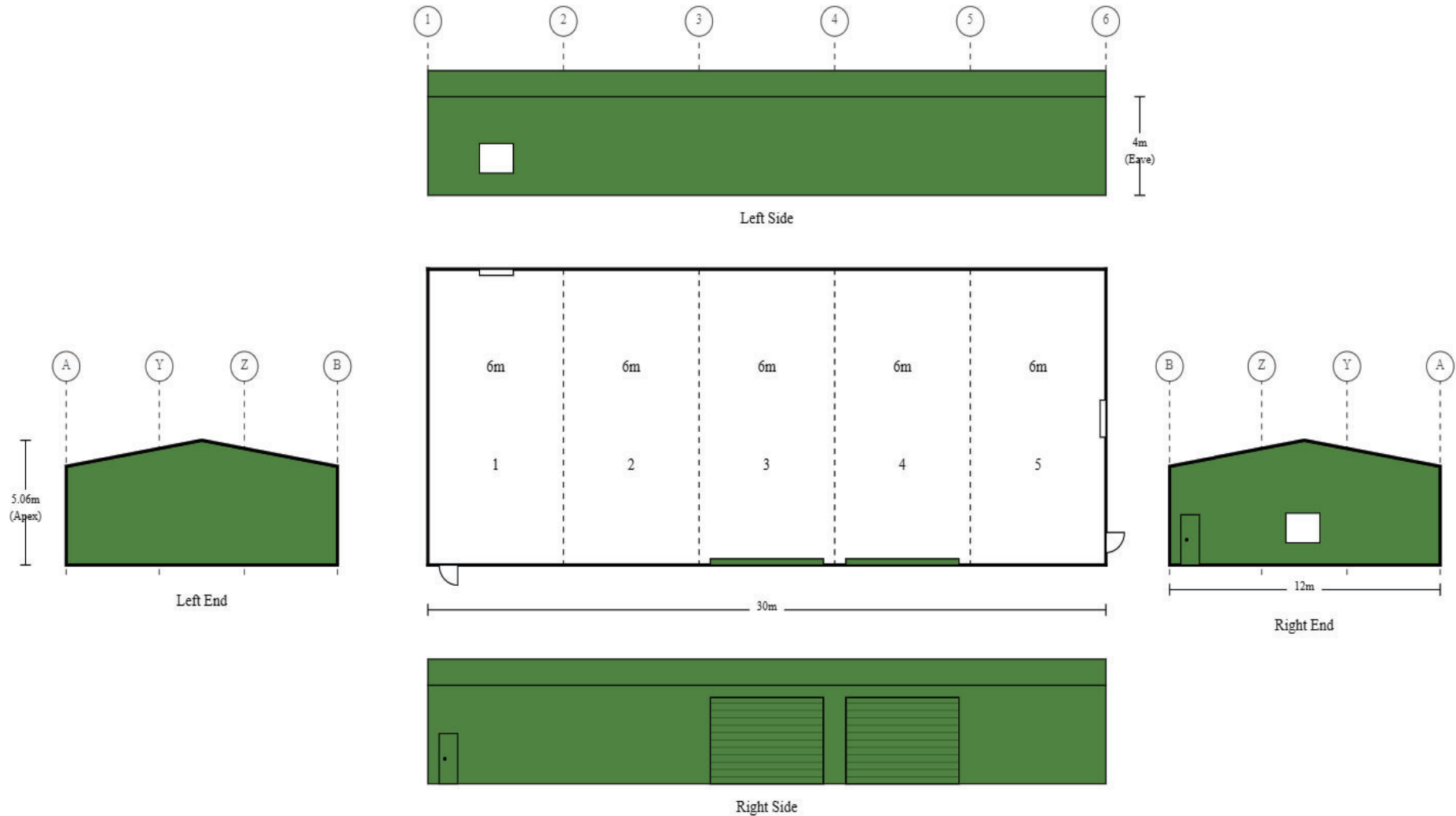
Roller Doors

All comments regarding roller doors are based from inside the building looking out.

OTHER MATERIALS NOTES

- * All Sheeting, Flashing and framing screws are Climaseal 4.
- * All purlin material has Z350 zinc coating with minimum strength of 450MPa.

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			Drawing # WSS216414 - 2	Print Date: 14/01/2022			



Purchaser Name: DJ & RL Carter

Site Address: Warwick St Uralla NSW2358 AU

Drawing # WSS216414 - 3

Print Date: 14/01/22

Layout
Not to Scale
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Wide Span Sheds Pty Ltd
Phone: 07 5657 8888
Fax: 07 5657 8899
Email: admin@sheds.com.au

Apex Engineering Group PTY LTD
ACN 632 588 562
ME Aust. (Registered NER Structural) 5276680
QLD : RPEQ No. 24223; TAS : 185770492; VIC : PE0003848; N.T : 303557ES;
Practising Professional Structural & Civil Engineers

Signature:

John Ronaldson

Date: 14/01/22

MATERIAL SPECIFICATIONS

For further information regarding the tabulated values shown, refer to the General Notes

Building Dimensions

Categories	Span	Length	Pitch	Height	Grid(s)	Portal(s)
Main Building	12	30	10	4	A - B	1 - 6

Portal Frame Elements

Grid / Portal Number		1	2	3	4	5	6
Columns	A	C20024	2C20019	2C20019	2C20019	2C20019	C20024
	B	C20024	2C20019	2C20019	2C20019	2C20019	C20024
Rafters	A - Apex	C20024	C20024	C20024	C20024	C20024	C20024
	Apex - B	C20024	C20024	C20024	C20024	C20024	C20024
End Wall Mullions	Y	C20015	-	-	-	-	C20015
	Z	C20015	-	-	-	-	C20015
Apex Braces	Apex	-	C20019 @ 3.6m	C20019 @ 3.6m	C20019 @ 3.6m	C20019 @ 3.6m	-
Knee Braces	A - Apex		C15015 @ 2.5m	C15015 @ 2.5m	C15015 @ 2.5m	C15015 @ 2.5m	
	Apex - B		C15015 @ 2.5m	C15015 @ 2.5m	C15015 @ 2.5m	C15015 @ 2.5m	

Bay Section Elements

Grid / Bay Number		1	2	3	4	5	Maximum
Bay Widths		6	6	6	6	6	
Roof Purlins (refer to Purlin And Girt Plan)		Z150	Z150	Z150	Z150	Z150	
Roof Purlin Bridging (Rows)	A - Apex	YES (1)	YES (1)	YES (1)	YES (1)	YES (1)	
	Apex - B	YES (1)	YES (1)	YES (1)	YES (1)	YES (1)	
Roof Purlin Spacing (End)	A - Apex	1.183	1.183	1.183	1.183	1.183	1.400
	Apex - B	1.183	1.183	1.183	1.183	1.183	1.400
Roof Purlin Spacing (Internal Spans)	A - Apex	1.183	1.183	1.183	1.183	1.183	1.550
	Apex - B	1.183	1.183	1.183	1.183	1.183	1.550
Eave Purlin	A	XC15012	XC15012	XC15012	XC15012	XC15012	
	B	XC15012	XC15012	XC15012	XC15012	XC15012	
Side Girts (refer to Purlin And Girt Plan)		Z150	Z150	Z150	Z150	Z150	
Side Girt Bridging (Rows)	A	YES (1)	YES (1)	YES (1)	YES (1)	YES (1)	
	B	YES (1)	YES (1)	-	-	YES (1)	
Side Girts Spacing (End)	A	1.257	1.257	1.257	1.257	1.257	1.700
	B	1.257	1.257	1.257	1.257	1.257	1.700
Side Girts Spacing (Internal)	A	1.257	1.257	1.257	1.257	1.257	1.700
	B	1.257	1.257	1.257	1.257	1.257	1.700
Roller Door Header	B	-	-	C15012	C15012	-	
Roller Door Jamb	B	-	-	C25019	C25019	-	
PA Door Header	B	C10010	-	-	-	-	

End Bay Section Elements

Grid / Portal Number		1	6	Maximum
End Girts (refer to Purlin And Girt Plan)		Z100	Z100	
End Girt Bridging (Rows)	A - Y	YES (1)	YES (1)	
	Y - Z	YES (1)	YES (1)	
	Z - B	YES (1)	YES (1)	
End Girts Spacing (End)	A - Y	1.257	1.257	1.700
	Y - Z	1.257	1.257	1.700
	Z - B	1.257	1.257	1.700
End Girts Spacing (Internal)	A - Y	1.257	1.257	1.700
	Y - Z	1.257	1.257	1.700
	Z - B	1.257	1.257	1.700
PA Door Header	Y - Z	-	-	
	Z - B	-	DJHEAD	

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			Site Address: Warwick St Uralla NSW 2358 AU			
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MATERIAL SPECIFICATIONS

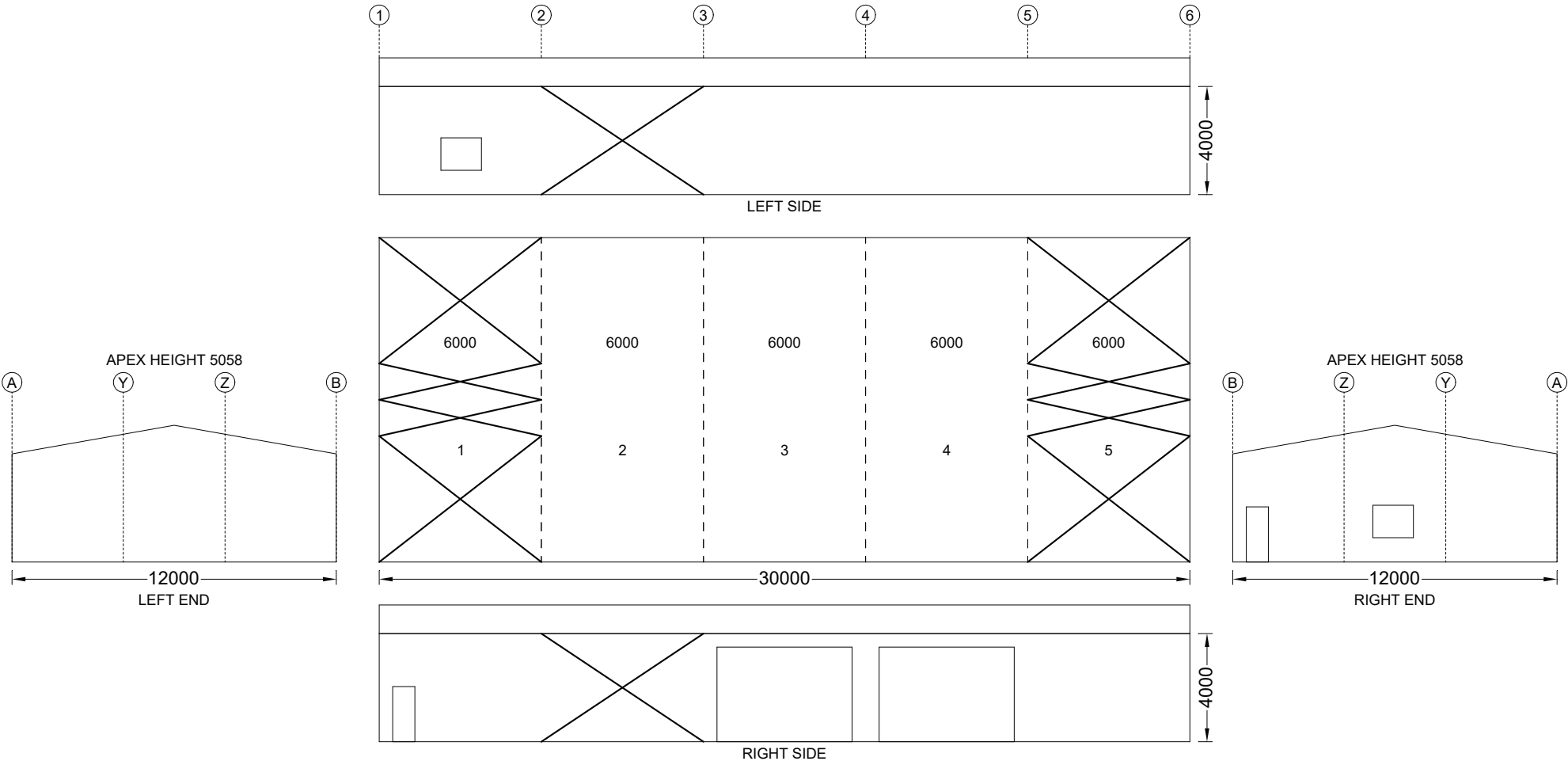
For further information regarding the tabulated values shown, refer to the General Notes

Cladding Elements		
Category	Colour	Product
Roof Sheetting	Basalt	TRIMCLAD® 0.42 BMT (0.47TCT)
Roof Flashings	COLORBOND® steel	BlueScope 0.55 BMT
Wall Sheetting	ShaleGrey	TRIMCLAD® 0.42 BMT (0.47TCT)
Wall Flashing	COLORBOND® steel	BlueScope 0.55 BMT

Pier Sizes			Depth (m) - when NO Slab		Depth (m) - with Slab	
Adhesion (kPa)	Soil Description	Diameter (m)	BP1	BP2	BP1	BP2
0	Sandy Soil	0.3	-	-	-	-
		0.45	1.7	2.4	1.3	1.8
		0.6	1.3	1.9	0.9	1.4
25	Soft to Firm Clay	0.3	-	-	-	-
		0.45	1.1	1.5	0.9	1.2
		0.6	1.1	1.4	0.9	1.1
50	Stiff to Very Stiff Clay	0.3	-	-	-	-
		0.45	1	1.2	0.9	1.1
		0.6	1	1.2	0.9	1.1

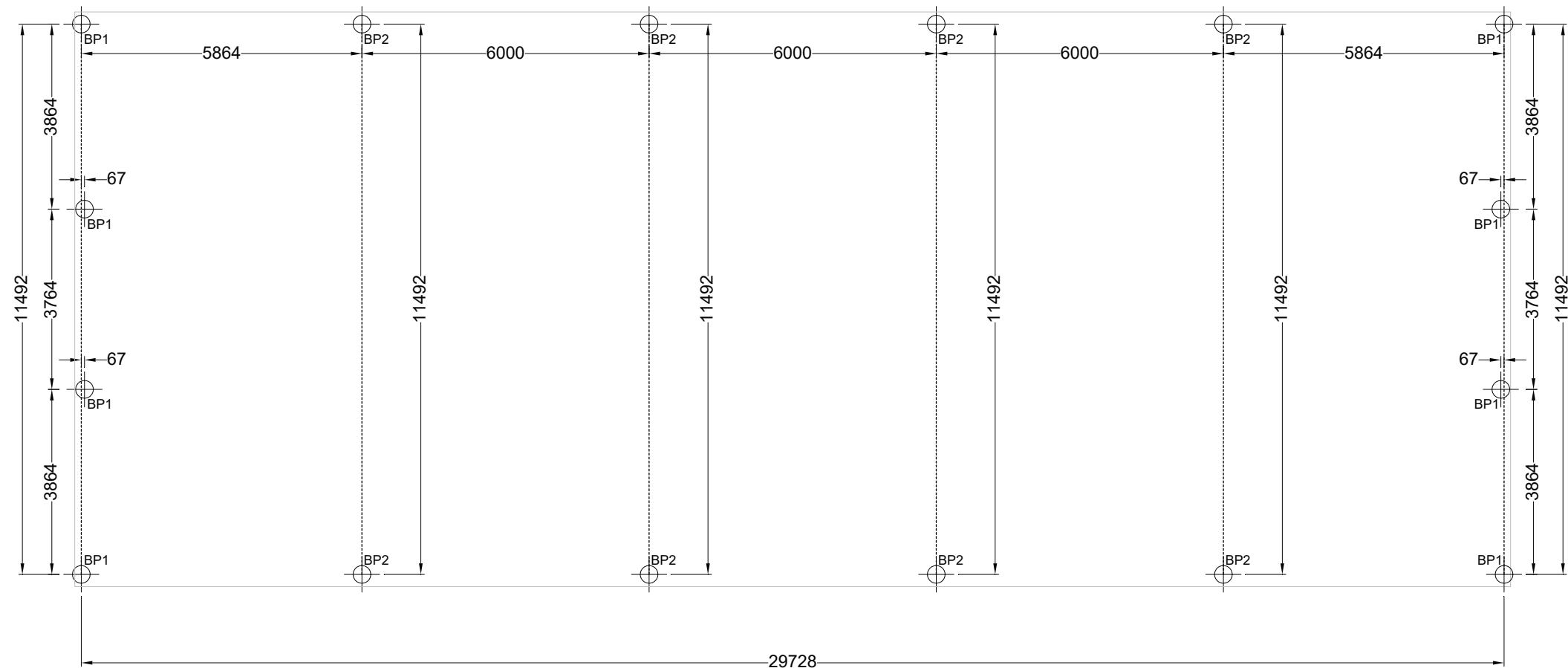
Revision	Date	Initial	Purchaser Name: DJ & RL Carter		Specification Sheet	Seller: Wide Span Sheds Pty Ltd Name: Wide Span Sheds Pty Ltd Phone: 07 5657 8888 Fax: 07 5657 8899 Email: admin@sheds.com.au	Apex Engineering Group PTY LTD ACN 632 588 562 MIE Aust. (Registered NER Structural) 5276680 QLD : RPEQ No. 24223; TAS : 185770492; VIC : PE0003848; N.T : 303557ES; Practising Professional Structural & Civil Engineers		
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Cross Bracing is achieved with 1.2mm Strap. Refer to Connection Details.
Cross bracing in the roof is to the purlin nearest to the end wall mullions, where applicable.



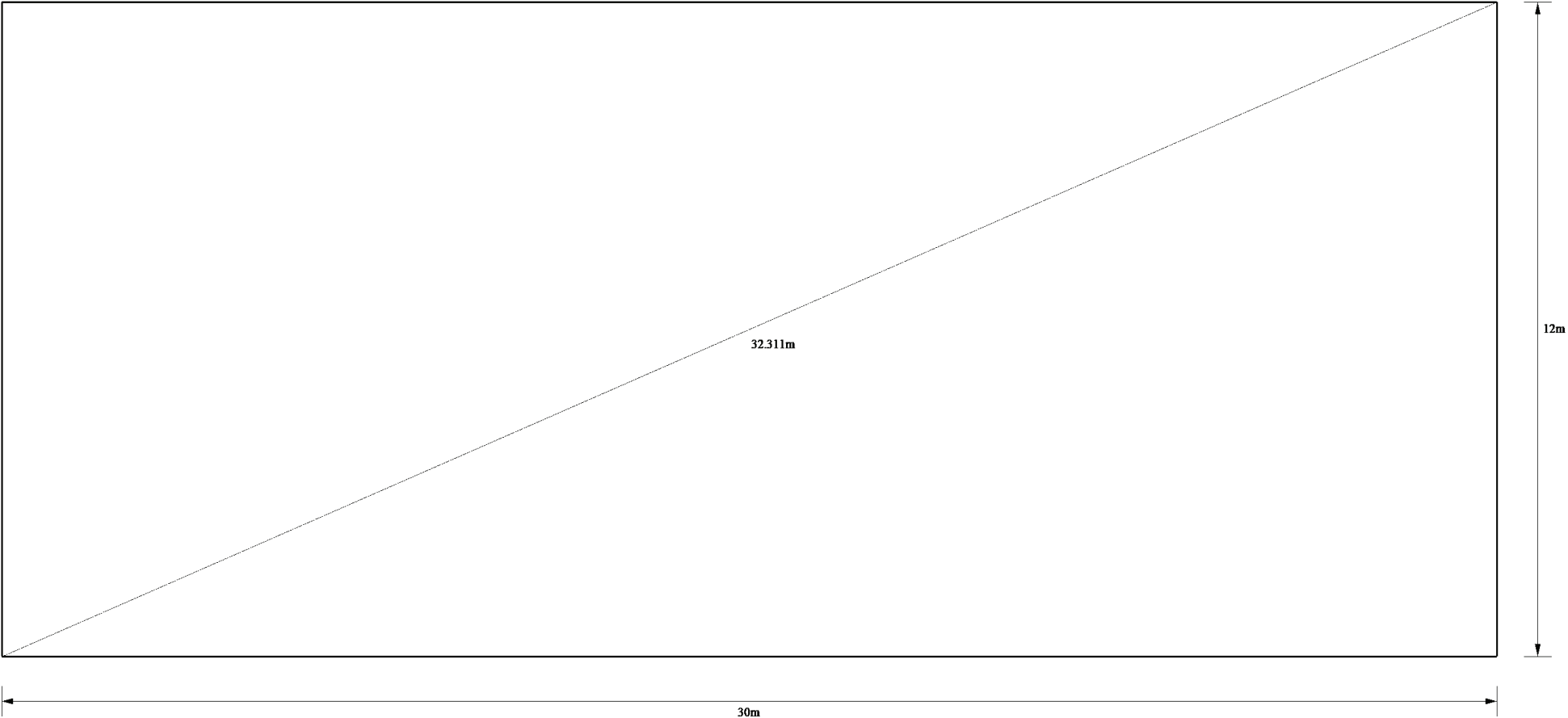
Revision	Date	Initial	Purchaser Name: DJ & RL Carter		Bracing NOT TO SCALE Page 1 of 1 ©Copyright Steelx IP Pty Ltd	Seller: Wide Span Sheds Pty Ltd Name: Wide Span Sheds Pty Ltd Phone: 07 5657 8888 Fax: 07 5657 8899 Email: admin@sheds.com.au	Apex Engineering Group PTY LTD ACN 632 588 562 MIE Aust. (Registered NER Structural) 5276680 QLD : RPEQ No. 24223; TAS : 185770492; VIC : PE0003848; N.T : 303557ES; Practising Professional Structural & Civil Engineers Signature:  John Ronaldson Date: 14/01/22
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			Drawing # WSS216414 - 5				
			Print Date: 14/01/2022				
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					445		

These dimensions are provided as a guide only. It is the responsibility of the concreter to confirm that all dimensions are correct.
Refer to Material Specifications Plan for BP dimensions.



Revision	Date	Initial	Purchaser Name: DJ & RL Carter		<div>Concrete Piers</div> <div>PIER MEASUREMENT ONLY</div> <div>NOT TO SCALE</div> <div>Page 1 of 1</div> <div>©Copyright Steelx IP Pty Ltd</div>	<div>Seller: Wide Span Sheds Pty Ltd</div> <div>Name: Wide Span Sheds Pty Ltd</div> <div>Phone: 07 5657 8888</div> <div>Fax: 07 5657 8899</div> <div>Email: admin@sheds.com.au</div>	<div>Apex Engineering Group PTY LTD</div> <div>ACN 632 588 562</div> <div>MIE Aust. (Registered NER Structural) 5276680</div> <div>QLD : RPEQ No. 24223; TAS : 185770492; VIC : PE0003848; N.T : 303557ES;</div> <div>Practising Professional Structural & Civil Engineers</div> <div>Signature:  John Ronaldson</div> <div>Date: 14/01/22</div> <div>446</div>
			Site Address: Warwick St Uralla NSW 2358 AU				
			Drawing # WSS216414 - 6	Print Date: 14/01/2022			
			Ordinary Meeting Business Agenda 28 June 2022				

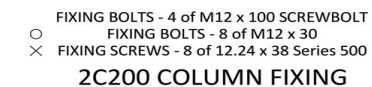
These dimensions are provided as a guide only. It is the responsibility of the concreter to confirm that all dimensions are correct.



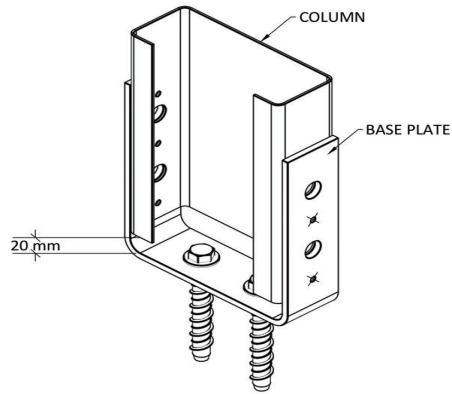
Purchaser Name: DJ & RL Carter		<div>Slab Dimensions</div> <div>Also refer to Concrete Piers Plan</div> <div>Not to Scale</div> <div>© Copyright Steelx IP Pty Ltd</div>	<div>Seller: Wide Span Sheds Pty Ltd</div> <div>Wide Span Sheds Pty Ltd</div> <div>Phone: 07 5657 8888</div> <div>Fax 07 5657 8899</div> <div>Email: admin@sheds.com.au</div>	<div>Apex Engineering Group PTY LTD</div> <div>ACN 632 588 562</div> <div>ME Aust. (Registered NER Structural) 5276680</div> <div>QLD : RPEQ No. 24223; TAS : 185770492; VIC : PE0003848; N.T. : 303557ES;</div> <div>Practising Professional Structural & Civil Engineers</div> <div>Signature: </div> <div>John Ronaldson</div> <div>Date: 14/01/22</div>
Site Address: Warwick St Uralla NSW2358 AU				
Drawing # WSS216414 - 7	Print Date: 14/01/22			

Ordinary Meeting / Business Agenda / 28 June 2022

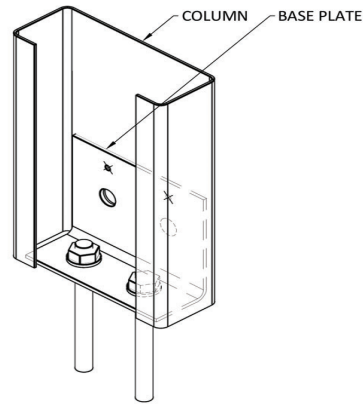
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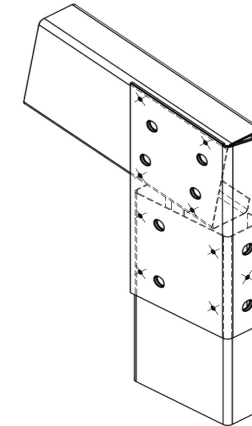
Purchaser Name: DJ & RL Carter		Connection Details Not to Scale Page 001 g Cox Right Steel MP L10	Seller: 7 de Sxa5 She0s Ptl L10 7 de Sxa5 She0s Ptl L10 Ph05e: 68 F9F8 i i i i EaW68 F9F8 i i @ . mat: a0m5A she0s@om5a	TxeW 505eers@Yroux P32 L3D TCN 9M, Fi i F9() n Tust@e@stere0 N. R Structural4F 899i 6 ; LD : RP : ; NoG 1((M3TS: pi F8661@V r C : P. 666M 1i VNG : M6FF8. SV Prack5@Proyessd5al Structural & Cdd. 505eers
Sde T00ress: 7 arw0k St Uralla NS7 (MFi TU				
Draw5@# 7 SS(p91p1 -i	Prdt Date: p1/6p/((



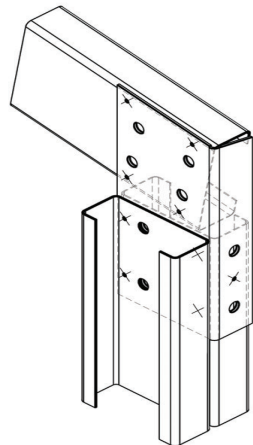
FIXING BOLTS - 2 of M12 x 100 SCREWBOLT
 ○ FIXING BOLTS - 4 of M12 x 30
 × FIXING SCREWS - 4 of 12.24 x 38 Series 500
C200 COLUMN FIXING



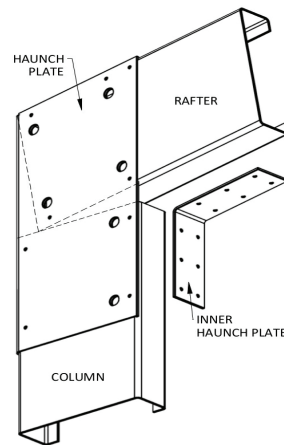
FIXING BOLTS - 2 of M12 x 80 TRUEBOLT
 ○ FIXING BOLTS - 2 of M12 x 30
 × FIXING SCREWS - 2 of 14.20 x 22
C200 MULLION BASE PLATE



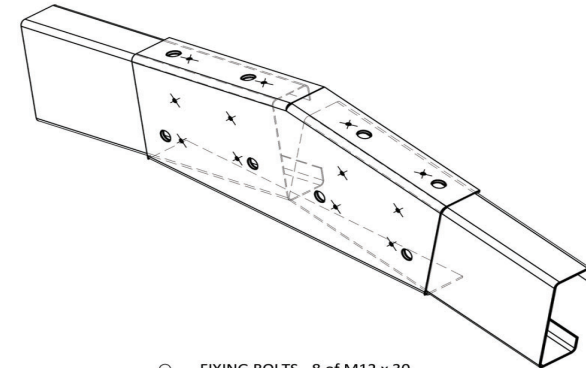
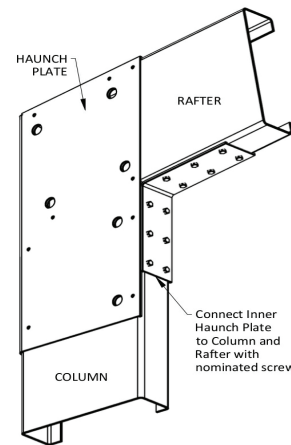
○ FIXING BOLTS - 8 of M12 x 30
 × FIXING SCREWS - 9 of 14.20 x 22
HAUNCH BRACKET - C200, 10°




○ FIXING BOLTS - 8 of M12 x 40
 × FIXING SCREWS - 9 of 14.20 x 22
HAUNCH BRACKET - 2C200-C200, 10°

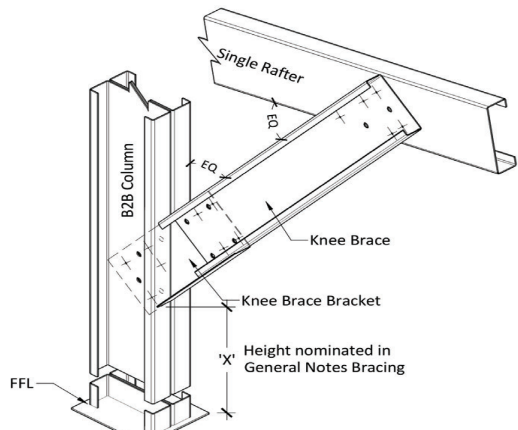


× FIXING SCREWS - 12 of 14.20 x 22
INNER HAUNCH BRACKET - SINGLE RAFTER

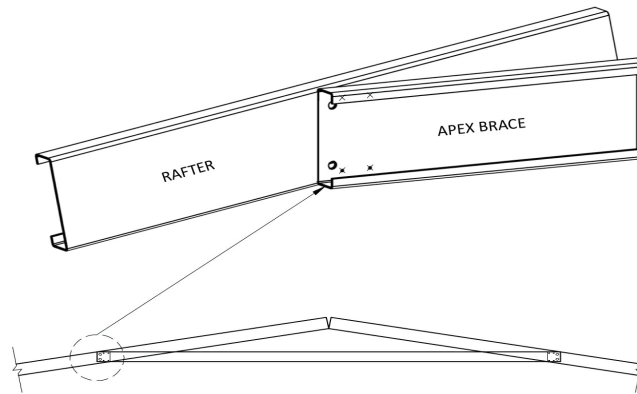


○ FIXING BOLTS - 8 of M12 x 30
 × FIXING SCREWS - 12 of 14.20 x 22
APEX PLATE, C200, 10°

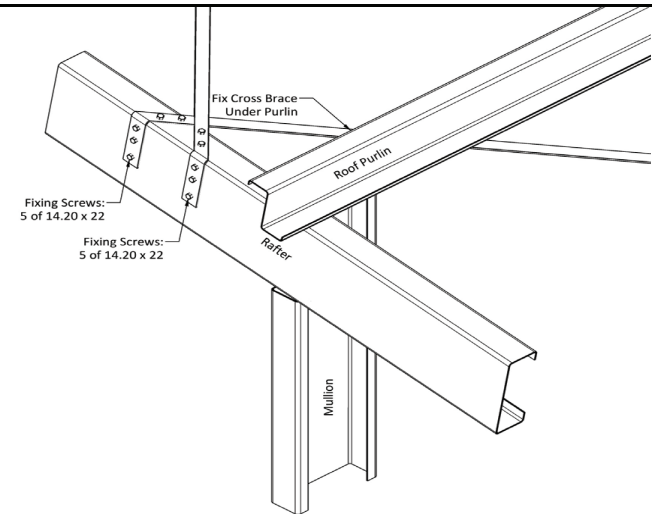
Purchaser Name: DJ & RL Carter		Connection Details	Seller: 7 dle Sxa5 She0s Ptl Lt0 7 dle Sxa5 She0s Ptl Lt0 Pho5e: 68 F9F8 i i i EaW68 F9F8 i i i . mad: a0md5A she0s@om@u	TxeW 50eend5@Yroux P32 L3D TCN 9M Fi F9p (n TustQRe@stere0 N. R Structural Cp899i 6 4LD : RP. 4 NoQp; ppM3TS : V F886; @1f iC : P. 666M ; i 1NG : M6MF8. S1 Practd5@Proyess05al Structural & Cdd. 50e5eers
Sde T00ress: 7 anwk St Uralia NS7 pMFi TU				
Drawd5@# 7 SSpV9; V; - i	Prd5 Date: V; /6Vpp			
		Signature:  Joh5 Ro5al0so5 Date: V; /6Vpp		



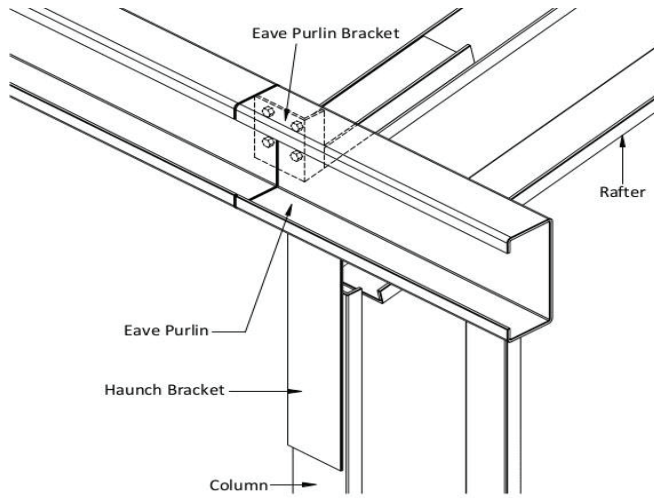
○ FIXING BOLTS - 10 of M12 x 40 (8.8)
 × FIXING SCREWS - 13 of 12.24 x 32
**C200 KNEE BRACE FOR
 BACK TO BACK COLUMN + SINGLE RAFTER**



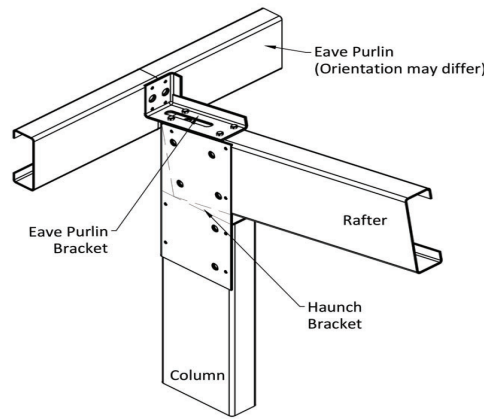
○ FIXING BOLTS - 2 of M12 x 40
 × FIXING SCREWS - 4 of 14.20 x 22
APEX BRACE FOR SINGLE RAFTER - C200



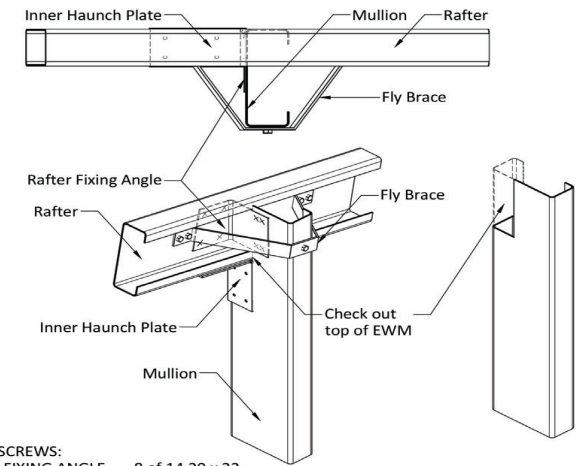
BRACING CONNECTION



EAVE PURLIN TO EAVE PURLIN BRACKET



× FIXING SCREWS - 4 of 14.20 x 22
EAVE PURLIN BRACKET TO RAFTER



FIXING SCREWS:
 RAFTER FIXING ANGLE - 8 of 14.20 x 22
 INNER HAUNCH PLATE - 8 of 14.20 x 22
 FLY BRACE - 5 of 14.20 x 22

END WALL MULLION TO RAFTER

Purchaser Name: DJ & RL Carter

Side T00ress: 7 anwk St Uralia NS7 MpFi TU

Draw5©# 7 SSM9; V; -i

Prdt Date: V; /6VMM

Connection Details

Not to Scale
 Pa@ p oyl
 g Coxl nht Steel W P Ptl Lt0

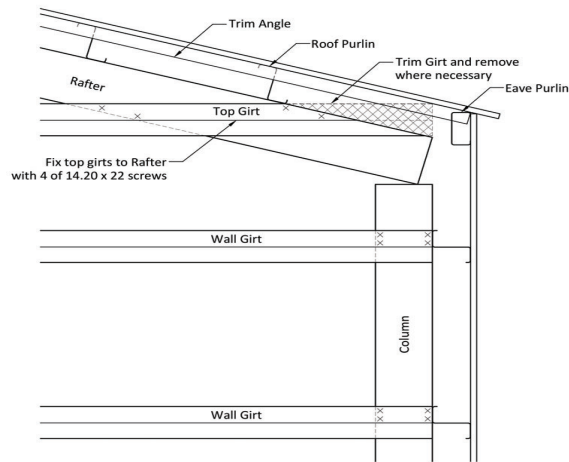
Seller: 7 de Sxa5 She0s Ptl Lt0
 7 de Sxa5 She0s Ptl Lt0
 Pho5e: 68 F9F8 i i i
 EaW68 F9F8 i i i
 . mad: a0md5A she0s@om@u

TxeW 505eeds©Yroux P32 L3D
 TCN 9pMFi i F9M
 (n TustQRe@stere0 N. R StructuralQM899i 6
 4LD : RP. 4 NoQM Mp13TS : V F886; @Mf c : P. 666pi ; i 1NG : p6pF8. S1
 Practd©Proyess05al Structural & Cdd . 505eers

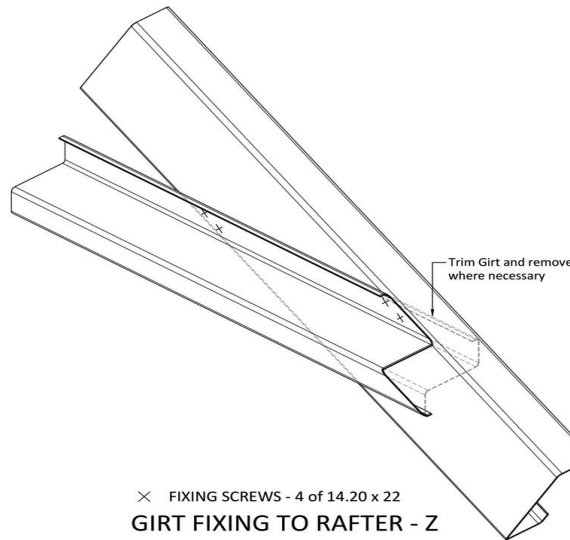
Sd5ature: J Pannh

Joh5 Ro5al0so5

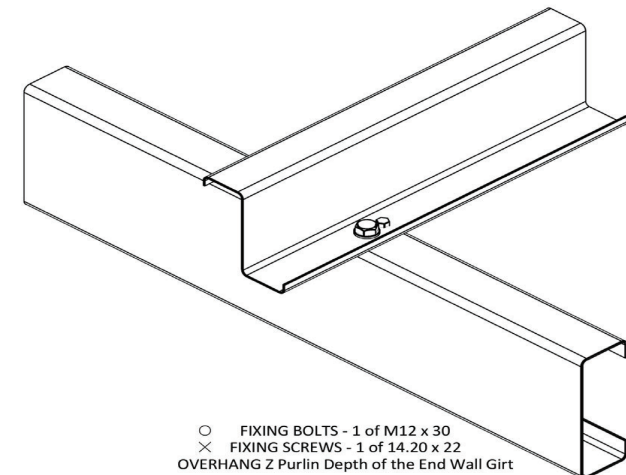
Date: V; /6VMM



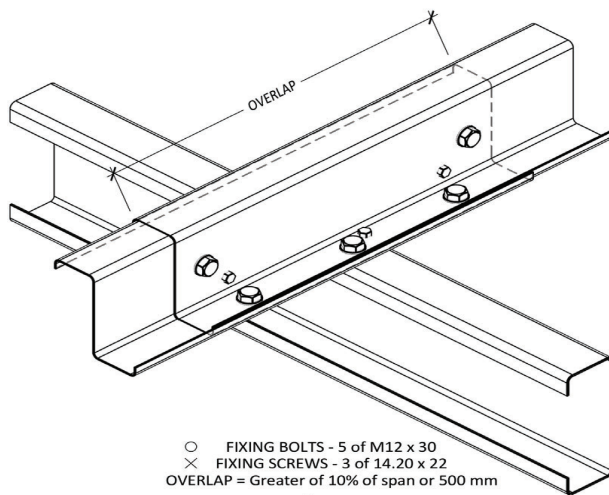
GABLE END TOP GIRT FIXING - Z



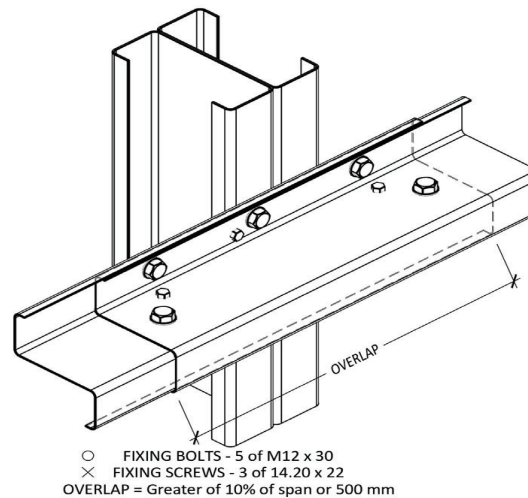
GIRT FIXING TO RAFTER - Z



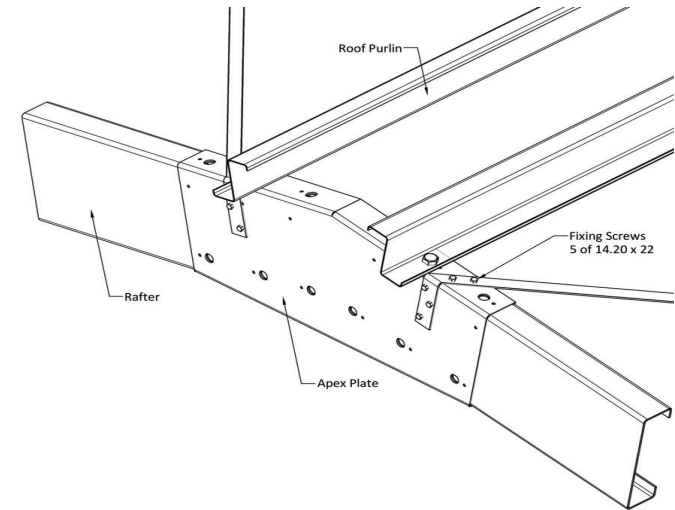
PURLIN & SIDE GIRT END WALL FIXING
Z PURLIN - SINGLE COLUMN OR RAFTER



PURLIN/GIRT FIXING
SINGLE C SECTION COLUMNS OR RAFTERS



PURLIN/GIRT FIXING BACK TO BACK
C SECTION COLUMNS (WITH SINGLE RAFTER)



BRACING CONNECTION AT APEX

Purchaser Name: DJ & RL Carter

Side T00ress: 7 anwk St Uralia NS7 (Mfi TU

Draw# 50# 7 SS(V9pVp - i

Prdt Date: Vp6V/((

Connection Details

Not to Scale
Pa@ p oyl
g Coxl nht Steel WP Ptl Lt0

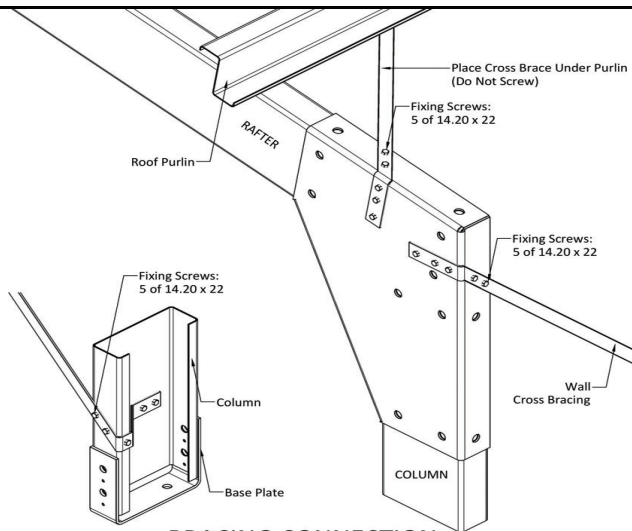
Seller: 7 de Sxa5 She0s Ptl Lt0
7 de Sxa5 She0s Ptl Lt0
Pho5e: 68 F9F8 i i i
EaW68 F9F8 i i i
. mad: a0md5A she0s@om@u

TxeW 505eeds@Yroux P32 L3D
TCN 9M Fi F9(
) n Tust@ere0 N. R Structural4F(899i 6
; LD : RP. ; NoQ p(M3TS : V F886p@1f rC : P. 666M pi 1NG : M6MF8. S1
Practd@Proyess@sal Structural & Cdd. 505eers

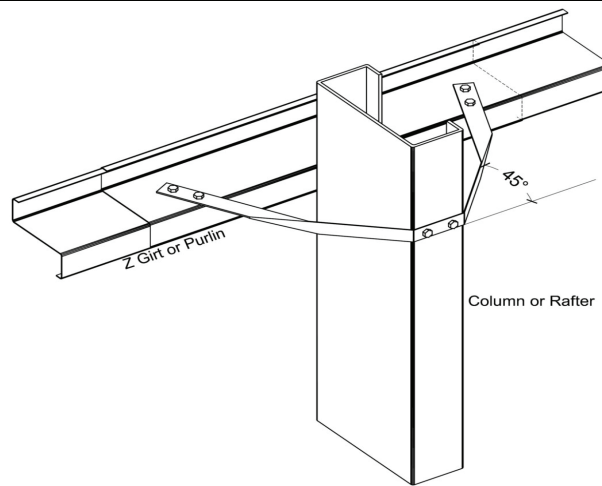
Sd5ature: J Pannh

Joh5 Ro5al0so5

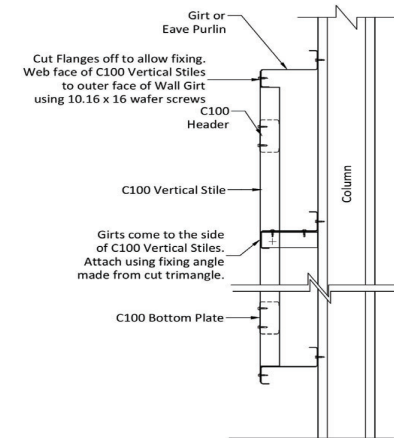
Date: Vp6V/((



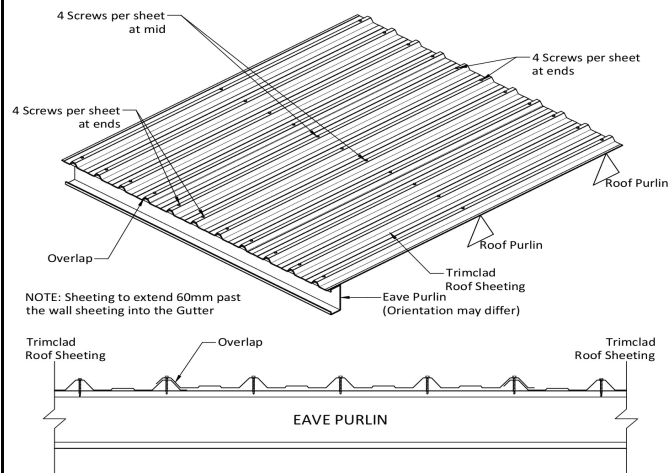
BRACING CONNECTION



**FIXING SCREWS - 6 of 14.20 x 22
FLY BRACING**

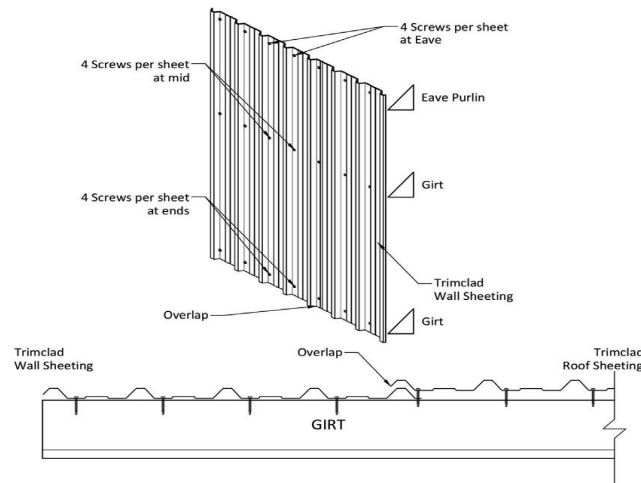


Note: Top of Window 2100 above GL



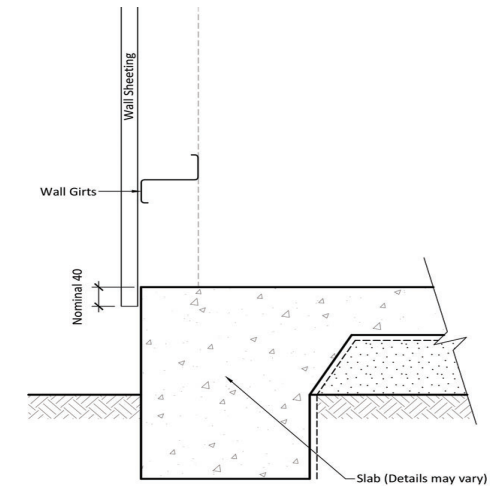
Roofing Screws - 12.14 x 45 Hex Seal High Grip with Cyclonic Washer

TRIMCLAD ROOF SHEET FIXING



Wall Screws - 10.16 x 16 Hex

WALL SHEETING CONNECTION DETAILS



WALL SHEET OVERHANG DETAIL

Purchaser Name: DJ & RL Carter

Side Dress: 7 anwk St Uralia NS7 M2pi GU

Drawn: 7 SSMMF; V; -i

Print Date: V; /6/2022

Connection Details

Not to Scale
Pa@ p.oyl
g Coxl nst Steel WP Ptl L10

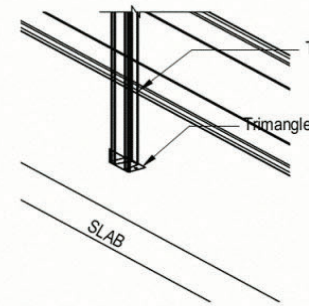
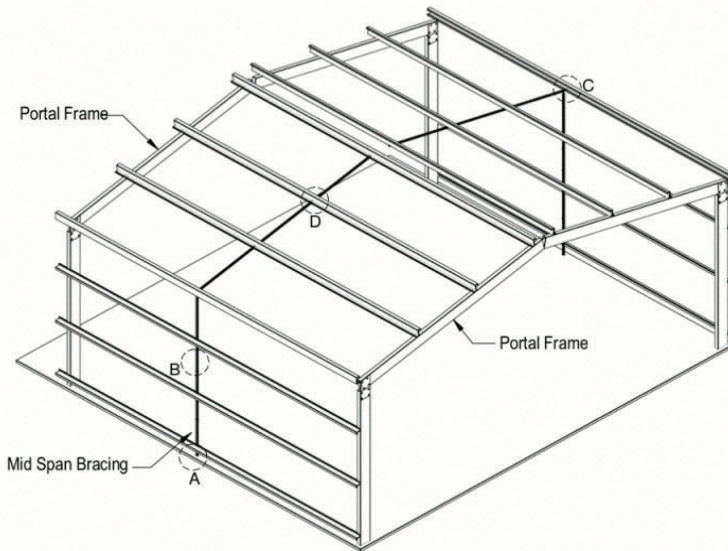
Seller: 7 de Sxa5 She0s Ptl L10
7 de Sxa5 She0s Ptl L10
Pho5e: 68 pFp8 i i i
9aW68 pFp8 i i EE
@nad: a0md. she0s/om/au

QreV@C@eend@Trox PY3 LYD
GCN F2Mpi i pFM
(r@GustA)Re@stere0 N@R Structural QMFFI 6
4LD : RP@ NoAM M2YGS : V p886; BMf rC : P@662i ; i 1NAY: 262pp8@S1
Practd@Proyess@Sal Structural & Cold @@eers

Signature:

Joh5 Ro5al0so5

Date: V; /6/2022

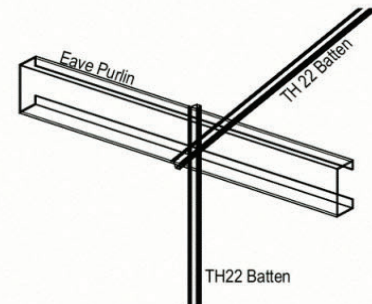


Detail at A

Fix to bracket with 2 of 14.20 x 22 fixing screws
Fix to concrete with 2 x M8-40 Dynabolts
PIERS ONLY FINISH @BOTTOM GIRT

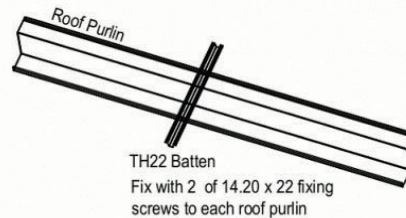


Detail at B

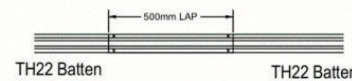


Detail at C

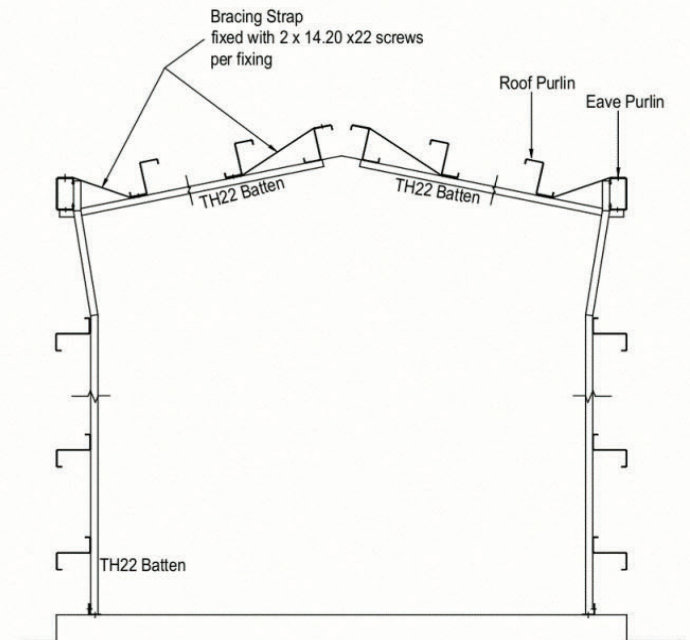
Fix Rafter batten with 2 of 14.20 x 22 screws to Eave Purlin
Fix vertical batten with 2 of 14.20 x 22 screws to each eave purlin lip



Detail at D

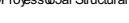


Batten Overlap



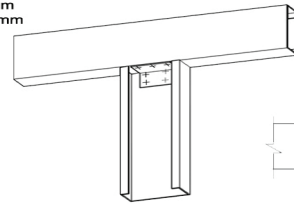
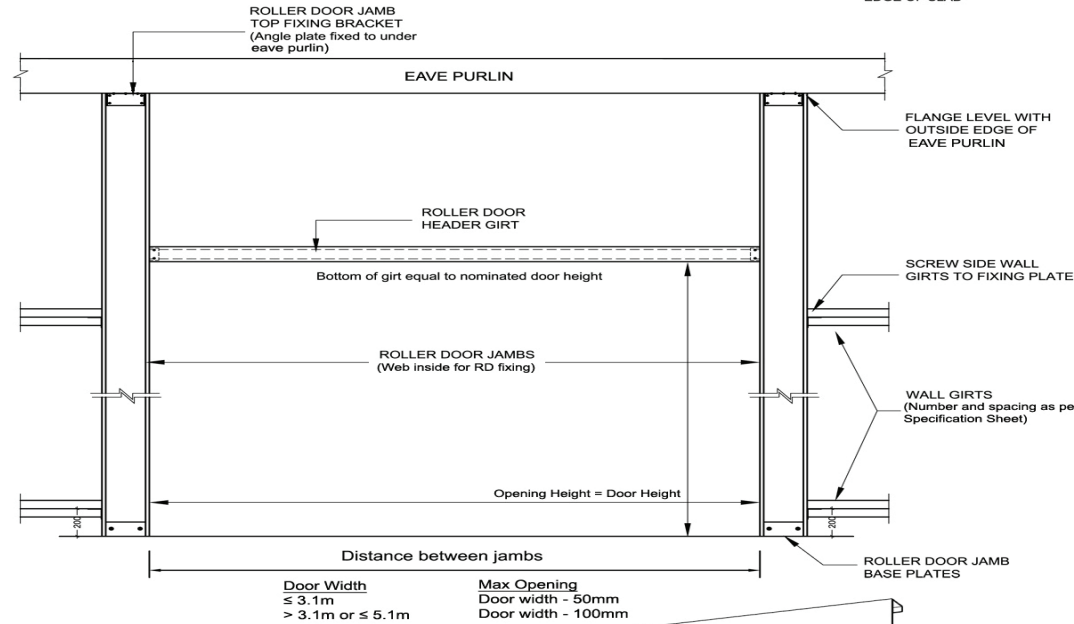
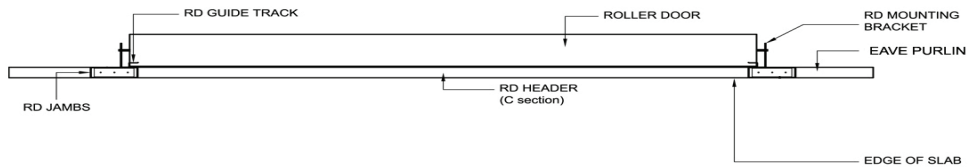
Note: Fix Bracing Strap First, then fix batten over bracing strap to maintain line.

Note: Mid Span Bracing is located midbay equidistant from each portal frame.
To extend battens, Lap battens 50mm with 4 screws

Purchaser Name: DJ & RL Carter		<div>Connection Details</div> <div>Not to Scale Pa@ p oyl g Coxlrndht SteelVP Ptl Lt0</div>	<div>Seller: 7 dle Sxa5 She0s Ptl Lt0 7 dle Sxa5 She0s Ptl Lt0 Pho5e: 68 FpF8 i i i i 9aW68 FpF8 i i EE @nad: a0md. she0s/om/au</div>	<div>GkeV@C@eend5@Troux PY3 LYD GCN p2MFI i FpM (r@GustA)Re@stere0 N@R StructuralCFMppi 6 4 LD : RP@ NoAM M21YGS : V F886; BMf rC : P@662i ; i 1NAY : 262FF8@51 Practd@Proyess@sal Structural & Cold @@eers</div> <div>Sd5ature: </div> <div>Joh5 Ro5al0soo5 Date: V; /6VMM</div>
Side G00ress: 7 anwk St Uralia NS7 M2Fi GU				
Draw5@# 7 SSMp; V; -i	Prdt Date: V; /6VMM			

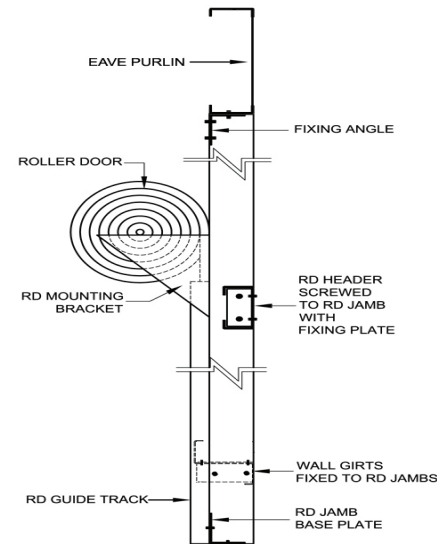
Signature:

Date: V; /6VMM



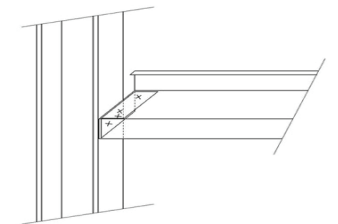
- FIXING BOLTS - NIL
- × FIXING SCREWS - 7 x 14.20 x 22

ROLLER DOOR JAMB TOP FIXING

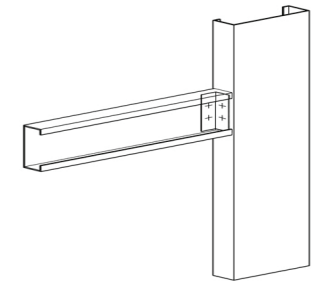


- × FIXING SCREWS - 2 of 14.20 x 22
- FIXING BOLTS - 2 of M12 x 30 - FOR C150 & C200 JAMBS
- FIXING BOLTS - 2 of M16 x 30 - FOR C250 & C300 JAMBS
- 2 of M12 x 75 DYNABOLTS - FOR C150 & C200 JAMBS
- 2 of M16 x 110 DYNABOLTS - FOR C250 & 300 JAMBS

ROLLER DOOR JAMB BASE PLATE



- × FIXING SCREWS - 4 of 14.20 x 22
- GIRT FIXING TO ROLLER DOOR JAMBS



- × FIXING SCREWS - 4 of 14.20 x 22
- ROLLER DOOR HEADER FIXING

ROLLER DOOR DETAILS

Side walls ONLY

Purchaser Name: DJ & RL Carter

Side Address: 7 anwk St Uralia NS7 M28i GU

Drawn: 7 SSMF; V; -i

Print Date: V; /6/2022

Connection Details

Not to Scale
 Pa@ p oyl
 g Coxlndt SteelVP Ptl L10

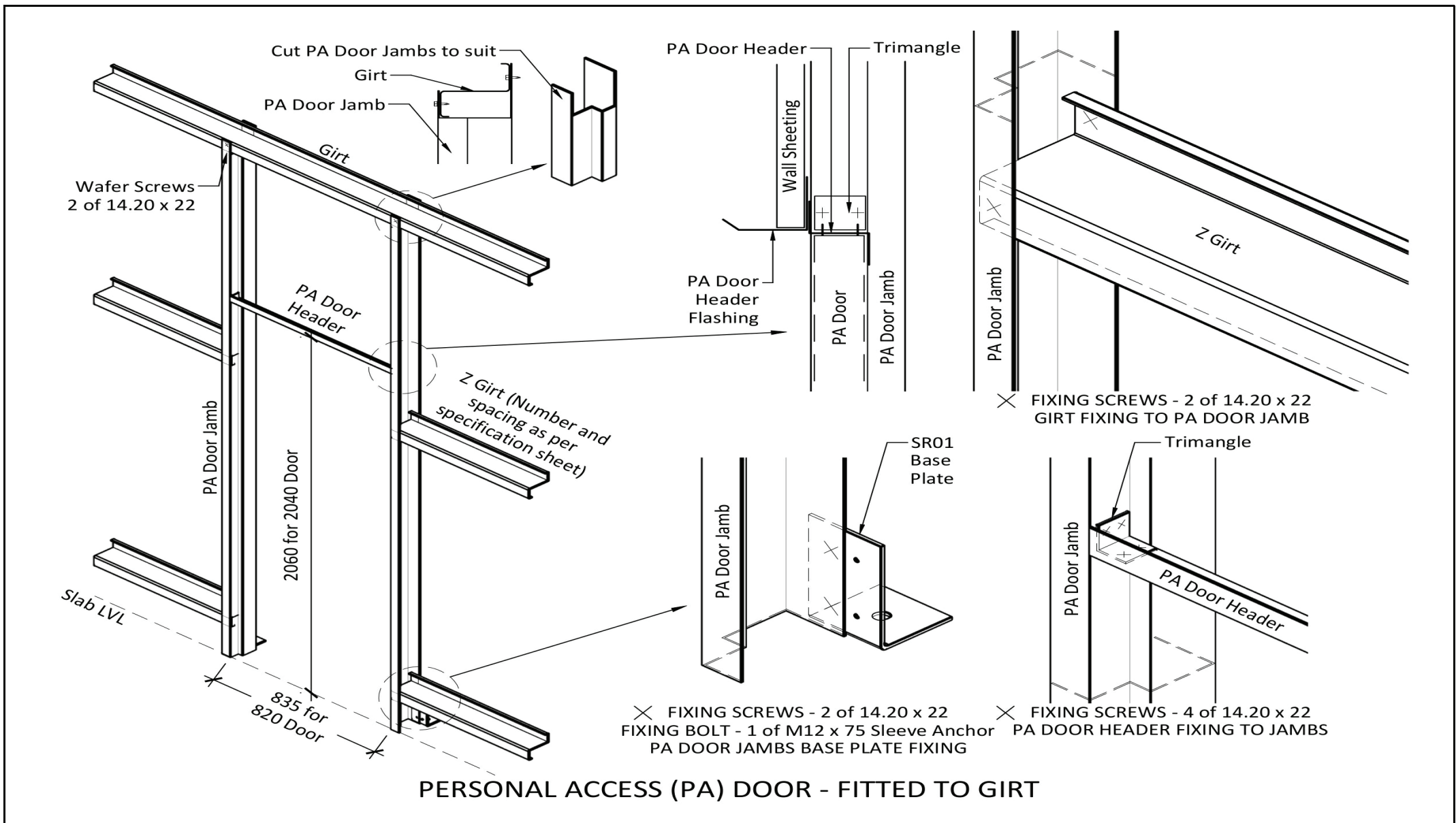
Seller: 7 de Sxa5 She0s Ptl L10
 7 de Sxa5 She0s Ptl L10
 Ph05: 6p 8F8p i i i
 9aW6p 8F8p i i EE
 @nad: a0md. she0s@aom/au


GeV@C@eend@Trouw PY3 LYD
 GCN F2M8i i 8FM
 (r@GustA)Re@stere0 N@R StructuralQMFFI 6
 4LD : RP@ NoAM M21YGS : V 8pp6; BMf rC : P@662i ; i 1NAY : 26288p@51
 Practic@Proyess@5al Structural & Cdd @@eers

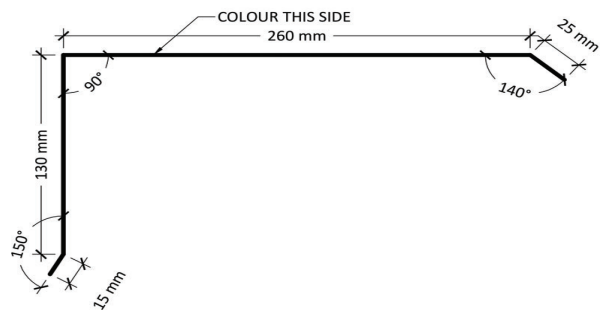
Signature: J. R. R. R.

Joh5 Ro5al0so5

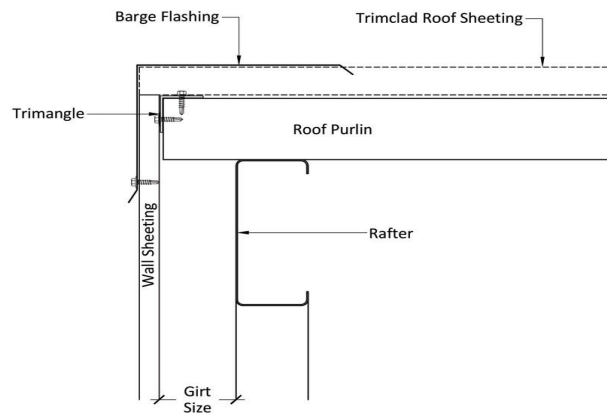
Date: V; /6/2022



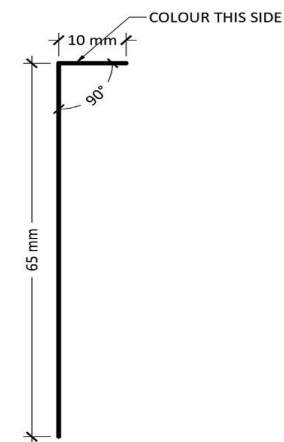
Purchaser Name: DJ & RL Carter		Connection Details Not to Scale PaGe p oyp i CogxriGht SteeldW PtxLtn	Seller: 0 Ine Sga7 Shens PtxLtn 0 Ine Sga7 Shens PtxLtn Pho7e: 56 8F86 pppp 9ad 56 8F86 ppEE @nall: anm17. shens@aom.au	Qged@7eer17@Trough PY3 LYD GCN F2M8pp 8FM (@GustA)Re@steren N@R StructuralQM6FFp5 4LD : RP@ NoAM M21YG6 : Vp8665; BMf1 @ : P@552p; p1NAY : 252886@51 Practis17@Proyesslo7al Structural & Civil @7eers
Site Gnnress: 0 anwick St Uralia NS0 M28p GU				
Draw17@# 0 SSMF; V; - p	Pr17t Date: V; /5VMM			
		Signature:  Joh7 Ro7alns07 Date: V; /5VMM		



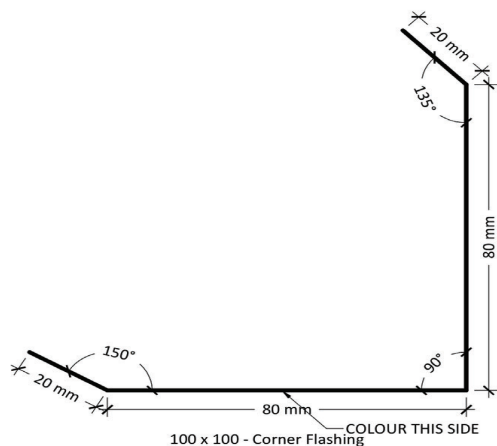
Barge Capping - Trimclad
XF11



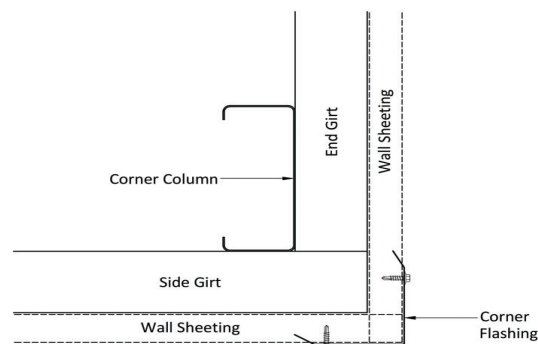
Barge Flashing XF11 - Sheeting Gable



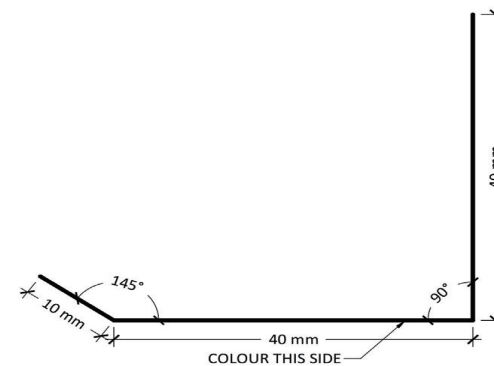
RD Side - Cover Flash
XF18




XF21

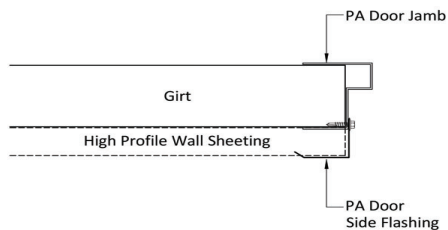


Corner Flashing XF21 - Connection

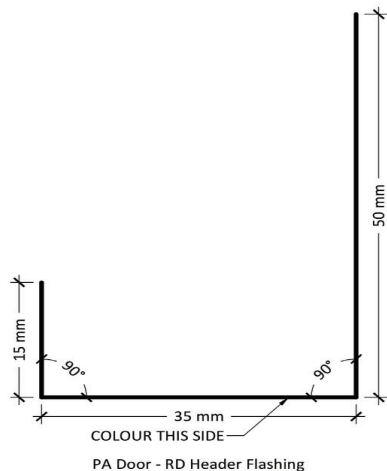


High Profile - PA Door Side Flashing
XF231

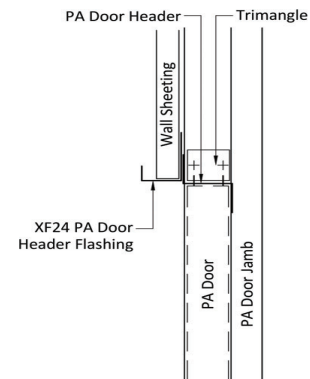
Purchaser Name: DJ & RL Carter		<div>Flashing Fixing Details</div> <div>Not to Scale Page p oyi g Cox Industries Steel Products Pty Ltd</div>	<div>Seller: 7 de Sxa5 She0s Ptl Lt0 7 de Sxa5 She0s Ptl Lt0 Phone: 68 F9F8 EEEE @W68 F9F8 EE Address: a0m6G she0s Dom Tu</div>	<div>YxeVA5@beers YCN 9i (FEE F9) rA YustTQre@stere0 NAR Structural4F(899E6 ; LD : RPA: NoT(1(i VZYS : pEF8861. (V f c : PA666i E1EW2 : i 6i FF8ASV Practi@Proyessd5al Structural & Cdd A5@beers</div>
Side Y00ress: 7 anwk St Uralia NS7 (i FEYU				
Draw# 7 SS(p91p1 - .	Print Date: p1/6p/((
Signature:  Joh5 Ro5al0so5 Date: p1/6p/((



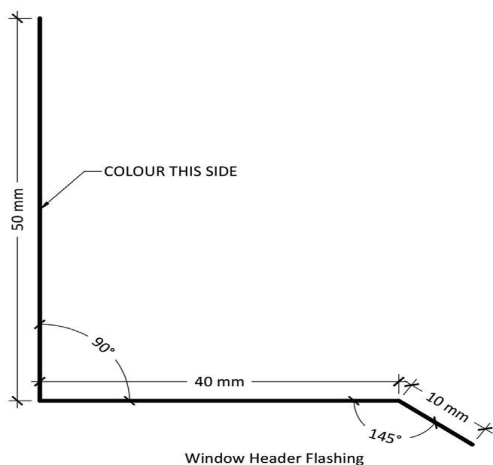
PA Door Side Flashing XF231



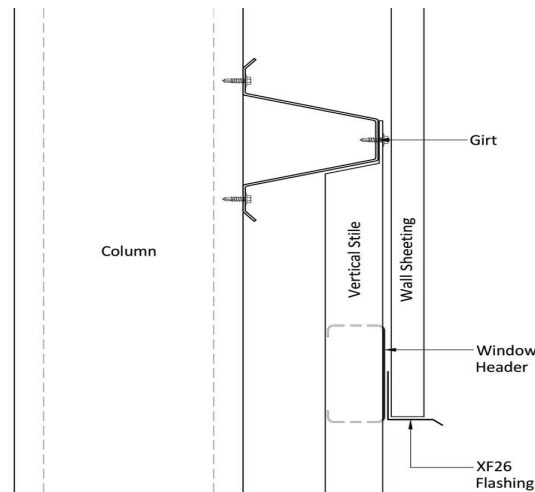
XF24



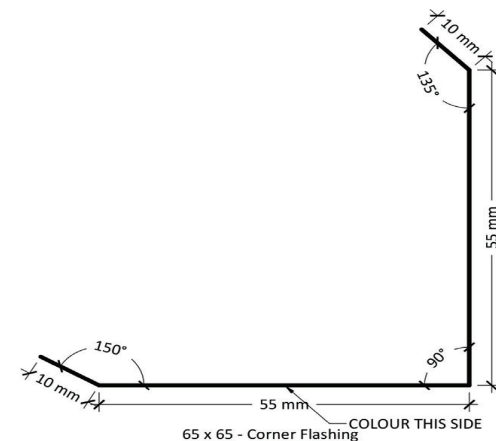
PA Door Header Flashing - XF24




XF26

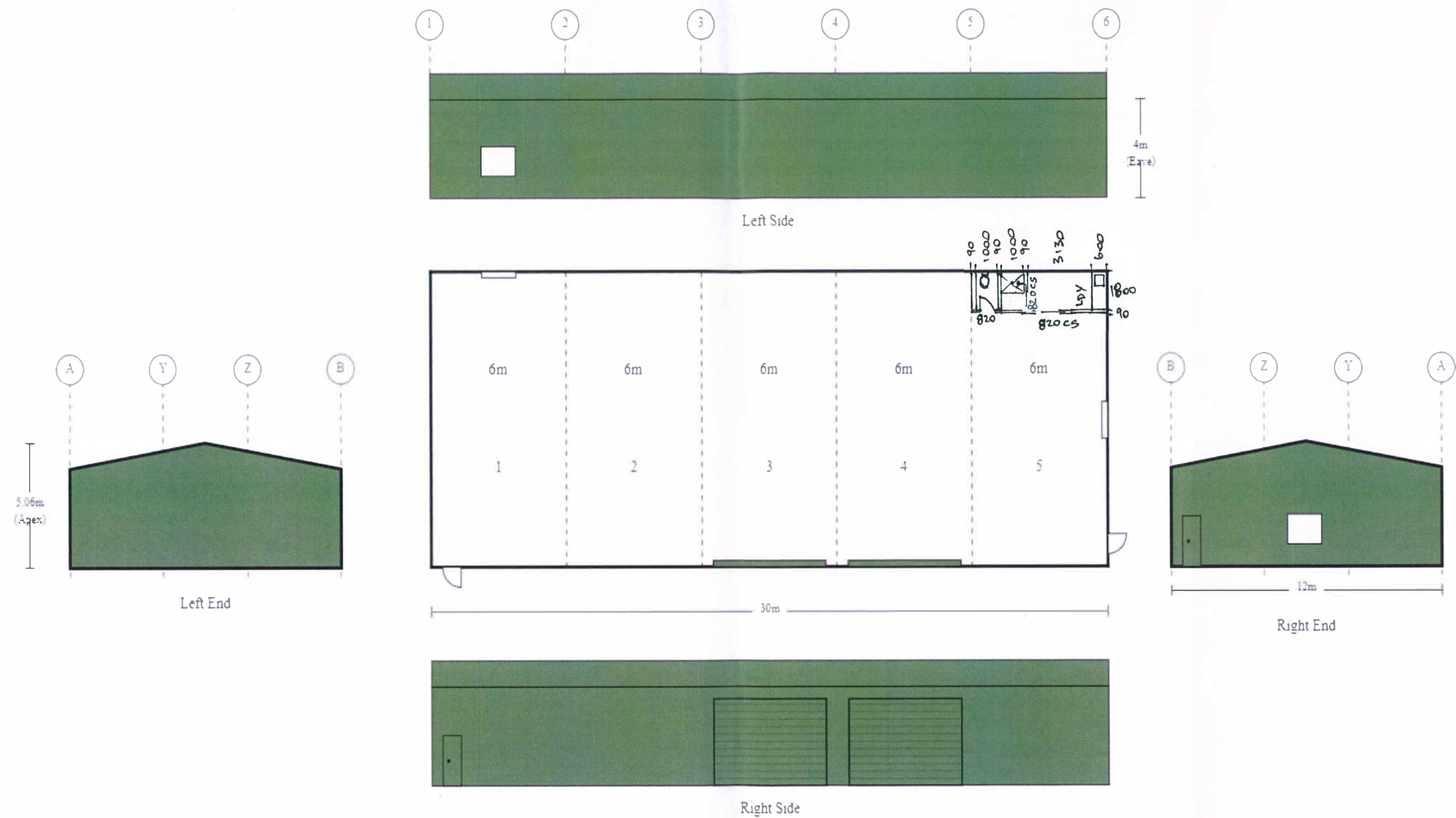


Window Header Flashing XF26 - Connection



XF28

Purchaser Name: DJ & RL Carter		Flashing Fixing Details Not to Scale Page 6 of 10 g Cox Iron Steel VP Ptl L10	Seller: 7 de Sxa5 She0s Ptl L10 7 de Sxa5 She0s Ptl L10 Phone: 68 F9F8 EEEE @W68 F9F8 EE Anad: a0mdG she0s Dom Tu	YxeVA5@deers@3roux P2ML2D YCN 9l p FEE F9p (rA YustJ)Re@stere0 NAR StructuralQp899E6 4LD : RPA4 NoTp; ppl 12YS : VEF886; . p1f rC : PA666i E; EINT2 : i 6i FF8AS1 Pract@d@Proyessd5al Structural & Cdd A5@deers
Side Y00ress: 7 anwk St Uralia NS7 pi FEYU				
Draw# 7 SS pV9; V; - .	Print Date: V; /6V/pp			
		Signature:  Joh5 Ro5al0so5 Date: V; /6V/pp		



Purchaser Name: DJ & RL Carter		<div>Layout</div> <div>Not to Scale</div> <div>© Copyright SteelxIP Pty Ltd</div>	<div>Seller: Wide Span Sheds PtyLtd</div> <div>Wide Span Sheds Pty Ltd</div> <div>Phone: 07 5657 8888</div> <div>Fax: 07 5657 8899</div> <div>Email: admin@sheds.com.au</div>	<div>Apex Engineering Group PTY LTD</div> <div>ACN 632 588 562</div> <div>ME Aust. (Registered NER Structural) 5276680</div> <div>QLD : RPEQ No. 24223; TAS : 185770492; VIC : PE0003848; N.T : 303557ES;</div> <div>Practising Professional Structural & Civil Engineers</div>
Site Address: Warwick St Uralla NSW 2358 AU				<div>Signature: </div> <div>John Ronaldson</div> <div>Date: 14/01/22</div>
Drawing # WSS216414 - 3	Print Date: 14/01/22			

15.12 Attachment # 5



Uralla NSW 2358

Mr Matthew Clarkson
Uralla Shire Council
Salisbury Street
Uralla NSW 2358

USC

31 MAY 2022

Received

25th May 2022

Dear Mr Clarkson,

It has come to my attention that Mr Daryl Carter has submitted a DA on 2 Somerset Close Uralla for a shed measuring 360 sq m. Following a recent conversation with Mr Carter regarding the size of this proposed shed, it was agreed that the shed would be reduced in size to 220 sq m, which is more in line with the Covenant on this subdivision.

I am happy to discuss this matter with you at any time .

Yours sincerely



Tim Bower



Uralla Shire Council

Development Activity Application



Development Consent
Please complete Sections A, B and D



Construction Certificate
Please complete Sections A, C, D and E



Section 68 Certificate
Please complete Sections A and F



Subdivision Certificate
Please complete Section A and E



Complying Development Certificate
Please complete section A, B, D and E
Please choose which CDC assessment you require below



Application for Occupation Certificate
Please complete Section A



**CDC Assessment under General
Housing Code**



CDC Assessment under Rural Housing Code



**CDC Assessment under General
Development Code**



**CDC Assessment under Commercial &
Industrial Code**



**CDC Assessment under Subdivision
Code**



CDC Assessment under Demolition Code

Council encourages intending applicants to discuss development proposals prior to formal lodgement. Should you wish to discuss your proposal, please contact Council to arrange an appointment with the relevant regulatory officer.

Section A – PROPERTY DETAILS, APPLICANT & OWNERSHIP

Description of proposal: Detached shed done by others

Estimated commercial value of proposal: \$ 16,000 ⁰⁰

Please Note: All labour and materials and site works are to be included

Property AddressStreet Address: 2 Somerset Drive Locality: UrallaLot and DP, Portion, or Section: Lot 7 DP: 1253533**Applicant**Name/s: GJ Gardner HomesPostal Address: 152 Rusden St, Armidale 2350Email Address: newengland@gjgardner.com.auDaytime contact (phone, mobile and / or fax): 02 6771 3855Signature:  Date: 05/04/22**Owner**Name/s: Darryl & Robyn CarterPostal Address: 376 Kingstown Road, UrallaEmail Address: info@whyworry.com.auDaytime contact (phone, mobile and / or fax): 0427 784 147 Date: _____**Owner's consent** (ALL OWNERS MUST SIGN) company seal to accompany application if not owned by an individual*As the owner/s of the above property, I/we consent to the lodgement of this application. I/we permit officers of Council to enter the land to carry out inspections as required for the assessment of this application and will provide access where required.*Please see attached 'Owners Consent'

Name _____ Name _____

Signature _____ Signature _____

Building work to be carried out by:☐ OWNER BUILDER – permit no. _____☒ LICENCED BUILDER – name. Mc & LY Varley Pty Ltd @ GJ Gardner HomesPostal Address: 152 Rusden St, ArmidaleEmail Address: ~~02 6771 3855~~ newengland@gjgardner.com.auDaytime contact (phone, mobile and / or fax): 02 6771 3855 Licence No: 197558CWill you be carrying out work on the road reserve (ie. constructing a new driveway) ☒ YES ☐ NO
S138 already approved**Section B – DEVELOPMENT DETAILS**Development Type ☒ new building/s or additions/alterations to existing building/s ☐ subdivision of land
☐ change of use of land/building ☒ otherCurrent use of site vacantFor Commercial/Industrial development - proposed hours of operation 9am - 5pm Mon-Fri

For Subdivision: number of lots to be created _____

For Subdivision: is a new road to be created? ☐ YES ☒ NOWhat type of consent is sought? ☒ Immediate commencement ☐ Deferred commencement ☐ Staged consent

DESCRIPTION OF THE SITE

(Describe the physical features such as shape, slope, vegetation, any waterways. Also describe the current use/s on the site).

Comments: SEE ATTACHED SITE PLAN.

- LAND IS CURRENTLY LARGE LOT RESIDENTIAL.
- SITE FOR SHED HAS 400 MM OF FALL ACROSS THE LENGTH OF THE BUILDING.
- NATURAL WATER COURSE TO THE SOUTH EAST IS APPROX 200' - 250' AWAY.

CONTEXT AND SETTING

Will the development:

- Be visually prominent in the surrounding area? ☐ YES ☒ NO
- Be inconsistent with the existing streetscape or Council's setback policies? ☐ YES ☒ NO
- Be out of character with the surrounding area? ☐ YES ☒ NO

Comments: THE CURRENT LOTS IN THE AREA HAVE SHEDS OF VARIOUS SIZES.
 • SET BACKS WILL BE ADHERED TO.
 • THE SURROUNDING AREA HAS BEEN LARGE LOT RESIDENTIAL OF RURAL ZONING TO THIS POINT WHICH HAS CURRENT SIMILAR SHEDS.

ACCESS/TRAFFIC & UTILITIES

(Note 1 dwelling = approx. 10 vehicle movements per day)

- Is legal and practical access available to the development? ☒ YES ☐ NO
- Will development increase local traffic movements / volumes? ☐ YES ☒ NO
- If Yes, by how much?.....
- Are additional access points to road network required? ☐ YES ☒ NO
- Has Vehicle maneuvering and onsite parking been assessed in the design? ☐ YES ☒ NO N/A
- Is power, water, electricity, sewer and telecommunications services readily available to the site? ☒ YES ☐ NO

Comments: ON SITE PARKING ASSESSMENT IS NOT RELEVANT AS THE SITE IS 5.179 HA.

ENVIRONMENTAL IMPACTS

- Is the development likely to result in any form of air pollution?(smoke, dust, odour etc.) ☐ YES ☒ NO
- Does the development have the potential to result in any form of water pollution? ☐ YES ☒ NO
- Will the development have any noise impacts above background noise levels? ☐ YES ☒ NO

Integrated Development

Your development is Integrated Development if it:

- Is within 40m of a creek, river or foreshore
- Involves dredging or reclamation in a waterway
- Affects the quality of water flowing into a creek, river or waterway
- Is adjacent to a main road
- Includes the building of a dam, weir or levee
- Draws water from a creek or river
- Relates to a Heritage item or Heritage Conservation area
- Relates to an Aboriginal Place or Relic
- Relates to scheduled premises or scheduled equipment under the provisions of the Clean Air Act, 1961 or the Noise Control Act, 1975
- Is located on land has previously been used for agricultural or industrial purposes and may be contaminated

Is the proposal Integrated Development?

☐ YES

☒ NO

Note : An integrated development application will need to be referred to the relevant State Government body, and payment of the statutory \$320 fee per referral is required at the time of lodgement of the application. All cheques are to be made out to the referral body/bodies (Council will arrange for the application to be forwarded).

Designated Development

Your development is Designated Development if it includes:

- Agricultural produce industries
- Electricity generating stations
- Aircraft facilities
- Extractive industries
- Aquaculture
- Limestone mines and works
- Artificial waterbodies
- Livestock intensive industries
- Bitumen pre-mix and hot-mix industries
- Livestock processing industries
- Breweries and distilleries
- Cement works
- Ceramic and glass industries
- Mineral processing or metallurgical works
- Chemical industries
- Mines
- Chemical storage facilities
- Paper pulp or pulp products industries
- Coal mines
- Petroleum works
- Coal works
- Railway freight terminals
- Non-domestic composting facilities
- Non-domestic sewerage facilities
- Concrete works
- Shipping facilities
- Contaminated soil treatment works
- Turf farms
- Crushing, grinding or separating works
- Waste management facilities or works
- Drum or container reconditioning works
- Wood or timber milling or processing works
- Wood preservation works

Is the proposal Designated Development?

☐ YES

☒ NO

Statement of Environmental Effects

Legislation – In accordance with Schedule 1 of the *Environmental Planning and Assessment Regulation 2000* a development application must be accompanied by a Statement of Environmental Effects (except for designated development which is accompanied by an Environment Impact Statement).

Qualifier – This *Statement of Environmental Effects Template* has been produced to assist applicants identify the environmental impacts of a development and the steps to be taken to protect the environment or lessen the expected harm. The template is suitable for minor impact development such as dwellings, alterations & additions, outbuildings, small scale commercial & industrial developments and minor subdivisions. It may be necessary for Council to request additional information depending on the nature and impacts of a proposal. Larger scale developments should be accompanied by a detailed and specific Statement of Environmental Effects. For further information in this regard please seek specific advice from Council's Planner.

(When completing template is any potential environmental impact is identified please provide additional comment – if necessary attach additional information).

DESCRIPTION OF THE DEVELOPMENT

(Should include where applicable physical description of building, proposed building materials, nominated colour scheme, nature of use, details of any demolition etc).

THE BUILDING IS A COLORBOND SHED 30m x 12m WITH 2 ROLLER DOORS AND A PERSONAL DOOR AT THE NORTH EAST CORNER. THE ROOF IS BASALT IN COLOUR (FROM THE COLORBOND RANGE) AND ALL WALLS IN SHALE GREY. NO DEMOLITION AS THE SITE IS A GREEN FIELD SITE. THE SHED IS 4M AT THE GUTTER AND 5.06M AT THE RIDGE.

- Does the development involve any significant excavation or filling? ☐ YES ☒ NO
- Could the development cause erosion or sediment run-off, including over the construction period? ☐ YES ☒ NO
- Is there any likelihood in the development resulting in soil contamination? ☐ YES ☒ NO
- Is the development likely to disturb any aboriginal artifacts or relics? ☐ YES ☒ NO

Comments:.....

FLORA AND FAUNA IMPACTS

(For further information on threatened species, see www.threatenedspecies.environment.nsw.gov.au)

- Will the development result in the removal of any native vegetation from the site? ☐ YES ☒ NO
- Is the development likely to have any impact on threatened species or endangered ecological communities? ☐ YES ☒ NO

(If the answer is yes to either of the above questions it may be necessary to have a formal seven-part test completed to access the impact on threatened species – applicants are encouraged to consult Council).

Comments: THE SITE IS MAINLY CLOVER AND GRASS
WITH NO OTHER TREES OR VEGETATION
NEAR BY.

NATURAL HAZARDS

Is the development site subject to any of the following natural hazards:

- ☐ Bushfire Prone? ☐ Landslip? ☐ Flooding?

(Note if the site is identified as Bushfire Prone it will be necessary to address the Planning for Bushfire Protection Guidelines and in the case of subdivision the development will be integrated. For further information please consult the NSW Rural Fire Services web site www.rfs.nsw.gov.au).

Comments: NONE APPLICABLE.

WASTE DISPOSAL

- How will effluent be disposed of? To Sewer ☐ Onsite ☒
- Will liquid trade waste be discharged to Council's sewer? ☐ YES ☒ NO
- How will stormwater (from roof and hard standing) be disposed of:
☐ Street Drainage System ☒ Other (if other provide details)

Comments: THE SEWER WILL BE CONNECTED TO AN EARTHSAFE
AERATED SEPTIC AND STORMWATER WILL GO TO A
RAIN WATER TANK APPROVED TO THE HOME THEN ONSITE
DISPOSAL.

SOCIAL AND ECONOMIC IMPACTS

- Will the proposal have any economical consequences in the area? ☐ YES ☒ NO
- Will the proposal affect the amenity of surrounding residences by overshadowing, loss of privacy, increased noise or vibration? ☐ YES ☒ NO
- Is the development situated in a heritage area or likely to have an impact on any heritage item or item of cultural significance? ☐ YES ☒ NO

Comments:.....

OPERATIONAL AND MANAGEMENT DETAILS

(This section is only relevant to commercial / Industrial / public buildings and other non-residential uses)

Please attach a separate statement to this form addressing the following matters:

- Description of Operation
- Numbers of staff
- Description of production process
- Method / timing / frequency of deliveries (loading and unloading)
- Type and quality of goods handled including any hazardous substances
- Provision for disabled access and facilities
- Hours and days of operation
- Maximum expected no. of customers
- Nature of any waste generated

If you answer YES to any of the following questions, you may be required to provide an Environmental Impact Statement which has prepared by an appropriately-qualified professional

- Is the land (or part of the land) considered to be 'critical habitat'? ☐ YES ☒ NO
- Is the development likely to significantly affect threatened species, populations or ecological communities, or their habitats? ☐ YES ☒ NO
- Will there be stormwater discharges into a natural drainage system? ☒ YES ☐ NO
- Will fumes, steam, smoke or dust be emitted from the development? ☐ YES ☒ NO
- Will the existing vegetation be removed? ☒ YES ☐ NO
- Will the development be visually prominent? ☐ YES ☒ NO
- Is the site affected by environmental constraints, eg. bushfire, flooding, contamination, landslip, slope exceeding 18 degrees from the horizontal and natural drainage courses? ☐ YES ☒ NO
- Will the proposal and associated machinery emit noise? ☐ YES ☒ NO
- Will the development result in increased traffic in the area? ☐ YES ☒ NO

Section C – COMPLYING DEVELOPMENT and CONSTRUCTION CERTIFICATES

Complying Development -

- | | | |
|---|--|---|
| <input type="checkbox"/> Dwelling (incl. alterations and additions) | <input type="checkbox"/> Bed and Breakfast accommodation | <input type="checkbox"/> Swimming pool |
| <input type="checkbox"/> Class 10 building (shed, carport, etc) | <input type="checkbox"/> Commercial/retail | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Industrial | | |

Construction Certificate

- ☐ building work – BCA class of building _____
☐ subdivision work

Development Consent No. _____

Date of Consent _____

BASIX Certificate

The Building Sustainability Index (BASIX) is a web-based planning tool designed to assess the potential performance of residential buildings against a range of sustainability indices. A BASIX Certificate identifies the sustainability features required to be incorporated in the building design. These features may include sustainable design elements such as recycled water, rainwater tanks, AAA-rated showerheads and taps, native landscaping, heat pump or solar water heaters, gas space heaters, roof eaves/awnings and wall/ceiling insulation.

You need a BASIX Certificate in Walcha, Uralla, Guyra and Armidale Dumaresq Council areas when BASIX applies to the type of development for which you require approval. Commencement dates and details of types of development are at www.basix.nsw.gov.au

The applicant is required to submit the BASIX Certificate with the Development Application or Complying Development Certificate application. The plans and specifications must also identify the BASIX commitments which will be checked by a professional building certifier during construction. Where submitted plans or specifications are inconsistent with the relevant BASIX Certificate, Council should require applicants to submit consistent applications before progressing the assessment process, either by amending plans / specifications or by submitting a new BASIX Certificate with commitments that match the rest of the application.

Applicants can generate the BASIX Certificate only on the NSW Department of Infrastructure, Planning and Natural Resources' BASIX website: www.basix.nsw.gov.au. For more information, phone DIPNR's BASIX Help Line on 1300 650 908.

Has a BASIX Certificate been supplied with this application? ☐ YES ☐ NO

Section D – INFORMATION REQUIRED BY BUREAU OF STATISTICS

Area of land 5.179 HA Current uses of land/buildings RESIDENTIAL
Gross floor area of existing building (m²) 423m² APPROVED
Stores proposed (incl. underground floors) 1
Floor area of new work (m²) 360 m² DA.

Residential Buildings ONLY:

No. dwellings to be constructed _____ Will a dwelling be attached to new buildings? ☐ Y ☐ N
No. pre-existing dwellings on the site _____ Will a new building be attached to other buildings? ☐ Y ☐ N
No. dwellings to be demolished _____ Will the site contain a dual occupancy? ☐ Y ☐ N

Materials to be used in the construction of the new building(s) *tick all that apply*

-Walls- <input type="checkbox"/> brick (double) <input type="checkbox"/> brick (veneer) <input type="checkbox"/> concrete/stone <input type="checkbox"/> timber <input checked="" type="checkbox"/> steel / aluminium <input type="checkbox"/> other	-Roof- <input type="checkbox"/> tiles <input checked="" type="checkbox"/> steel /aluminium <input type="checkbox"/> other	-Floor- <input checked="" type="checkbox"/> concrete <input type="checkbox"/> timber <input type="checkbox"/> other	-Frame- <input type="checkbox"/> timber <input type="checkbox"/> steel <input type="checkbox"/> other
--	--	--	--

Section E – PRINCIPAL CERTIFYING AUTHORITY

Do you wish to appoint Council as the Principal Certifying Authority (PCA) for the purpose of undertaking inspections and issuing Occupation and/or Subdivision Certificates?

If you tick YES, you must provide a copy of the Builders Home Warranty insurance or Owner-Builders Permit prior to booking the first inspection. If you tick NO and your proposal includes building or subdivision work, you are advised that building or construction work cannot be commenced until a PCA is appointed.

☐ YES
☒ NO

If you have nominated Council as the PCA, do you intend to start work within 90 days?

If you tick NO, you will need to provide a separate Commence of Works form at least 2 days prior to booking an inspection.

☐ YES
☐ NO

Section F – APPROVALS UNDER SECTION 68 LGA 1993

Water, sewage & stormwater	New structures or places of public entertainment	Other activities
<input type="checkbox"/> Water supply work and/or sewerage work in residential areas <input type="checkbox"/> Stormwater drainage work <input type="checkbox"/> Install and operate and onsite sewage management system <input type="checkbox"/> Trade waste	<input type="checkbox"/> Install a manufactured home, moveable dwelling or associated structure <input type="checkbox"/> Install a temporary structure <input type="checkbox"/> Use a building as a place of public entertainment	<input type="checkbox"/> Swing goods across a public road by means of a lift, hoist or tackle projecting over the footway <input type="checkbox"/> Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road <input type="checkbox"/> Operate a public car park <input type="checkbox"/> Operate a caravan park, camping ground or manufactured home estate <input type="checkbox"/> Install a wood heater

For water, sewerage & stormwater work in residential areas Please indicate which services you require

- ☐ standard 20mm water service
 ☐ standard sewer service
☐ service to supply multi-occupancy development: number of units _____
☐ commercial/industrial developments: type of industry _____

Will you be installing ☐ hose reels ☐ fixed sprinklers ☐ a hydrant within your property?

For installation and operation of onsite sewage management systems Please indicate which services you require

Installation Firm/Plumber: _____

Address: _____

Phone: _____ Licence No: _____

WC Flush Capacity: _____ litres Septic Tank Capacity: _____ litres

Collection Well Capacity: _____ litres Aerated Septic Tank Brand: _____ litres

Source of Water Supply: _____

Wastes to be connected: WC and _____

Number of Persons Residing on Premises: _____

Conditions of Installation : Council's water installation will terminate at the meter. The water pipe from the main and the meter remain the property of Council and is the owner's responsibility to protect from damage whilst maintaining reasonable access to the service and meter at all times. Council's sewer service will terminate in a junction/pipe socket. The owner is responsible for the internal service and inspection shaft ("S-Box").

Please note; The fee for each application and depends on the individual nature and the type of intended development. It is suggested that Council be contacted for a fee quote prior to lodgement to ensure that your application is not delayed unnecessarily.

Submitting applications

Here we outline the information we need from applicants in order to process applications for development activity accurately and promptly. We also discuss options for discussing proposals before a formal application is presented to the Council.

The better the information provided to our staff in the form of plans and supporting documentation such as statements of environmental effects, the better we will be able to appreciate your objectives in seeking to undertake the required activity. Clear and detailed applications will also help neighbours in assessing the likely impacts of the activity on their properties.

Submission of well prepared applications is therefore in the interest of all parties involved in and potentially affected by development activity.

• Our Basic Requirements

These are set out in summary form in the table below, for the most common types of applications we receive. First look down the "DEVELOPMENT ACTIVITY" listings until you find your type of activity. Then read across the column.

KEY:

- ✓ Indicates the information you will need to supply.
- ◆ Only required with Construction Certificate.
- Indicates this information may be required.
- If applicable to your application.

APPLICATION FORM
REQUIRED IN ALL CASES.

FEES APPLY EXCEPT FOR TREE
REMOVAL APPLICATIONS
AND APPLICATIONS FOR
DWELLINGS IN
AREAS/ITEMS OF HERITAGE
SIGNIFICANCE

INFORMATION	Neighbour Notification Plan (See Part 4.2)	Site Plan	Site Analysis Plan	Floor Plan	Elevation Plans	Section Plans	Landscaping Plans	Subdivision Plan	Specification	Environmental Effects	Management Details	Effluent Disposal / Sewage Management Plan	Water Supply Plan	Stormwater Management Plan	Fuel Heater Details	Advertising Structure
DEVELOPMENT ACTIVITY																
Residential dwelling	✓	✓	✓	✓	✓	✓			✓	✓		■	■	✓	■	
Alterations/additions to residential dwelling	✓	✓	✓	✓	✓	✓			✓	✓		●	●	✓	■	
Garage, Outbuilding or Carport	✓	✓		✓	✓	✓			✓	✓				✓		
Human waste treatment device (septic tank)		✓				✓			✓	✓		✓				
Oil/wood (solid) fuel heater		✓		✓					✓	✓					✓	
Above/in-ground swimming pool	✓	✓			✓	✓	✓		✓	✓						
Commercial/industrial building	✓	✓		✓	✓	✓	✓		◆	✓	✓	✓	✓	✓	■	■
Units	✓	✓	✓	✓	✓	✓	✓	■	◆	✓	✓	✓	✓	✓	■	
Dual occupancy	✓	✓	✓	✓	✓	✓	✓	■	◆	✓	✓	✓	✓	✓	■	
Entertainment/tourist facility	✓	✓		✓	✓	✓	✓		◆	✓	✓	✓	✓	✓	■	■
Hotel/motel/guest house	✓	✓		✓	✓	✓	✓		◆	✓	✓	■	✓	✓	■	■
Subdivision of land/strata/community title		✓	●				●	✓		✓	●	■	■	■		
Boundary adjustment		✓					●	✓		✓		●	●	●		
Home Industry/Business	●	✓		✓	●	●	●		●	✓	✓	●	●	●	■	■
Outdoor advertising signs	●	✓	●		✓				●	●						✓
Shop fitout	●	✓		✓	✓	●			✓						■	■
Change of building use for shops/offices/light industry		✓		✓	●	●	●			✓	✓	●	●	●	■	■
Demolition		✓							●	●						
Removing a tree		✓					●			●						
Other - Check with Council Staff	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

Our staff can help you with any questions for a particular type of proposal.

Our main requirements are:

• Plans

We normally require three sets of plans for all applications. This allows different members of the assessment team to view plans without delay. More copies may be required for major development activity and will assist with referrals to other organisations such as the Roads and Traffic Authority and the National Trust. We can dispense with the requirement for plans and specifications at our discretion - usually for minor works only such as the erection of fences.

Plans should be drafted in the form shown in Australian Standard 1100.301- 1985 - Architectural Drawing and usually include the following detail:

- (a) a **site analysis plan** showing the opportunities and constraints of the property and relationship to surrounding land (including features of adjoining sites). - Refer to Figure 1.
- (b) detailed **site plan** (min. 1:500 scale) containing the following information:
 - * boundaries, north point and existing buildings and natural features such as trees and watercourses;
 - * reduced levels at each corner of any buildings;
 - * reduced levels at each corner of the site or contours over the site;
 - * locations of any easement or right of way on the site;
 - * location of any Council sewer on the site;
 - * Australian Height Datum (AHD) levels are required for floor or slab levels of buildings in flood affected areas;
- (c) legible **floor plans**, (*coloured or hatched where alterations or additions are proposed to existing development*) and drawn to a suitable scale (min. 1:100 for approvals for building works). These should include AHD levels of the lowest floor and of any yard gully belonging to that floor;
- (d) detailed **elevations**, (*coloured or hatched where alterations or additions are proposed to existing development*) drawn to scale (min. 1:100 for approvals for building works);
- (e) A4 or A3 size **neighbour notification plans** (*see Section 4.2 below*) coloured or otherwise marked to distinguish any proposed alteration, rebuilding or modification;.
- (f) for applications a **Construction Certificate**, you will also need:
 - * at least one detailed cross section showing construction details such as roof trusses;
 - * details of provision for fire safety and resistance (if any);
 - * window size schedule;
 - * structural engineer's details of any footing, concrete slab or proposed retaining walls requiring approval; and
 - * details of proposed insulation (including "R" rating); and
 - * Specification details.

FIGURE 1
SITE CONTEXT PLAN (Source: Amcord)

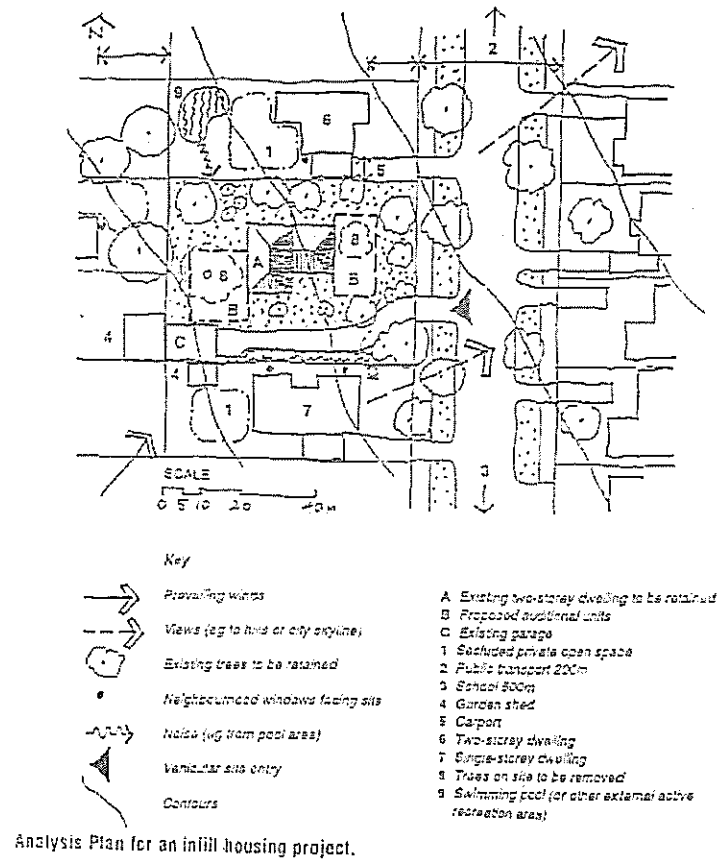


FIGURE 2.1
SITE PLAN (Source AS 1100.301 Supp.1 -1986)

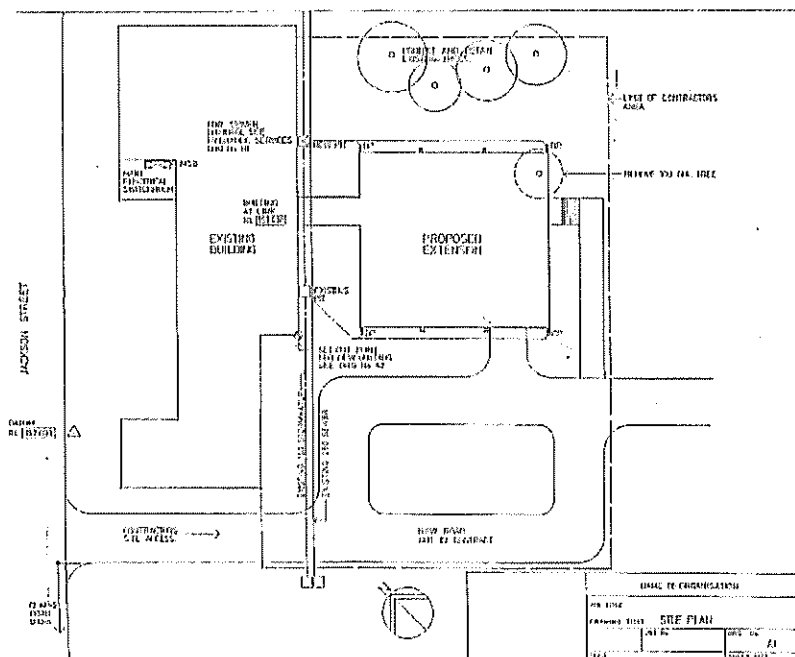


FIGURE 2.2
FLOOR PLAN (Source AS 1100.301 Supp.1 -1986)

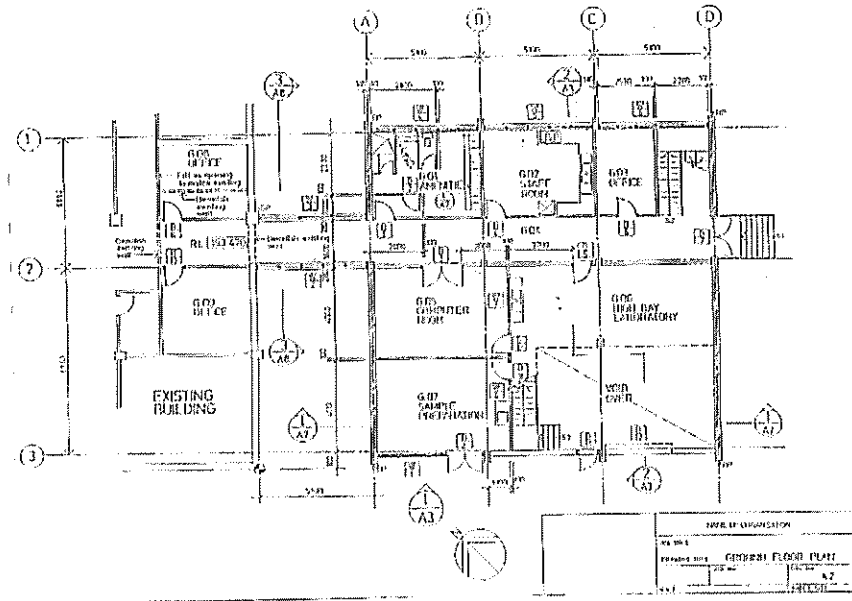
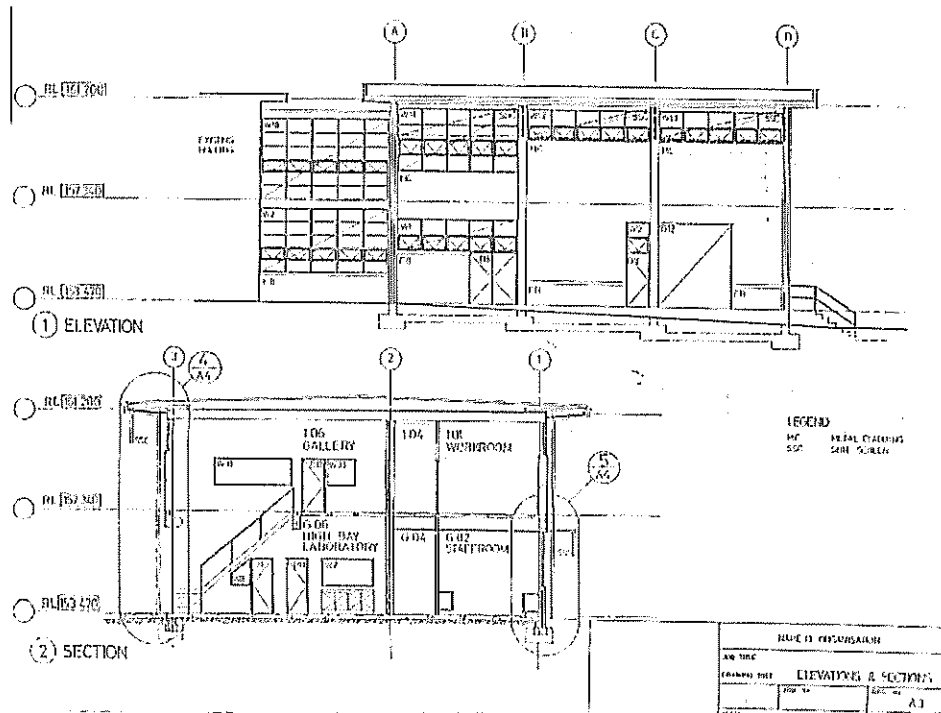


FIGURE 2.3
ELEVATION & SECTION (Source AS 1100.301 Supp.1 -1986)



• Forms and Other Documents

All our applications can be made on a standard **form** which can be provided by our Customer Service staff. These enable us to gather information which is used routinely in the assessment of your application, such as the name and contact details for the applicant, property address and basic details of the development activity for which approval is sought.

In addition to these forms, it may be necessary to provide additional information and where this is the case, the form will prompt you to do so. Examples of such information include:

- * **Statements of environmental effects** for Development Applications (see below);
- * Two copies of **Specifications** for building works, including details of materials to be used and the method proposed for drainage, sewerage and water supply. Please note that we may dispense with this requirement for minor works and that we hold a standard specification for projects such as dwelling construction.
- * **Department of Fair Trading** insurance receipt for residential building applications for projects to be undertaken by licensed builders over \$12,000 in value; for owner-builders, a receipt and **Owner Builders Permit** is required for projects over \$5,000 in value;
- * **Drainage plan application** with Construction Certificate (if new sewer drainage is proposed) - may be waived if Applicant's Plumbing Contractor agrees to submit 'works as executed' drawings to Council's standards.
- * Any **other information requested in a Development Consent** preceding a Construction Certificate.

• Statements of Environmental effects

People are sometimes unsure what to include in their Statement of Environmental Effects. This statement does not have to be in any special form, but should normally address the following matters:

- * The objectives you are hoping to achieve. This will help the Council understand what your needs are;
- * Outline any alternatives you considered, and why you preferred the one which you are submitting;
- * Assess the likely "external" effects of your proposal, including any possible adverse effects on your neighbours or the locality;
- * If the impact could potentially be significant, outline any measures you propose to neutralise or offset that impact. Alternatively explain why you think the likely effect is acceptable;
- * Relevant standards/policies applicable to the development.

Please be as objective as possible. We may ask you to produce evidence in support of any claims you make.

• Fees

Most of the fees applicable for our assessment of applications are set by State legislation. In some cases fees are set in our annual Management Plan. Our Customer Service staff will be pleased to provide intending applicants with a full schedule of relevant fees on request.

Additional fees are payable for inspections carried out by our staff following the issue of a Construction Certificate. Again, current details of these charges can be obtained from our Customer Service staff.

Political donations and gifts disclosure statement



URALLA SHIRE
COUNCIL

Office use only:

Date received: ____/____/____

Application no. _____

This form may be used to make a political donations and gifts disclosure under section 10.4 of the *Environmental Planning Assessment Act 1979* for applications or public submissions to a council.

Please read the following information before filling out the Disclosure Statement on page 3 of this form. Also refer to the 'Glossary of terms' provided overleaf (for definitions of terms in *italics* below).

Once completed, please attach the completed declaration to your planning application or submission.

Explanatory information

Making a planning application to a council

Under section 10.4 of the Environmental Planning and Assessment Act 1979 ('the Act') a person who makes a *relevant planning application* to a council is required to disclose the following *reportable political donations and gifts* (if any) made by any *person with a financial interest* in the application within the period commencing 2 years before the application is made and ending when the application is determined:

- (a) all reportable political donations made to any local councillor of that council
- (b) all gifts made to any local councillor or employee of that council.

Making a public submission to a council

Under section 10.4 of the Act a person who makes a *relevant public submission* to a council in relation to a relevant planning application made to the council is required to disclose the following reportable political donations and gifts (if any) made by the person making the submission or any *associate of that person* within the period commencing 2 years before the submission is made and ending when the application is determined:

- (a) all reportable political donations made to any local councillor of that council
- (b) all gifts made to any local councillor or employee of that council.

A reference in sections 10.4 of the Act to a reportable political donation made to a 'local councillor' includes a reference to a donation made at the time the person was a candidate for election to the council.

How and when do you make a disclosure?

The disclosure of a reportable political donation or gift under section 10.4 of the Act is to be made:

- (a) in, or in a statement accompanying, the relevant planning application or submission if the donation or gift is made before the application or submission is made, or
- (b) if the donation or gift is made afterwards, in a statement of the person to whom the relevant planning application or submission was made within 7 days after the donation or gift is made.

What information needs to be in a disclosure?

The information requirements of the disclosure are outlined in the Act under section 10.4 for political donations and section 10.4 for gifts.

Page 3 of this document includes a Disclosure Statement Template which outlines the relevant information requirements for disclosures to a council.

Note: A separate Disclosure Statement Template is available for disclosures to the Minister or the Director-General of the Department of Planning.

Warning: A person is guilty of an offence under section 9.5 of the *Environmental Planning and Assessment Act 1979* in connection with the obligations under section 10.4 only if the person fails to make a disclosure of a political donation or gift in accordance with section 10.4 that the person knows, or ought reasonably to know, was made and is required to be disclosed under section 10.4. The maximum penalty for any such offence is the maximum penalty under Part 6 of the *Election Funding and Disclosures Act 1981* for making a false statement in a declaration of disclosures lodged under that Part. Note: The maximum penalty is currently 200 penalty units (currently \$22,000) or imprisonment for 12 months, or both.

**SHOULD YOU HAVE ANY QUESTIONS ABOUT THE LEGISLATION PLEASE
CONTACT THE NSW DEPARTMENT OF PLANNING – www.planning.nsw.gov.au**

Glossary of terms (under section 10.4 of the *Environmental Planning and Assessment Act 1979*)

gift means a gift within the meaning of Part 6 of the *Election Funding and Disclosures Act 1981*. Note. A gift includes a gift of money or the provision of any other valuable thing or service for no consideration or inadequate consideration.

Note: Under section 84(1) of the *Election Funding and Disclosures Act 1981* gift is defined as follows:

gift means any disposition of property made by a person to another person, otherwise than by will, being a disposition made without consideration in money or money's worth or with inadequate consideration, and includes the provision of a service (other than volunteer labour) for no consideration or for inadequate consideration.

local councillor means a councillor (including the mayor) of the council of a local government area.

relevant planning application means:

- a) a formal request to the Minister, a council or the Director-General to initiate the making of an environmental planning instrument or development control plan in relation to development on a particular site, or
 - b) a formal request to the Minister or the Director-General for development on a particular site to be made State significant development or declared a project to which Part 3A applies, or
 - c) an application for approval of a concept plan or project under Part 3A (or for the modification of a concept plan or of the approval for a project), or
 - d) an application for development consent under Part 4 (or for the modification of a development consent), or
 - e) any other application or request under or for the purposes of this Act that is prescribed by the regulations as a relevant planning application,
- but does not include:
- f) an application for (or for the modification of) a complying development certificate, or
 - g) an application or request made by a public authority on its own behalf or made on behalf of a public authority, or
 - h) any other application or request that is excluded from this definition by the regulations.

relevant period is the period commencing 2 years before the application or submission is made and ending when the application is determined.

relevant public submission means a written submission made by a person objecting to or supporting a relevant planning application or any development that would be authorised by the granting of the application.

reportable political donation means a reportable political donation within the meaning of Part 6 of the *Election Funding and Disclosures Act 1981* that is required to be disclosed under that Part. Note. Reportable political donations include those of or above \$1,000.

Note: Under section 86 of the *Election Funding and Disclosures Act 1981* reportable political donation is defined as follows:

86 Meaning of "reportable political donation"

- (1) For the purposes of this Act, a reportable political donation is:
 - (a) in the case of disclosures under this Part by a party, elected member, group or candidate—a political donation of or exceeding \$1,000 made to or for the benefit of the party, elected member, group or candidate, or
 - (b) in the case of disclosures under this Part by a major political donor—a political donation of or exceeding \$1,000:
 - (i) made by the major political donor to or for the benefit of a party, elected member, group or candidate, or
 - (ii) made to the major political donor.
- (2) A political donation of less than an amount specified in subsection (1) made by an entity or other person is to be treated as a reportable political donation if that and other separate political donations made by that entity or other person to the same party, elected member, group, candidate or person within the same financial year (ending 30 June) would, if aggregated, constitute a reportable political donation under subsection (1).
- (3) A political donation of less than an amount specified in subsection (1) made by an entity or other person to a party is to be treated as a reportable political donation if that and other separate political donations made by that entity or person to an associated party within the same financial year (ending 30 June) would, if aggregated, constitute a reportable political donation under subsection (1). This subsection does not apply in connection with disclosures of political donations by parties.
- (4) For the purposes of subsection (3), parties are associated parties if endorsed candidates of both parties were included in the same group in the last periodic Council election or are to be included in the same group in the next periodic Council election.

a person has a financial interest in a relevant planning application if:

- a) the person is the applicant or the person on whose behalf the application is made, or
- b) the person is an owner of the site to which the application relates or has entered into an agreement to acquire the site or any part of it, or
- c) the person is associated with a person referred to in paragraph (a) or (b) and is likely to obtain a financial gain if development that would be authorised by the application is authorised or carried out (other than a gain merely as a shareholder in a company listed on a stock exchange), or
- d) the person has any other interest relating to the application, the site or the owner of the site that is prescribed by the regulations.

persons are associated with each other if:

- a) they carry on a business together in connection with the relevant planning application (in the case of the making of any such application) or they carry on a business together that may be affected by the granting of the application (in the case of a relevant planning submission), or
- b) they are related bodies corporate under the *Corporations Act 2001* of the Commonwealth, or
- c) one is a director of a corporation and the other is any such related corporation or a director of any such related corporation, or
- d) they have any other relationship prescribed by the regulations.

Political Donations and Gifts Disclosure Statement to Council

If you are required under section 10.4 of the Environmental Planning and Assessment Act 1979 to disclose any political donations or gifts (see page 1 for details), please fill in this form and sign below.

Disclosure Statement Details					
Name of person making this disclosure statement			Planning application reference (e.g. DA number, planning application title or reference, property address or other description)		
Person's interest in the application (circle relevant option below) You are the APPLICANT YES / NO OR You are a PERSON MAKING A SUBMISSION IN RELATION TO AN APPLICATION YES / NO					
Reportable political donations or gifts made by person making this declaration or by other relevant persons					
<small>* State below any reportable political donations or gifts you have made over the 'relevant period' (see glossary on page 2). If the donation or gift was made by an entity (and not by you as an individual) include Australian Business Number (ABN). * If you are the applicant of a planning application state below any reportable political donations or gifts that you know, or ought reasonably to know, were made by any persons with a financial interest in the planning application, OR * If you are a person making a submission in relation to an application, state below any reportable political donations or gifts that you know, or ought reasonably to know, were made by an associate.</small>					
Donation or gift?	Name of donor (or ABN if an entity); or name of person who made the gift	Donor's residential address or entity's registered address or other official office of the donor; address of person who the made the gift or entity's address	Name of party or person for whose benefit the donation was made; or person to whom the gift was made	Date donation or gift was made	Amount/ value of donation or gift
Please list all reportable political donations and gifts and add extra pages if necessary — please note that this disclosure will be made public					
By signing below, I/we hereby declare that all information contained within this statement is accurate at the time of signing.					
<div style="text-align: center;">Signature(s) and Date</div> <div style="text-align: center;">Name(s)</div>					

15.12 Attachment # 7

Applicant contact details

tion?

Title	
First given name	Paula
Other given name/s	
Family name	Dickson
Contact number	0267713855
Email	newengland@gjgardner.com.au
Address	152 RUSDEN STREET ARMIDALE 2350
Application on behalf of a company, business or body corporate	Yes
ABN	77125412320
ACN	125412320
Name	MC & LY VARLEY PTY LTD
Trading name	MC & LY VARLEY PTY LTD
Is the nominated company the applicant for this applica	
ABN	77125412320
ACN	125412320
Name	MC & LY VARLEY PTY LTD
Trading name	MC & LY VARLEY PTY LTD
Is the nominated company the applicant for this application?	Yes
Yes	

Owner/s of the development site

Owner/s of the development site	There are one or more owners of the development site and the applicant is NOT one of them
Owner #	1
Title	
First given name	Darryl
Other given name/s	
Family name	Carter
Contact number	0427784147
Email	info@whyworry.com.au
Address	376 KINGSTOWN ROAD URALLA 2358
Owner #	2
Title	
First given name	Robyn
Other given name/s	
Family name	Carter
Contact number	0427784147
Email	info@whyworry.com.au
Address	376 KINGSTOWN ROAD URALLA 2358

I declare that I have shown this document, including all attached drawings, to the owner(s) of the land, and that I have obtained their consent to submit this application. - Yes

Note: It is an offence under Section 10.6 of the Environmental Planning and Assessment Act 1979 to provide false or misleading information in relation to this application.

Developer details

ABN	
ACN	
Name	
Trading name	
Address	
Email Address	

Development details

Application type	Development Application
Site address #	1
Street address	2 SOMERSET CLOSE URALLA 2358
Local government area	URALLA
Lot / Section Number / Plan	7/-/DP1253533 <input checked="" type="checkbox"/>
Primary address?	Yes
Planning controls affecting property	Land Application LEP Uralla Local Environmental Plan 2012 Land Zoning R2: Low Density Residential Height of Building NA Floor Space Ratio (n:1) NA Minimum Lot Size 5000 m² 560 m² Heritage NA Land Reservation Acquisition NA Foreshore Building Line NA

Proposed development

Proposed type of development	Shed
Description of development	Detached shed
Dwelling count details	
Number of dwellings / units proposed	1
Number of storeys proposed	1
Number of pre-existing dwellings on site	0
Number of dwellings to be demolished	0
Number of existing floor area	0
Number of existing site area	51,790
Cost of development	
Estimated cost of work / development (including GST)	\$16,000.00
Do you have one or more BASIX certificates?	No
Subdivision	
Number of existing lots	
Is subdivision proposed?	No
Proposed operating details	
Number of staff/employees on the site	2

Number of parking spaces	
Number of loading bays	
Is a new road proposed?	No
Concept development	
Is the development to be staged?	No, this application is not for concept or staged development.
Crown development	
Is this a proposed Crown development?	No

Related planning information

Is the application for integrated development?	No
Is your proposal categorised as designated development?	No
Is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats, or is it located on land identified as critical habitat?	No
Does the application propose a variation to a development standard in an environmental planning instrument (eg LEP or SEPP)?	No
Is the application accompanied by a voluntary planning agreement (VPA) ?	No
Section 68 of the Local Government Act	
Is approval under s68 of the Local Government Act 1993 required?	No
10.7 Certificate	
Have you already obtained a 10.7 certificate?	Yes
Was the 10.7 certificate applied for via the NSW Planning Portal?	No
Please enter 10.7 certificate number related to this application	190103
Tree works	
Is tree removal and/or pruning work proposed?	No
Local heritage	
Does the development site include an item of environmental heritage or sit within a heritage conservation area.	No
Are works proposed to any heritage listed buildings?	No
Is heritage tree removal proposed?	No
Affiliations and Pecuniary interests	
Is the applicant or owner a staff member or councillor of the council assessing the application?	No
Does the applicant or owner have a relationship with any staff or councillor of the council assessing the application?	No
Political Donations	
Are you aware of any person who has financial interest in the application who has made a political donation or gift in the last two years?	No
Please provide details of each donation/gift which has been made within the last 2 years	

Payer details

Provide the details of the person / entity that will make the fee payment for the assessment.

The Environmental Planning and Assessment Regulation 2000 and Council's adopted fees and charges establish how to calculate the fee payable for your development application. For development that involves building or other works, the fee for your application is based on the estimated cost of the development.

If your application is for integrated development or requires concurrence from a state agency, additional fees will be required. Other charges may be payable based on the Council's adopted fees and charges. If your development needs to be advertised, the Council may charge additional advertising fees. Once this application form is completed, it and the supporting documents will be submitted to the Council for lodgement, at which time the fees will be calculated. The Council will contact you to obtain payment. Note: When submitting documents via the NSW Planning Portal, credit card information should not be displayed on documents attached to your development application. The relevant consent authority will contact you to seek payment.

The application may be cancelled if the fees are not paid:

Company Name	MC & LY VARLEY PTY LTD
ABN	77 125 412 320
ACN	125 412 320
Trading Name	GJ GARDNER HOMES
Email address	newengland@gjgardner.com.au
Billing address	152 RUSDEN STREET ARMIDALE 2350

Application documents

The following documents support the application.

Document type	Document file name
Architectural Plans	Shed Specs (2)
Owner's consent	Owners Consent (8)
Section 10.7 Planning Certificate (formerly Section 149)	COS Land (4)
Site plans	SITE PLAN - CARTER (1)
Statement of environmental effects	DA Application - Shed (1)

Applicant declarations

I declare that all the information in my application and accompanying documents is , to the best of my knowledge, true and correct.	Yes
I understand that the development application and the accompanying information will be provided to the appropriate consent authority for the purposes of the assessment and determination of this development application.	Yes
I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.	Yes
I understand that the consent authority may use the information and materials provided for notification and advertising purposes, and materials provided may be made available to the public for inspection at its Offices and on its website and/or the NSW Planning Portal	Yes
I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act) under which it may be required to release information which you provide to it.	Yes
I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice	Yes
I agree to appropriately delegated assessment officers attending the site for the purpose of inspection.	Yes
I confirm that the change(s) entered is/are made with appropriate authority from the applicant(s).	

15.12 Attachment # 8

Conveyancing Act 1919 (NSW)

Instrument setting out terms of Easements or Profits a Prendre intended to be created or released and of Restrictions on the Use of Land or Positive Covenants intended to be created pursuant to Section 88B Conveyancing Act 1919 (NSW).

(Sheet 1 of 6 sheets)

Plan: **DP1253533**

Plan of Subdivision of Lot 9 DP 1231170
Covered by Subdivision Certificate No.

SC - 27 - 2012
Dated: 13.4.2017

Full name and address
of the owner of the land:

Timothy Kevin Bower and Sybilla Ursula
Bower, "Stanley Vale" PO Box 113 Uralla
NSW 2358

Part 1 (Creation)

Number of item shown in the intention panel on the plan	Identity of easement, profit a prendre, restriction or positive covenant to be created and referred to in the plan	Burdened lot(s) or parcel(s)	Benefited lot(s), road(s), bodies or Prescribed Authorities:
1	Easement for Services 3 Wide (A)	5 & 6	Lot 8 Uralla Shire Council
2	Easement for Overhead Powerlines 20 Wide (G)	5, 6, 7 & 8	Essential Energy
3	Easement to Supply Water 5 Wide and Variable (K)	6 & 8	Uralla Shire Council
4	Restriction on the Use of Land	5 & 7	Every other Lot from 5 to 7 inclusive
5	Restriction on the Use of Land	Each Lot 5 to 7	Every other Lot from 5 to 7 inclusive
6	Positive Covenant	Each Lot 5 to 7	Uralla Shire Council
7	Positive Covenant	5 to 8 Inclusive	Uralla Shire Council
8	Positive Covenant	Lot 8	Uralla Shire Council

Part 2 (Terms)

1. Terms of Easement for Services 3 Wide (A) firstly referred to in the Plan

1.1 The body and persons having the benefit of this easement may:

- Convey water, storm water, sewage, sullage and other fluid wastes in pipes through each lot burdened, but only within the site of this easement, and
- Do anything reasonably necessary for that purpose, including:
 - Entering the lot burdened, and

Instrument setting out terms of Easements or Profits a Prendre intended to be created or released and of Restrictions on the Use of Land or Positive Covenants intended to be created pursuant to Section 88B Conveyancing Act 1919 (NSW).

(Sheet 2 of 6 sheets)

Plan: **DP1253533**

Plan of Subdivision of Lot 9 DP 1231170
Covered by Subdivision Certificate No.

SC-27-2012

Dated: 13.4.2017

- ii. Taking anything on to the lot burdened, and
- iii. Using any existing line of pipes, and
- iv. Carrying out work, such as constructing, placing, repairing or maintaining pipes, channels, ditches and equipment.
- (c) In exercising those powers, the body and persons having the benefit of this easement must:
 - i. Ensure all work is done properly, and
 - ii. Cause as little inconvenience as is practicable to the owner and any occupier of the lot burdened, and
 - iii. Cause as little damage as is practicable to the lot burdened and any improvement on it, and
 - iv. Restore the lot burdened as nearly as is practicable to its former condition, and
 - v. Make good any collateral damage.

2. Terms of Easement for Overhead Powerlines 20 Wide (G) secondly referred to in the Plan.

- 2.1 Easement for overhead power lines in terms of Part A of Memorandum AG189384, as registered at the office of Land and Property Information of New South Wales.

3. Terms of Restriction on the Use of Land fourthly referred to in the Plan.

- 3.1 All lots burdened by this Restriction on the Use of Land shall have vehicular access only by the new road created by this subdivision, intended to be named Somerset Close. The proprietor of the burdened lot is not permitted to construct or otherwise provide any other vehicular access to the burdened lot.

4. Terms of Restriction on the Use of Land fifthly referred to in the Plan.

4.1 Main Buildings

- (a) The area of the main (residential) building constructed upon any lot to which the burden of this Restriction is attached ("any lot") shall not be less than one hundred and eighty square metres (180 sqm) being the liveable area defined by the external face of the brickwork of the main building excluding patios, verandahs and porches, but including any attached lock-up garage, provided that the liveable area of the main building constructed on the land excluding garages, patios, verandahs and porches, shall not be less than one hundred square metres (100sqm).
- (b) No main (residential) building shall be erected on any lot unless constructed of new materials and either of brick or brick veneer or cement composite weatherboard cladding (including Scyon) construction and roofing of either new tile or pre-coated roof material (including colourbond) or such other combination of materials as may be approved pursuant to the power to release vary or modify these restrictions contained in this Instrument.
- (c) No building materials are to be used in the walls and roofing in the main (residential) buildings constructed on any lot unless they are of non-reflective appearance.
- (d) No main (residential) building shall be used for any noxious or offensive trade or for any purpose which shall damage or be a nuisance or annoyance to the owner or occupier of any other lot.

LP

SB

[Signature]

Instrument setting out terms of Easements or Profits a Prendre intended to be created or released and of Restrictions on the Use of Land or Positive Covenants intended to be created pursuant to Section 88B Conveyancing Act 1919 (NSW).

3 ePlan
(Sheet 3 of 6 sheets)

Plan: **DP1253533**

Plan of Subdivision of Lot 9 DP 1231170
Covered by Subdivision Certificate No.

SC-27-2012

Dated: 13.4.2017

- (e) No existing dwelling house shall be partly or wholly moved to, placed upon, re-erected upon, reconstructed on or permitted to remain on any lot burdened.
- (f) No main (residential) building or buildings shall be used or permitted to be used other than for residential accommodation.
- (g) No mobile home or temporary or permanent moveable improvements for residence or tent, shack, garage, camper or caravan (except building huts required during construction, or mobile and temporary marketing offices used by the Vendor or any agent of the Vendor, shall be moved to, placed upon, re-erected upon, reconstructed on or permitted to remain on, or used for residential purposes on any Lot burdened.
- (h) All habitable main (residential) buildings and dwellings erected upon the subject land must be erected at least 20 metres from the lot boundaries.

4.2 Outbuildings

- (a) No outbuilding shall be erected or permitted to remain upon any lot burdened having external walls of materials other than specified in 4.1 of this restriction or having external walls other than of metal cladding, corrugated iron, galvanised steel sheet or aluminium sheet provided that such metal surface has a prefinished non-reflective paint surface with all trims similarly finished.
- (b) No single outbuilding shall be erected or permitted to remain on any lot burdened having a floor area exceeding one hundred and twenty square metres (120sqm) and having a height exceeding five (5) metres above natural ground level. No lot burdened shall have erected thereon outbuildings where the combined total area of such outbuildings exceeds one hundred and twenty square metres (120sqm).
- (c) Outbuildings in the character of vehicle garages or machinery sheds are not permitted to be erected in front of a residential dwelling and nor closer to the principal street frontage than the closest part of the residential building to the street frontage, unless such outbuildings are out of view from the said street frontage, and such outbuildings must not be erected within 20 metres from the boundary of any neighbouring Lot.
- (d) Any new wastewater management system installed on the land burdened by this restriction shall be serviced by an aerated rather than a transpiration wastewater system.
- (e) Construction and storage containers must be removed from the Lot upon completion of construction of the main buildings.

4.3 Roof Materials and Pitch

- (a) No building shall be erected or permitted to remain on any lot burdened unless such building has a roof comprised of tile, slate, clay or cement products or has a roof of corrugated iron, galvanised steel sheet, aluminium sheet or other surface (including new colourbond) provided that such iron or sheeting has a prefinished paint surface with all trims similarly finished.
- (b) All new roofs shall be constructed to have a minimum pitch of ten (10) degrees from the horizontal for all main buildings with the exception being for attached verandas, pergolas, awnings, courtyards, breezeways, walkways and porches provided that these roofs do not account for more than forty (40) percent of the total roof area.

4.4 Untidiness or disrepair

Instrument setting out terms of Easements or Profits a Prendre intended to be created or released and of Restrictions on the Use of Land or Positive Covenants intended to be created pursuant to Section 88B Conveyancing Act 1919 (NSW).

4 ePlan
(Sheet 4 of 6 sheets)

Plan: **DP1253533**

Plan of Subdivision of Lot 9 DP 1231170
Covered by Subdivision Certificate No.

S.C-27-2012

Dated: 13.4.2017

- (a) No lot burdened will be permitted to become or to remain untidy or unclean or to have thereon any buildings or fences which are in a state of disrepair.

4.5 Trailers, trucks, articulated vehicles

- (a) No trailer, caravan or boat shall be permanently stored on any lot burdened by these restrictions unless kept, placed and maintained under the roof of any main building or outbuilding.
- (b) No truck over three tonnes in weight shall be kept, placed, maintained or allowed to be placed or situate on any lot burdened by these restrictions, no unregistered vehicle of any kind shall be placed, maintained or allowed to be placed or situate on any lot burdened by these restrictions unless kept, placed and maintained under the roof of any main building or outbuilding.

4.6 Fencing

- (a) No fence shall be erected on the land hereby burdened which is of pre-coated material construction of the type known as "colourbond".
- (b) No fence shall be erected on any Lot burdened to divide it from any adjoining land except if such fence is either post and rail or post and wire or steel galvanised netting.
- (c) The Registered Proprietor shall maintain entrance gates and fencing as constructed as part of the development.

4.7 General restrictions

- (a) No Lot burdened shall be used for the purpose of keeping either greyhounds or whippets or hunting dogs or horses.
- (b) No Lot burdened shall be used for the purpose of either keeping pigs or poultry or lot feeding of livestock on a commercial basis.

5. Terms of Positive Covenant sixthly numbered in the Plan

- 5.1 The registered proprietor(s) of all Lots burdened by this covenant shall in respect of each Lot provide a 10 metre wide asset protection zone (APZ) to be managed as an inner Protection Zone (IPZ) in accordance with section 4.1.3 and Appendix 5 of the "Planning for Bush Fire Protection 2006 Policy" and the NSW Rural Fire Services document "Standards for asset protection zones".

6. Terms of Positive Covenant seventhly numbered in the Plan

- 6.1 The owner of the Lot burdened shall ensure management of weed control including follow-up weed suppression.
- 6.2 The owner of the Lot burdened shall retain all fallen timber and other potential habitat features.
- 6.3 The owner of the Lot burdened shall retain all mature canopy trees with a diameter at breast height (dbh) of greater than 200mm.

Instrument setting out terms of Easements or Profits a Prendre intended to be created or released and of Restrictions on the Use of Land or Positive Covenants intended to be created pursuant to Section 88B Conveyancing Act 1919 (NSW).

S ePlan
(Sheet 7 of 6 sheets)

Plan: **DP1253533**

Plan of Subdivision of Lot 9 DP 1231170
Covered by Subdivision Certificate No.

..... SL-27-2012

Dated:..... 13.4.2017

7. Terms of Positive Covenant eighthly referred to in the Plan.

7.1 A 50 metre wide landscaped buffer of soft plantings is to be established adjacent to the western boundary of Lot 842 in DP 857745 ("the buffer area"). Buildings are to be excluded from the buffer area. The buffer area is to be landscaped and in accordance with the NSW Rural Fire Services APZ "Standards for asset protection zones" requirements there shall be an Inner Protection Area for a distance of 10 metre from the boundary.

Name of Person(s) empowered to release, vary or modify the Restrictions on the Use of Land referred to fourthly in this Part 2 being fifthly referred to in the abovementioned Plan

Timothy Kevin Bower and Sybilla Ursula Bower and if Timothy Kevin Bower and Sybilla Ursula Bower are no longer the registered proprietors of any of the land comprised in the Plan of Subdivision then the person or persons for the time being registered as the proprietor of the land in the Plan of Subdivision having the benefit of or having common boundaries with the land the subject of request for such release or variation or modification of that restriction, and otherwise Uralla Shire Council.

Signed in my presence by Timothy Kevin Bower
who is personally known to me

..... [Signature]
Signature of witness

..... HUGH THOMAS PIPER
Name of witness

..... 32 MOORE STREET ARMIDALE NSW Solicitor
Address and occupation of witness

..... [Signature]

Signed in my presence by Sybilla Ursula Bower
who is personally known to me

..... [Signature]
Signature of witness

..... HUGH THOMAS PIPER
Name of witness

..... 32 MOORE STREET ARMIDALE NSW Solicitor
Address and occupation of witness

..... [Signature]

[Signature]

Instrument setting out terms of Easements or Profits a Prendre intended to be created or released and of Restrictions on the Use of Land or Positive Covenants intended to be created pursuant to Section 88B Conveyancing Act 1919 (NSW).

6 ePlan
(Sheet 1 of 6 sheets)

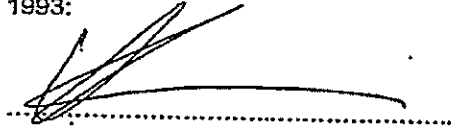
Plan: **DP1253533**

Plan of Subdivision of Lot 9 DP 1231170
Covered by Subdivision Certificate No.

SC-27-2012

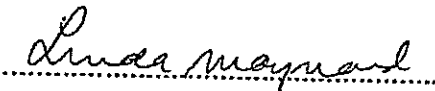
Dated: 13.4.2017

URALLA SHIRE COUNCIL by its Authorised Delegate pursuant to s.377 Local Government Act 1993:



Name: TERENCE SEYMOUR

I certify that I am an eligible witness and that the delegate signed in my presence:



Linda Maynard

Name of Witness

41-32 Salisbury St, Uralla

Address of Witness

EXECUTED BY ESSENTIAL ENERGY

EXECUTED BY ESSENTIAL ENERGY

by its duly appointed attorney under
power of attorney Book 145 No 88
In the presence of:



Signature of witness

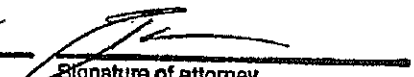
malinda white

Name of witness

8 Boller St

Port Macquarie


Address of witness



Signature of attorney

Martin English

Name and title of attorney


MICHAEL JAMES CR
REGISTERED SURVEYOR
NO 8267
PO Box 1563
ARMIDALE NSW 2

REGISTERED



11.6.2019

15.13 WORKS PROGRESS REPORT AS AT 30 MAY 2022



Department: Infrastructure & Development
Prepared by: Manager Civil Infrastructure
TRIM Reference: UINT/22/7282
Attachment: UINT/22/7718 Draft Capital Works Program June 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.3	A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycle ways that are adequate, interconnected and maintained
Strategy:	2.3.1	Provide an effective road network that balances asset conditions with available resources and asset utilisation
Activity:	2.3.1.1	Deliver road and drainage maintenance services and capital works programs
Action:	2.3.1.1.1	Deliver sealed roads bitumen maintenance program in line with established service levels and intervention points - per Transport Asset Management Plan
	2.3.1.1.2	Deliver sealed roads capital renewal program - per Transport Asset Management Plan
	2.3.1.1.4	Deliver unsealed roads grading program in line with established service levels and intervention points - per Transport Asset Management Plan
	2.3.1.1.5	Deliver unsealed roads re-sheeting program in line with established service levels – per Transport Asset Management Plan

SUMMARY:

1. The purpose of this report is to inform Council of the works that have been completed during the month, and works being undertaken in the current month and, when required, make additional recommendations for Council decision.

RECOMMENDATION:

- I. That Council note the report for the works completed or progressed during May 2022, and works programmed for June 2022.

REPORT:

2. Works Undertaken in May 2022

- **Main Road Maintenance**
MR73 Thunderbolts Way (Walcha), Thunderbolts Way and Bundarra Road, Kingstown Road, Kentucky area Bitumen patching
- **Sealed Roads Maintenance**
Uralla streets and rural roads Bitumen patching, mowing,
Bundarra Urban Streets Pothole patching, signs maintenance
- **Unsealed Roads Maintenance Grading**
Munsie Road, Dog Trap Road, Summer Hill Road, Old Kingstown Road, Goodes Road, Wilkinsons Road, Val View Road, Hardens Road, Gills Road, Mount Butler Lane, Val View Road, Rose Hill Road Graded
- Hillview Road, Talisker Road Resheeting
- **Construction**
Hawthorne Drive Stage 2 Drainage and pipe laying continuing
Guardrails on main roads Whipper snipping
- **Bridge / Sign**
School Zone Crossings Upgrade – Bundarra Central Median and Footpath Construction
- **Town and Parks**
Uralla Marking sporting ovals, mowing/slashing recreational areas
New sign at Wooldridge Reserve
Fertilising at Uralla Sporting Complex
Repair basketball backboard at Hampden Park
Commence water meter reading Maintenance of kerb blisters
Trim hedges at Old Cemetery

3. Works to be continued/undertaken in June 2022

- **Regional Sealed Road Maintenance** Bitumen patching, mowing, guide post replacements
- **Rural Sealed Roads Maintenance** Bitumen patching, mowing, drainage maintenance
- **Unsealed Roads Maintenance** Grading – Hillview Road, Barraba Road, Old Kingstown Road
- **Bridge/Sign**
St Josephs School, Uralla - Crossing upgrade Construct Medians and linking footpath
Uralla Central School – Crossing Upgrade Construct Medians and linking footpath
Roman Street Prepare base for kerb and gutter

- **Construction**
Hawthorne Drive Stage 2
Road widening and shoulder construction
- **Town Area**
General maintenance and up-keeping, mowing, slashing. Median and signs maintenance

4. The following road projects are funded and are scheduled to be undertaken/completed in coming months:

- **Project: Hawthorne Drive stage 2 construction**
Funded: Fixing Local Road and LRCI
Drainage works has continued on the project and the new piped culvert crossings are all completed. Tree clearing has also been completed. Shoulder construction for widening will commence in June 2022. Following this, pavement stabilisation of the sub-base will occur prior to constructing and sealing the base.
- **Project: Heavy Patching rural roads**
Fixing Local Roads (FLR) program and Local Roads and Community Infrastructure (LRCI) program have contributed to funding heavy patching on the sealed rural road network. Heavy patching on Northeys Road and Gostwyck Road will be tendered and programmed in the new financial year.
- The tender has been awarded to Stabilcorp for further heavy patching on Arding, Kliendienst and Kingstown Road. This is largely funded from the Roads to Recovery program. Arding Road's programmed commencement is mid-June 2022. This was initially programmed to all be completed in the 2021/22 year however due to wet weather and subsequent contractor availability will be completed in July 2022.
- **Project: Road Safety Program - School Zone Infrastructure sub Program.**
Uralla Shire Council has commenced a program of upgrades of the school crossings at Bundarra Central School – Bowline Street, St Josephs, Uralla – Wood Street and Uralla Central School – Park Street. This work has commenced in Bundarra with the main median island and kerb blisters constructed. The Uralla Shire Council construction team has moved onto the St Josephs island and footpath work in Wood Street Uralla. Following this the team will commence at Uralla Central School on Park Street; there is also a median island and kerb blisters to be constructed at this location. After the medians are installed, Uralla Shire Councils Asphalt contractor will undertake the resurfacing of the pavement in early 2022/23 prior to the line marking being installed.

This work will extend into next financial year. This will allow time for the asphalting and the signage and line marking installations.

- Funding under the Federal Assistance Grant for Urban rehabilitation program is the asphalting of:
 1. Uralla Street, Park Street to Salisbury Street, and
 2. King Street, McMahon to Maitland Street
 The asphalt work on Dangar Street has been deferred to a future program.

5. Capital Works Program 2022-23

Attachment 1 details the works programmed from June into next financial year. Such works programs are subject to change and can be influenced by weather, availability and performance of resources, funding, latent conditions, associated impacts on actual costs and grant funding constraints. Progress against the works program is reported to Council at least quarterly (usually monthly) and where required will include recommendations to amend the works program.

CONCLUSION:

6. The works progress report provides Council with information on the works completed or progressed during May 2022 and works programmed for June 2022. There is also a draft program available for review for the works continuing into the next financial year.

COUNCIL IMPLICATIONS:

7. **Community Engagement/ Communication (per engagement strategy)**
Weekly posts to Council's Facebook and internal weekly Councillor Bulletin keeps the community and councillors informed of progress.
8. **Policy and Regulation**
Procurement Policy; Infrastructure Asset Management Policy; and other applicable Civil Infrastructure and Works policies of Council; *Local Government Act (1993)*, *Roads Act (1993)*, *Work Health & Safety Act (2011)*, *Environmental Planning & Assessment Act (1979)* and Australian Standards.
9. **Financial (LTFP)**
In accordance with budget.
10. **Asset Management (AMS)**
In accordance with Asset Management Plan and condition assessment report.
11. **Workforce (WMS)**
Council staff and contractors.
12. **Legal and Risk Management**
Maintaining Council assets and improving safety to minimise legal and risk exposure.
13. **Performance Measures**
Works completed to appropriate standards.
14. **Project Management**
Manager of Civil Infrastructure, Overseer & Director Infrastructure & Development.

Works progress and draft 2021-22 Program - June 2022 - Expenditure to end of May 2022																
ID	Task Name	Comments	Estimates	Actual Costs to date	Duration	Start	Finish	% Complete	7/02	7/03	1 March	4/04	2/05	1 May	30/05	27/06
1	Renewals 1		\$2,005,993.00			Mon 17/06/19		71%								
2	Reseals		\$259,011.00	\$159,982		Mon 17/06/19		75%								
3	Reseals - Urban	\$72,109 - Dawkins Street Bundarra 0m to 1250, Rowan Avenue 1000 - 1250, Bowline Street 0 - 250, Darby Street 292 - 452, Court Street 0 - 500 (RTR)	\$71,864.00	\$45,723	4 days	Mon 28/02/22	Thu 3/03/22	100%								
4	Reseals - Rural - Program from John	\$193,20 - 0 fro m John's scheduleRocky River Road \$34,500, 250 - 1500m, Terrible Vale \$158,700, 3000 to 9000 (RTR)	\$187,147.00	\$114,259	5 days	Mon 28/02/22	Fri 4/03/22	100%								
5	Reseals - Regional		\$0.00	\$0	3 days	Wed 20/10/21	Fri 22/10/21	0%								
6	Rehabilitation - Sealed Rural Roads	21/22	\$1,144,892.00	\$315,228		Mon 17/06/19		63%								
7	Bergen Road - Safer Road Program (WO 1955)	(SAFER ROAD PROGRAM)	\$163,035.00	\$133,184	81 days	Mon 22/11/21	Sun 13/03/22	100%								
8	Roads TBC Heavy Patching Kingstown	Contractor (RTR)	\$378,162.00	\$0	28 days	Mon 4/07/22	Wed 10/08/22	0%								
9	Roads TBC Heavy Patching Arding	Contractor (RTR)	\$171,645.00	\$0	8 days	Mon 13/06/22	Wed 22/06/22	0%								
10	Roads TBC Heavy Patching Kliendienst	Contractor (RTR)	\$95,175.00	\$0	7 days	Thu 23/06/22	Fri 1/07/22	0%								
11	Kingstown rehab and seal to 7m wide FLR 2 21/22 (WO 2045)	(FLR and LRCI)	\$336,875.00	\$182,044	36 days	Mon 14/03/22	Sat 30/04/22	100%								
12	Northeys rehab and seal to 7m wide FLR2 22/23	(FLR and LRCI)	\$336,875.00	\$0	15 days	Thu 28/07/22	Wed 17/08/22	0%								
13	Gostwyck rehab and seal to 7m wide FLR2 22/23	(FLR and LRCI)	\$673,750.00	\$0	10 days	Thu 18/08/22	Wed 31/08/22	0%								
14	Rehabilitation - Sealed Urban Roads		\$182,100.00	\$0				0%								
15	Danger Street Shepherd chainage 0 - 250 Gostwyck rd to Mihi (Postponed to a later program)	FAGS	\$0.00	\$0				0%								
16	Uralla Street Shepherd chainage Park Street to Salisbury St 10 to 239	FAGS	\$95,400.00	\$0	2 days	Wed 27/07/22	Thu 28/07/22	0%								
17	King Street Shepherd chainage - McMahon to Maitland 330 to 600	FAGS	\$86,700.00	\$0	2 days	Fri 29/07/22	Mon 1/08/22	0%								
18	Rehabilitation - Regional Roads		\$381,818.00	\$386,236	56 days	Thu 14/04/22	Thu 30/06/22	100%								
19	REPAIR Program/Block Grant 50% - Bundarra Road (2 - 3km) (WO 2044)	\$39,211 unallocated (Regional Road Repair Program) 50% Block	\$381,818.00	\$386,236	56 days	Thu 14/04/22	Thu 30/06/22	100%								
20	Upgrading		\$3,317,951.00	\$2,359122	395 days	Mon 29/03/21	Fri 30/09/22	69%								
21	Hawthorne Drive (0 - 2.2km) Stage 1 (WO 1802)	Final carry over to be confimed after completion of financial statements	\$655,000.00	\$675,524	110 days	Mon 29/03/21	Fri 27/08/21	100%								
22	Hawthorne Drive (2.2-5.3km) Stage 2 3.15km in total (WO 1950)	Insurance. FLR and LRCI 2	\$1,080,620.00	\$266,710	134 days	Mon 28/02/22	Thu 1/09/22	25%								
23	Tolleys Gully Bridge -Design & Bridge Construction (WO 1233)	Final carry over to be confimed after completion of financial statements (GLE)	\$594,000.00	\$613,509	256 days	Mon 10/05/21	Sat 30/04/22	100%								
24	Tolleys Gully Bridge -New bridge access road & approaches (WO 1934)	(GLE)	\$506,000.00	\$568,348	261 days	Mon 2/08/21	Sat 30/07/22	75%								
25	Old Gostwyck Road upgrade	(LRCI2)	\$153,055.00	\$90,370	14 days	Mon 2/08/21	Thu 19/08/21	100%								
26	Hariet Gully Road upgrade	(LRCI2)	\$83,300.00	\$53,292	7 days	Mon 23/08/21	Tue 31/08/21	100%								
27	Corey Road upgrade	(LRCI2)	\$48,220.00	\$26,112	5 days	Mon 6/09/21	Fri 10/09/21	100%								
28	Footpath (Bundarra) (WO 1900, 1901)	Carried over from 20/21	\$60,256.00	\$57,217	35 days	Mon 21/06/21	Fri 6/08/21	100%								
29	Kerb & Gutter (Roman Street) - Cul-de-sac (WO 1936) (Design Complete)	Carried over from 20/21. Council / Contractor	\$137,500.00	\$8,040	150 days	Mon 7/03/22	Fri 30/09/22	10%								
30	Resheeting		\$656,113.00	\$197,593	164 days	Mon 1/11/21	Thu 16/06/22	33%								
31	Unsealed Rural Roads (WO - various)	(FAGS, RTR)	\$634,769.00	\$146,000	109 days	Mon 17/01/22	Thu 16/06/22	30%								
32	Unsealed Regional Roads (WO1943, 1961)	(Block)	\$21,344.00	\$51,593	5 days	Mon 1/11/21	Fri 5/11/21	100%								
33	Others		\$180,000.00	\$73,441	130 days	Mon 4/04/22	Fri 30/09/22	35%								
34	School Zone Infrastructure (WO 1975, 1976, 1977)	(FRS School Zone Program)	\$180,000.00	\$73,441	130 days	Mon 4/04/22	Fri 30/09/22	35%								
Project: Draft - Capital Works Program		Task	<div></div>	Project Summary	<div></div>	Manual Task	<div></div>	Start-only	<div></div>	Deadline	<div></div>					
		Split	<div></div>	Inactive Task	<div></div>	Duration-only	<div></div>	Finish-only	<div></div>	Progress	<div></div>					
		Milestone	<div></div>	Inactive Milestone	<div></div>	Manual Summary Rollup	<div></div>	External Tasks	<div></div>	Manual Progress	<div></div>					
		Summary	<div></div>	Inactive Summary	<div></div>	Manual Summary	<div></div>	External Milestone	<div></div>	Slippage	<div></div>					

15.14 URALLA SHIRE BUSINESS CHAMBER AWARDS SPONSORSHIP



Department: Community Services
Prepared by: Director Community Services
TRIM Reference: UINT/22/7559
Attachment: UI/22/3894 – USBC invitation to sponsor 16 June 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.1	An attractive environment for business, tourism and industry.
Strategy:	2.1.2	Promote the Uralla Shire to business and industry and increase recognition of the area's strategic advantages.
Goal:	2.2	Growing and diversified employment, education and tourism opportunities.
Strategy:	2.2.2	Support and encourage existing business and industry to develop and grow.

SUMMARY:

1. The purpose of this report is to enable Council to consider the opportunity to again support businesses within Uralla Shire and promote the Council's association with the Uralla Shire Business Chamber (USBC) by sponsoring their 2022 Business Awards night to be held in the Uralla Showground Pavilion on 29 July 2022.

RECOMMENDATION:

That Council resolve to offer to sponsor the Uralla Shire Business Chamber Awards 2022 as a Gold Partner at a cost of \$300 and advise that the Mayor and _____ will attend the Awards dinner (offered as part of that sponsorship package).

REPORT:

2. In 2021 Council resolved to sponsor the Uralla Shire Business Chamber (USBC) Awards with a Gold Package worth \$300.
3. It is understood that the Awards Night is an important event for the USBC as both a night to recognise and promote the work of businesses within the Shire and as a key fundraiser event.
4. Council is not a 'member' of the USBC.
5. There are three sponsorship packages proposed as detailed in the attachment:
 - a. Platinum Partners \$1,500
 - b. Gold Partners \$300
 - c. Silver Partners \$100
6. Sponsorship of the Awards night aligns with Council's strategies *to promote the Uralla Shire to business and industry* and *to support and encourage existing business and industry to develop and grow*.

7. Council has not specifically budgeted to sponsor the Awards night; however, there is a \$1,000 budget line for 'donations' in the draft 2022-23 budget.

Conclusion

8. Should Council wish to offer to sponsor the USBC Awards Night 2022 they should make a resolution to do so and specify the level of sponsorship.

COUNCIL IMPLICATIONS

9. Community Engagement/Communication

Invitation from USBC to sponsor the event.

Sponsorship of the event supports local business and the USBC and promotes Council's association with the USBC.

10. Policy and Regulation

Local Government Act 1993

Local Government Regulations (General) 2005

Sponsorship Policy 2013

11. Financial/Long Term Financial Plan

If Council resolves to sponsor the Uralla Shire Business Chamber Awards the costs will be allocated to Community Events-Other in Council's operating budget of \$1,000 for 2022/23.

12. Asset management/Asset Management Strategy

Nil

13. Workforce/Workforce Management Strategy

Nil

14. Legal and Risk Management

Nil

15. Performance Measures

Nil

16. Project Management

Director Community Services

From: [Corinne](#)
To: awards@urallabusinesschamber.org.au
Subject: Uralla Shire Business Awards: Invitation Partnership Opportunities 2022
Date: Thursday, 16 June 2022 12:39:57 PM

Uralla Shire Business Awards: Partnership Opportunities 2022

The Uralla Shire Business Chamber will be holding the 2022 Awards night in the Uralla Showground Pavilion on 29th July 2022. We are inviting you to be a Partner in our gala event and join us in this great opportunity to promote your business and celebrate excellence.

Partnership Opportunities

PLATINUM PARTNERS \$1,500

- Promoted as platinum sponsor for the awards night
- Promotion of your business on the Chamber website and Facebook page, including links back to your business
- Four complimentary tickets to the awards night
- Opportunity to display your business banner on stage during the awards night
- Inclusion of your business on the awards night tickets and menu
- Included in rolling slideshow which will be on display during the night
- Opportunity to present an award category at the awards night
- Company Logo engraved on all trophies

GOLD PARTNERS \$300

- Promoted as gold sponsor for the awards night
- Promotion of your business on the Chamber website and Facebook page, including links back to your business
- Two complimentary tickets to the awards night
- Included in rolling slideshow which will be on display during the night

SILVER PARTNERS \$100

- Promoted as silver sponsor for the awards night
- Promotion of your business on the Chamber website and Facebook page, including links back to your business
- Included in rolling slideshow which will be on display during the night

To make the most of this opportunity to promote your business contact: Corinne Annetts, Executive Member Uralla Shire Business Chamber. awards@urallabusinesschamber.org.au 0416509295; or send me an email that says what level sponsor you want to be, a copy of your logo, a one-line promotional statement, and about 100 words to promote your business. The earlier you are on board the more promotion you will get.

Corinne Annetts
USBC Awards Committee
Executive Committee USBC

Corinne

M: 0416 509 295

15.15 COUNCIL APPOINTMENT OF DELEGATE TO BULGARANDA (MT YARROWYCK) MANAGEMENT BOARD



Department: General Manager's Office
Prepared by: Executive Assistant
TRIM Reference: UINT/22/6867
Attachment: UINT/22/6882 Lease Armidale Local Aboriginal Land Council and Anaiwan Local Aboriginal Land Council to the Minister for Energy and Environment

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 1.3 A diverse and creative culture that celebrates our history:

- More people participating in art and cultural activities.
- Indigenous history is shared and celebrated.
- Heritage listed built form is protected.

SUMMARY:

1. Council has received a request to appoint a senior staff member to the Bulagaranda (Mt Yarrowyck) Management Board.
2. The terms of the lease set up a board of management which includes the appointment of Council's General Manager to the Board subject to Council's agreement.
3. Board sitting fees are payable to Council (not the General Manager).

RECOMMENDATION:

Council delegate the General Manager as their appointee to Bulgaranda (Mt Yarrowyck) Management Board.

REPORT:

4. Bulagaranda (Mt Yarrowyck) celebrated a formal hand-back to Bulagaranda Aboriginal Owner in a ceremony held on 30 April 2022 at Mt Yarrowyck Nature Reserve.
5. A lease has been formalised (see attachment #1) subject to native title and other existing interests.

"The Minister, Secretary LALCs and Aboriginal Owners intend the joint management of Bulagaranda (Mt Yarrowyck) Aboriginal Area to be a great success, and they have negotiated the terms of this Lease to Support that outcome". (Excerpt from page 8 (p))

6. The lease formalises the request for Council to nominate a representative from senior staff to be present on the Bulgaranda (Mt Yarrowyck) Management Board:

"Aboriginal Negotiating Panel and the Local Aboriginal Land Council (LALCs) have expressed a wish to ensure that the local government council appointee to the Board has seniority, experience and skills necessary to make them an effective member of the Board. Accordingly, all

Parties intend that the nominee should be the general member or another senior staff member of the council". (Excerpt from page 21 (7.9)

7. As Council remunerates the General Manager, sitting fees are payable to Council as follows:
 - Chair – full day \$350 – half day \$175
 - Members – full day \$220 – half day \$110
8. The board is required to meet a minimum of 4 times a year, most likely a Saturday, subject to determination by the board.

CONCLUSION:

9. The proposed request supports our Society Pillar 1.3 A diverse and creative culture that celebrates our history in the Community Strategic Plan 2022-2032.

COUNCIL IMPLICATIONS

10. Community Engagement/Communication

The request has been in line with regulatory requirements and Council's Community Strategic Plan 2022-2032.

11. Policy and Regulation

Lease (attachment 1)

12. Financial/Long Term Financial Plan

Sitting fees are payable to Council.

13. Asset management/Asset Management Strategy

Nil

14. Workforce/Workforce Management Strategy

General Manager or delegate (senior staff member)

15. Legal and Risk Management

Minimal - Management of the Board agree to obtain insurance cover under the Services Miscellaneous Insurance Policy against personal injury sustained whilst engaged in official duties in relation to Bulagaranda.

16. Performance Measures

Nil

17. Project Management

General Manager

This and the following 47 pages comprise Annexure A to Lease dated from Armidale Local Aboriginal Land Council and Anaiwan Local Aboriginal Land Council to the Minister for Energy and Environment

Annexure A

Bulagaranda (Mt Yarrowyck) Aboriginal Area Part 4A Lease

Armidale Local Aboriginal Land Council

Anaiwan Local Aboriginal Land Council

Minister for Energy and Environment

**Secretary of the Department of Planning,
Industry and Environment**

**Secretary of the Department of Premier and
Cabinet**

Bulagaranda (Mt Yarrowyck) Aboriginal Area Part 4A Lease

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Bulagaranda (Mt Yarrowyck) Aboriginal Area Part 4A Lease

Date

This Lease is made on the Commencement Date.

Parties

Armidale Local Aboriginal Land Council (ABN 74 878 382 043), constituted by section 50 of the *Aboriginal Land Rights Act 1983* (**Armidale LALC**)

Anaiwan Local Aboriginal Land Council (ABN 78 199 722 356), constituted by section 50 of the *Aboriginal Land Rights Act 1983* (**Anaiwan LALC**)

The Hon. Matthew Kean, MLA, Minister for Energy and Environment, as the Minister Administering the *National Parks & Wildlife Act 1974*, for and on behalf of the State of New South Wales (**Minister**)

Jim Betts, Secretary of the Department of Planning, Industry and Environment, as the Secretary with functions under the *National Parks and Wildlife Act 1974* (excluding Part 6 of that Act) (**Secretary**).

Tim Reardon, Secretary of the Department of Premier and Cabinet, as the Secretary with functions under Part 6 of the *National Parks and Wildlife Act 1974* (**Secretary of DPC**).

Background

- A. The area of land that has been known in recent years as Mt Yarrowyck Nature Reserve (Mt Yarrowyck), is a small part of a broad interconnected landscape that has physically and spiritually sustained, and that has been held, lived in, travelled over, used, managed and cared for by, Anaiwan people and neighbouring language groups from time immemorial. As a result, Mt Yarrowyck is laced with strands of belief, mythology, history, meaning and customary rights by which contemporary Anaiwan people and others are connected to it and to the surrounding landscape.
- B. The Land Rights Act is beneficial legislation intended to compensate Aboriginal people in NSW for historical injustice and to help address current disadvantage.
- C. Armidale LALC and Anaiwan LALC are Local Aboriginal Land Councils constituted under the Land Rights Act, with the objects and functions prescribed by the Land Rights Act, and whose memberships include people with a cultural association with Mt Yarrowyck.
- D. After due investigation, the Registrar of the Land Rights Act has recorded the names of the Aboriginal Owners in the Register of Aboriginal Owners kept under Division 3, Part 9 of that Act, being satisfied that they:

- i. are directly descended from the original Aboriginal inhabitants of the cultural area in which Mt Yarrowyck is situated, and
 - ii. have a cultural association with Mt Yarrowyck that derives from the traditions, observances, customs, beliefs or history of the original Aboriginal inhabitants of the land, and
 - iii. have consented to the entry of their names in the Register.
- E. The Minister is responsible for the administration of the National Parks Act (except Division 3 of Part 3 and Parts 6 and 6A of that Act) and, as such, has functions specified in that Act. These include the functions under Part 4A of the National Parks Act relating to the hand back, leasing and reservation of lands listed in Schedule 14 of that Act.
- F. The Secretary and the Secretary of DPC have functions under the National Parks Act.
- G. Mount Yarrowyck is presently reserved as a Nature Reserve under the National Parks Act. After the creation of the original nature reserve in 1983, the reserve has been added to several times – in 2007, 2009 and 2011.
- H. In 1996 Mount Yarrowyck Nature Reserve was listed on Schedule 14 to the National Parks Act as land of recognised cultural significance to Aboriginal people.
- I. On 25 February 2015, Armidale LALC and Anaiwan LALC wrote to the Minister advising that the LALCs wished to have the present reservation of Mount Yarrowyck Nature Reserve revoked so that those lands may be vested in the LALCs as tenants in common in return for;
 - i. a lease of the lands from the LALCs to the Minister (to be negotiated under Part 4A of the National Parks Act); and
 - ii. a reservation of the lands in accordance with Part 4A of the National Parks Act.
- J. Pursuant to section 71H of the National Parks Act, for the purpose of conducting negotiations under Part 4A of the National Parks Act, the Minister administering the Land Rights Act appointed a negotiating panel (the Aboriginal Negotiating Panel) from amongst the Aboriginal Owners to represent Aboriginal persons having a cultural association with Mt Yarrowyck.
- K. The Minister and Secretary (represented by officers of the Service), the LALCs and the Aboriginal Negotiating Panel have negotiated the terms of this Lease pursuant to Part 4A of the National Parks Act in good faith.
- L. Recognising that Mt Yarrowyck represents only a small part of the cultural landscape in which it is situated, the Minister and Secretary have separately promised to negotiate a memorandum of understanding with the Aboriginal Owners, Armidale LALC and Guyra LALC in relation to the co-management of each of Booroolong, Duval, Imbota, Yina and Mother of Ducks Lagoon Nature Reserves.
- M. As a result of the negotiations for this Lease, the Minister, the LALCs and the Aboriginal Negotiating Panel proposed that the classification of Mt Yarrowyck Nature Reserve under the National Parks Act, as listed in Schedule 14, be changed from nature reserve to Aboriginal area when the lands are vested in the LALCs.
- N. Further, the LALCs and the Aboriginal Negotiating Panel have recommended that the land should be renamed Bulagaranda (Mt Yarrowyck) Aboriginal Area when it is reserved under Part 4A of the National Parks Act.

- O. Accordingly, pursuant to section 71N of the National Parks Act, the Minister caused notification of the proposal to change the classification of Mt Yarrowyck to an Aboriginal area to be tabled in both Houses of Parliament. No resolution of the kind referred to in section 71N(3) disallowing the change of classification was passed by either House.
- P. The Minister, Secretary, LALCs and Aboriginal Owners intend the joint management of Bulagaranda (Mt Yarrowyck) Aboriginal Area to be a great success, and they have negotiated the terms of this Lease to support that outcome.

Operative provisions

1. Definitions and interpretation

1.1 Definitions

In this Lease, the following capitalised words and expressions have the following meanings:

Word or expression	Meaning
<i>Aboriginal Owners</i>	of Bulagaranda, means the persons whose names are entered on the Register of Aboriginal Owners because of the persons' cultural association with Bulagaranda.
<i>Account</i>	the separate account required by section 138(1A) to be kept within the Fund for Bulagaranda.
<i>Anaiwan LALC</i>	Anaiwan Local Aboriginal Land Council, being the Local Aboriginal Land Council constituted by section 50 of the Land Rights Act for the Anaiwan Local Aboriginal Land Council area and being one of the Parties to this Lease.
<i>Armidale LALC</i>	Armidale Local Aboriginal Land Council, being the Local Aboriginal Land Council constituted by section 50 of the Land Rights Act for the Armidale Local Aboriginal Land Council area and being one of the Parties to this Lease.
<i>Board</i>	the board of management for Bulagaranda established pursuant to Division 6 of Part 4A of the National Parks Act and this Lease.
<i>Bulagaranda</i>	all of the lands previously reserved as Mt Yarrowyck Nature Reserve and, from the Commencement Date, reserved as Bulagaranda (Mt Yarrowyck) Aboriginal Area, being the lands comprised in: <ul style="list-style-type: none"> • Lot 33 DP 755851, • Lot 111 DP 753683, • Lot 12 DP 1127360, • Lot 1 DP 1142424, and • Lots 1012, 1014 and 1015 DP 1085937,

Word or expression	Meaning
	<ul style="list-style-type: none"> the former Crown public road within Lot 1015 DP 1085937, and the former Crown public road separating Lot 12 DP 1127360 from Lot 1012 DP 1085937, <p>and depicted as shaded in green on the maps at Schedule 2, together with any additional lands added to Bulagaranda after the Commencement Date pursuant to Division 8 of Part 4A of the National Parks Act.</p>
Business Day	any day of the week excluding any Saturday, Sunday or public holiday.
Commencement Date	<p>the date on which the proclamation referred to in section 71O of the National Parks Act is published in the Gazette, which date is, in accordance with section 71AF of that Act, to be inserted in this Lease as:</p> <ul style="list-style-type: none"> (a) the date of execution of the lease, and (b) the date of the commencement of the Term.
CPI	the Consumer Price Index for Sydney (all groups) published from time to time by the Australian Bureau of Statistics.
Cultural Area	the area that the original inhabitants of which are the direct forebears of the Aboriginal Owners, being (approximately) the area depicted on the map at Schedule 3.
Cultural Information	in relation to Bulagaranda, means all information about the culture, customs, history, beliefs and practices of the Aboriginal Owners or their forebears and all biographical information about those people.
Fund	the National Parks and Wildlife Fund kept at the NSW Treasury in the Special Deposits Account in accordance with the National Parks Act.
Guyra LALC	Guyra Local Aboriginal Land Council, being the Local Aboriginal Land Council constituted by section 50 of the Land Rights Act for the Guyra Local Aboriginal Land Council area.
Interim Advisory Committee	the advisory committee established by the memorandum of understanding made between the Secretary, the Aboriginal Negotiating Panel, Armidale Local Aboriginal Land Council and Anaiwan Local Aboriginal Land Council and dated 10 May 2017.
LALC	either Anaiwan LALC or Armidale LALC, as the case may be.
LALCs	Anaiwan LALC and Armidale LALC, both jointly and severally.
Land Rights Act	the <i>Aboriginal Land Rights Act 1983</i> (NSW).

Word or expression	Meaning
<i>Law</i>	includes the common law, principles of equity, and laws made by parliament/legislature (and laws made by parliament/legislature includes all acts and also all regulations and other instruments under them, and all consolidations, amendments, re-enactments or replacements of any of them).
<i>Lease</i>	As the context requires: <ul style="list-style-type: none"> (a) the lease of Bulagaranda to the Minister pursuant to Part 4A of the National Parks Act and the provisions of this document; and/or (b) this document setting out the provisions of that lease.
<i>Local Aboriginal Business</i>	a business that is at least 51% owned and controlled by Local Aboriginal Persons and includes a LALC to the extent that it may be operating a business.
<i>Local Aboriginal Person</i>	an Aboriginal person who: <ul style="list-style-type: none"> (a) is an Aboriginal Owner; (b) has a cultural association with; or (c) lives in, the Cultural Area.
<i>Minister</i>	the Minister responsible for the administration of the National Parks Act from time to time, who, at the Commencement Date, is the Minister for the Energy and Environment and Heritage, and who is one of the Parties to this Lease.
<i>National Parks Act</i>	the <i>National Parks and Wildlife Act 1974</i> (NSW).
<i>Native Title Act</i>	the <i>Native Title Act 1993</i> (Cth).
<i>Outgoings</i>	includes all rates, levies, charges, duties, or taxes payable in respect of Bulagaranda.
<i>Parties</i>	Anaiwan LALC, Armidale LALC, the Minister and the Secretary, and <i>Party</i> means any one of them.
<i>Plan of Management</i>	a plan of management under Part 5 of the National Parks Act in relation to Bulagaranda.
<i>Registrar</i>	the Registrar whose office and functions are established by the Land Rights Act.
<i>Secretary</i>	the Secretary of the Department of Planning, Industry and Environment who is one of the Parties to this Lease and has functions under the National Parks Act (see clause 12(3) of the <i>Administrative Arrangements (Administrative Changes – Public Service Agencies) Order 2019</i>).

Word or expression	Meaning
<i>Secretary of DPC</i>	the Secretary of the Department of Premier and Cabinet who is one of the Parties to this Lease and has functions under Part 6 of the National Parks Act (see clause 5 of the <i>Administrative Arrangements (Administrative Changes—Miscellaneous) Order 2020</i>)
<i>Service</i>	the New South Wales National Parks and Wildlife Service described in Division 1 of Part 2 of the National Parks Act.
<i>State</i>	the State of New South Wales.
<i>Term</i>	the term of this Lease being the period described in clause 4.2.

1.2 Meaning of consult

Where in this Lease there is reference to an obligation on the Minister or Secretary or Secretary of DPC to consult with another person about a matter, the obligation of the Minister or Secretary is to:

- (a) fully explain what is proposed to the person;
- (b) provide an opportunity for the person to make informed comment or submission;
- (c) properly consider any oral or written submissions made or advice given by the person;
- (d) advise the Minister's or Secretary's decision; and
- (e) if the decision is contrary to the views expressed by the person, provide reasons for not following that person's views.

1.3 Interpretation

In this Lease, unless the context requires otherwise, the following rules of interpretation apply:

- (a) **(headings and notes)** headings (including those in brackets at the beginning of a paragraph) and notes are for convenience only and do not affect the interpretation of this document;
- (b) **(rules of construction)** no rule of construction operates to the detriment of a Party only because that Party was responsible for the preparation of this Lease or a relevant part of it;
- (c) **(clauses, schedules and annexures)** a reference to a clause, schedule or annexure is a reference to a clause in or annexure or schedule to this Lease;
- (d) **(statutes)** a reference to any statute includes all:
 - (i) regulations and other instruments under it; and
 - (ii) consolidations, amendments, re-enactments or replacements of any of them;
- (e) **(singular and plural)** the singular includes the plural and vice versa;
- (f) **(forms of speech)** if a word or expression is defined, other parts of speech or grammatical forms of the same word or expression have corresponding meanings;

- (g) **(person)** the word “person” includes a company, association, corporation or other body corporate, or a partnership or any government agency and may include the Board;
- (h) **(includes)** the word “includes” or “including” is not to be construed as a limitation;
- (i) **(dollars)** Australian dollars, dollars, A\$ or \$ is a reference to Australian currency;
- (j) **(agreement in favour of two or more persons)** an agreement, representation or warranty in favour of two or more persons is for the benefit of each of them individually and every two or more of them jointly;
- (k) **(executors, administrators, successors)** a reference to a particular person includes a reference to the person’s executors, administrators, successors, and permitted assigns;
- (l) **(office)** a reference to a statutory office includes a reference to the person or officer performing the duties of that office from time to time however titled; and
- (m) **(variations or replacement)** a reference to a document, including this Lease, includes any variation or replacement of that document.

2. Minister’s and Secretary’s acknowledgements about Bulagaranda and the Aboriginal Owners

2.1 Bulagaranda

The Minister and Secretary acknowledge that Bulagaranda:

- (a) is one small part of a broad interconnected landscape that has physically and spiritually sustained, and that has been held, lived in, travelled over, used, managed and cared for by, Anaiwan people and neighbouring language groups from time immemorial,
- (b) is laced with strands of belief, mythology, history, meaning and customary rights by which the Aboriginal Owners are connected to it and to the surrounding landscape, and
- (c) is a place of special cultural significance to the Aboriginal Owners.

2.2 Aboriginal Owners

The Minister and Secretary acknowledge that the Aboriginal Owners:

- (a) are directly descended from the original Aboriginal inhabitants of the Cultural Area, and
- (b) have a cultural association with Bulagaranda that derives from the traditions, observances, customs, beliefs or history of the original Aboriginal inhabitants of that land.

2.3 Cultural use and management

The Minister and Secretary acknowledge that the fundamental purposes of Bulagaranda being vested in the LALCs, reserved under Part 4A of the National Parks Act as an Aboriginal area, leased to the Minister under this Lease and managed by the Board, are to facilitate:

- (a) the ongoing cultural connection between the Aboriginal Owners and Bulagaranda, and
- (b) in particular, the cultural use and management of Bulagaranda by the Aboriginal Owners,

and the Minister and Secretary agree to work with the LALCs, the Board and the Aboriginal Owners to support these purposes.

3. LALCs statutory acknowledgements about Bulagaranda

3.1 Bulagaranda is held on behalf of Aboriginal Owners

Note: This clause is intended to satisfy the requirement in s 71AD(1)(g) of the National Parks Act.

- (a) Pursuant to section 71AD(1)(g) of the National Parks Act, the LALCs acknowledge that on and from the Commencement Date, they hold Bulagaranda on behalf of the Aboriginal Owners.
- (b) The LALCs also acknowledge that they are required by section 52(2)(e) of the Land Rights Act, when exercising their functions in relation to Bulagaranda, to act in the best interests of the Aboriginal Owners.

3.2 LALCs must comply with the National Parks Act

Note: This clause is intended to satisfy the requirement in s 71AD(1)(j) of the National Parks Act.

- (a) Pursuant to section 71AD(1)(j) of the National Parks Act, the LALCs acknowledge that they and their employees, contractors and agents must comply with the provisions of the National Parks Act, any other Act applying to Bulagaranda, the National Parks Regulations and any Plan of Management in force, including provisions concerning the protection of animals, trees, timber, plants, flowers and vegetation.
- (b) This clause is not intended to affect the entitlement of Aboriginal Owners referred to in clause 11.1.

3.3 Land dealings are prohibited or restricted

Note: This clause is intended to satisfy the requirement in s 71AD(1)(n) of the National Parks Act.

Pursuant to section 71AD(1)(n), the LALCs acknowledge that:

- (a) neither Bulagaranda, nor any part of Bulagaranda, may be the subject of any sale, exchange, disposal or mortgage; and
- (b) to the extent to which Bulagaranda may otherwise be dealt with, any such dealing must be only with the prior written consent of the Minister.

3.4 Public access

Note: This clause is intended to comply with s 71AD(1)(m) of the National Parks Act.

Pursuant to section 71AD(1)(m) of the National Parks Act, the LALCs acknowledge that while ever Bulagaranda is reserved under Part 4A of that Act, the public generally has (subject to any Plan of Management in force) a right of access to Bulagaranda in accordance with the Act and the National Parks Regulations.

4. Lease

4.1 Lease

The LALCs lease Bulagaranda to the Minister for the Term subject to the provisions in this Lease.

4.2 Term

- (a) The Term is 30 years beginning on the Commencement Date and expiring at midnight on the 30th anniversary of that date.
- (b) Pursuant to section 71AD(1)(c) of the National Parks Act, the Lease may be renewed for a further term of 30 years, with no limitation on the number of times the lease may be so renewed, provided that each Party consents to the renewal.

4.3 Holding over

- (a) The Parties acknowledge that pursuant to section 71AL of the National Parks Act, upon the expiry of the then current Term, the Minister holds over under the Lease until such time as the Lease is renewed or replaced.
- (b) The Parties agree that the provisions of this Lease continue to apply during any period of holding over.

4.4 Permitted use

- (a) The Minister acknowledges that Bulagaranda is leased solely for the purposes of it being:
 - (i) reserved under the National Parks Act as an Aboriginal Area, and
 - (ii) managed as an Aboriginal Area in accordance with Part 4A of the National Parks Act and this Lease.
- (b) The Minister must not use Bulagaranda for any other purpose other than as set out in subclause (a) without the agreement in writing of the LALCs.

4.5 Name

The Minister must not change the name under which Bulagaranda is reserved unless this has been agreed to by the Board and the LALCs.

4.6 Acknowledgement that Lease is subject to native title

Note: This clause is intended to satisfy the requirement in s 71AD(1)(a) of the National Parks Act.

Pursuant to s 71AD(1)(a) of the National Parks Act, the Parties acknowledge that the Lease is subject to any native title that exists in relation to Bulagaranda on the Commencement Date. Nothing in the Lease affects the native title rights, if any, existing in relation to Bulagaranda on that date.

4.7 Acknowledgement that Lease is subject to other existing interests

Note: This clause is intended to satisfy the requirement in s 71AD(1)(k) of the National Parks Act.

- (a) Pursuant to s 71AD(1)(k) of the National Parks Act, the Parties acknowledge that the Lease is subject to any existing interest within the meaning of section 39 of the National Parks Act, any licence issued under Part 9 of the Act, any lease, licence, franchise or easement granted under Part 12 of the Act and any authority or consent issued under the Act or the regulations affecting Bulagaranda, or any part of Bulagaranda, that was current on the Commencement Date.
- (b) However, the Minister warrants that, as at the Commencement Date, there is no such existing interest, licence, lease, franchise, easement, authority or consent affecting Bulagaranda or any part of it.

4.8 Sub-leasing and licensing etc.

Note: This clause is intended to satisfy the requirement in s 71AD(1)(l) of the National Parks Act.

- (a) The Minister may grant, extend or extinguish any interest, licence, lease, sublease, franchise, easement, authority or consent of a kind referred to in section 71AD(1)(k) of the National Parks Act, or of any kind, in relation to Bulagaranda only with the written approval of the Board.
- (b) The requirement in subclause (a) is in addition to any other requirements or obligations that may apply to the Minister, including any such requirements or obligations in the National Parks Act.
- (c) All lessees, sub-lessees, licensees and grantees must be required by the Minister or Secretary to take out and maintain adequate insurances (including public liability insurance) appropriate to the nature of their interests.

4.9 LALCs' right of inspection

- (a) To enable them to be satisfied that Bulagaranda is being used only for the permitted purpose and in accordance with this Lease, the LALCs are entitled to enter and inspect Bulagaranda at any reasonable time during the Term and any holding over upon giving reasonable notice.
- (b) This right is in addition to, and does not limit, all other rights that Board members, staff, agents and members of the LALCs may have to enter Bulagaranda.

5. Rent and other payments

Note: This clause is intended to comply with s 71AE of the National Parks Act.

5.1 Obligation to pay rent and other amounts

In consideration for the LALCs leasing Bulagaranda, the Minister must make the payments set out in this clause 5.

5.2 Annual payment of rent

- (a) The Minister must pay rent annually in accordance with this clause 5.2.
- (b) The initial rent payable by the Minister is \$20,000 per annum.
- (c) Subject to subclause (e), the Minister must pay the rent in advance on or before 31 July every year of the Term and any holding over.
- (d) The amount of rent payable for the first and last years of the Term, and for any other period that is less than one full year, is to be a proportionate amount of the annual rent amount, determined by dividing the number of days in the period by 365 and multiplying the result by the annual rent amount.
- (e) For the first part year of the Term, the rent is to be paid within 28 days of the Commencement Date.

5.3 Annual payment of Operational Funds and Community Development Funds

- (a) In addition to the rent, and subject to clause 5.5, the Minister must pay:
 - (iii) \$65,000 per annum in annual Operational Funds; and
 - (iv) \$70,000 per annum in Community Development Funds,for the Term and any holding over.
- (b) Subject to subclause (d), the Operational Funds and Community Development Funds must be paid in advance on or before 31 July every year of the Term and any holding over.
- (c) The amount of Operational Funds and Community Development Funds payable for the first and last years of the Term, and for any other period that is less than one full year, is to be a proportionate amount of the annual amount, determined by dividing the number of days in the period by 365 and multiplying the result by the annual amount.
- (d) For the first part year of the Term, the Operational Funds and Community Development Funds are to be paid within 28 days of the Commencement Date.

5.4 Payment of Establishment Project Funds

- (a) In addition to the rent and other funds referred to above, the Minister must pay \$110,000 in Establishment Project Funds in 3 instalments in accordance with this clause 5.4
- (b) The first instalment of Establishment Project Funds is to be an amount \$36,000 paid within 28 days of the Commencement Date.
- (c) The second and third instalments of the Establishment Project Funds are to be amounts of \$37,000 each paid on or before 31 July in each of the following 2 years.

5.5 Annual CPI adjustments

- (a) **(Rent)** Subject to subclause (c), on 1 July in each year during the Term and any holding over (other than a year for which rent has been determined by a rent review pursuant to clause 5.6), the amount of rent payable for that year is to be calculated by multiplying the annual rent payable in respect of the immediately previous year by A/B where:

A = the Annual CPI figure most recently published prior to the 1 July on which the rent is being adjusted; and

B = the Annual CPI figure last published prior to the previous 1 July.

- (b) **(Operational Funds and Community Development Funds)** Subject to subclause (c), on 1 July in each year during the Term and any holding over, the amount of Operational Funds and Community Development Funds payable for that year is to be calculated by multiplying the annual amount payable in respect of the immediately previous year by A/B where:

A = the Annual CPI figure most recently published prior to the 1 July on which the funds are being adjusted; and

B = the Annual CPI figure last published prior to the previous 1 July.

- (c) **(Adjustment must not result in decrease)** No adjustment pursuant to this clause 5.5 is to occur for any year if this would result in the annual rent payable for that year being less than the annual rent payable for the previous year.

5.6 Rent reviews

- (a) Every 5 years of the Term and any holding over, the amount of rent payable is to be reviewed by the Parties and if they consider it necessary re-determined.
- (b) Rent reviews under this clause 5.6 will generally occur as part of a 5 yearly review of this Lease, which is required under section 71AH of the National Parks Act and clause 17 of this Lease.

5.7 Rent and other amounts to be paid into the Account

- (a) Pursuant to sections 71AE(9) and 138(1)(b1) of the National Parks Act, the Minister must pay all rent to the credit of the Account.
- (b) The Minister must also pay all other amounts required by this clause 5 to the credit of the Account.

6. Other obligations in relation to Bulagaranda

6.1 Outgoings

- (a) The Minister must meet the cost of all Outgoings payable in respect of the Term and any holding over.
- (b) If the LALCs are ever required by a third party to pay any such Outgoings, then upon being given proof of the payment, the Minister must reimburse the LALCs or LALC within 28 days.
- (c) If a particular decision of the Board results in an extraordinary one off Outgoing becoming payable, and in the Minister's or Secretary's reasonable view this ought to be paid out of the Account, the Minister or Secretary may request the Board to authorise payment out of the Account.

6.2 Minister to assume LALCs' obligations under land management statutes

- (a) During the Term and any holding over, the Minister must, at the Minister's own expense, promptly and diligently discharge all of the LALCs' duties and obligations as owners, occupiers or managers of Bulagaranda imposed by or arising under all land management statutes.
- (b) Without limiting subclause (a), the Minister must discharge all of the LALCs' duties and obligations arising under the:
 - (i) *Rural Fires Act 1997* (NSW);
 - (ii) *Noxious Weeds Act 1993* (NSW);
 - (iii) *Pesticides Act 1999* (NSW);
 - (iv) *Wild Dog Destruction Act 1921* (NSW); and
 - (v) *Rural Lands Protection Act 1998* (NSW).
- (c) The Parties acknowledge that the obligations imposed on the Minister under this clause 6.2 may fall within the scope of the care, control and management of Bulagaranda, and that the Minister may direct the Board to take all actions necessary to comply with this clause 6.2 and that the Minister's obligations may be discharged by the Board.
- (d) To facilitate the Minister's discharge of these duties and obligations, if the LALCs receive a notice or instrument in relation to Bulagaranda pursuant to a land management statute, they will promptly give a copy of the notice to the Minister or the Secretary as soon as practicable.
- (e) In addition, the Minister must notify all relevant authorities of the commencement of the Lease and request that any notice or legal instrument under any land management statute that may be served upon the LALCs in respect of Bulagaranda is also served upon the Minister.

6.3 Public liability insurance

The Minister must maintain public liability insurance for Bulagaranda.

6.4 Recurrent funds

- (a) The Minister and Secretary acknowledge that prior to the Commencement Date, the care, control and management of Mt Yarrowyck Nature Reserve was being paid for out of recurrent funds available for the administration of the National Parks Act ("**Recurrent Funds**").
- (b) The Minister and Secretary agree that neither the vesting and reservation of Bulagaranda under Part 4A, nor this Lease, are intended to, or will, lead to any reduction in the proportion of Recurrent Funds allocated for the care, control and management of Bulagaranda.
- (c) The Minister and Secretary must ensure that during the Term and any holding over, Recurrent Funds continue to be equitably and adequately allocated to the care, control and management of Bulagaranda (including for such things as Outgoings, facility maintenance, and pest and fire management) as if Bulagaranda remained under the care, control and management of the Secretary.

- (d) To enable the Board to satisfy itself that Recurrent Funds are being equitably and adequately allocated for the care, control and management of Bulagaranda in accordance with this Clause 6.4, the Secretary must ensure that the Board:
 - (i) is kept advised of the cyclical budgetary processes and deliberations for allocating Recurrent Funds,
 - (ii) is able to participate in those processes and deliberations in so far as they relate to Bulagaranda, and
 - (iii) is routinely made aware of the outcomes of those processes.
- (e) To avoid any doubt, where under either the National Parks Act, Law generally, or this Lease the Minister or Secretary has an obligation in relation to Bulagaranda, the performance of that obligation is not to be funded out of the Account.
- (f) As a consequence of subclause (e), and without limiting the effect of that subclause, both:
 - (i) the delivery of the joint management coordination support services pursuant to clause 8.2; and
 - (ii) the provision of Board training pursuant to clause 8.4,
 are to be funded out of Recurrent Funds and not out of the Account.

7. The Board of management

7.1 Establishment

Note: This clause is intended to comply with s 71AN of the National Parks Act.

- (a) The Minister must establish the Board as soon as it is practicable to do so after the Commencement Date.
- (b) The Minister must take all reasonable steps to ensure that there is always a Board with a full complement of appointed members.

7.2 Composition of the Board

Note: The composition of the Board must be in accordance with section 71AN of the National Parks Act.

Having regard to the fact that Bulagaranda is jointly held by the LALCs, the Minister agrees that the Board will have 13 members and that this will include one nominee from each of the LALCs.

7.3 Functions and powers

- (a) The Board will have the powers and functions of a board of management for Part 4A lands under the National Parks Act, including those set out in section 71AO of that Act.
- (b) The Board will have such other functions as may be given to it by this Lease.

- (c) The Parties acknowledge that pursuant to the National Parks Act, the Board will not be a body corporate, will not have legal personality, may not hold property in its own name and may not sue or be sued in its own name.
- (d) The Board may seek independent advice in connection with the performance of its functions.

7.4 Deputies

- (a) The Minister must appoint a deputy for every Board member.
- (b) A person who is disqualified from appointment as a Board member is also disqualified from appointment as a deputy.

7.5 Term of office

- (a) Board members and deputies are to hold office for 4 years from the date of their appointment.
- (b) The instrument of appointment for a Board member or deputy may state that the Board member or deputy will remain in office after their term has ended until their replacement has been appointed, but not so as to result in any Board member remaining in office:
 - (i) for more than 12 months after the expiry of his or her term, or
 - (ii) for any longer than the 6 year maximum referred to in section 71AP of the National Parks Act.

7.6 Disqualification from office as a Board member

- (a) The Minister must not appoint as a Board member or deputy a person who is disqualified from managing corporations for the purposes of the *Corporations Act 2001* (Cth).
- (b) The Minister must revoke the appointment of any Board member or deputy who becomes disqualified from managing corporations for the purposes of the *Corporations Act 2001* (Cth).

7.7 Procedures for appointing members of the Board

- (a) **(Call for nominations)** The Minister must cause notice calling for nominations to be given to the relevant person or persons not less than 8 months prior to the expiry of the term of office of an outgoing Board member. The notice is to advise a closing date for nominations, which date must not be less than 6 months prior to the expiry of the outgoing Board members' term.
- (b) **(Notice for nomination of Aboriginal Owner Board members)** In relation to Aboriginal Owner positions on the Board, the Minister is to ensure that the notice is given to at least:
 - (i) the LALCs; and
 - (ii) the Registrar of the Land Rights Act,
 and that it is also published in the Koori Mail and in a newspaper circulating in the Cultural Area.

- (c) **(Consultation with the LALCs)** Before making appointments to the local government, local landowner and conservation group Board positions, the Minister must consult with the LALCs about the nominations to those positions.

7.8 Aboriginal Owner Board member selection process

- (a) The Minister agrees that, generally, Aboriginal Owner Board members and deputies should be appointed following and in accordance with a selection process conducted amongst the Aboriginal Owners.
- (b) Nothing in this clause 7.8 obliges the Minister to refrain from appointing Aboriginal Owner Board members or deputies until an Aboriginal Owner selection process has been conducted where:
 - (i) an appointment is required as a matter of urgency, or
 - (ii) it appears unlikely to Minister, on reasonable grounds, that a process will be completed within a reasonable timeframe or at all.

7.9 Local Government Board member

The Minister acknowledges that the Aboriginal Negotiating Panel and the LALCs have expressed a wish to ensure that the local government council appointee to the Board has seniority, experience and skills necessary to make them an effective member of the Board. Accordingly, all Parties intend that the nominee should be the general manager or another senior staff member of the council .

7.10 Meeting procedures

Note: See also Schedule 14A to the National Parks Act.

Pursuant to clause 8 of Schedule 14A to the National Parks Act, the Board may determine its own procedures for the calling of meetings and for the conduct of business at those meetings. The Minister and Secretary must ensure that any such agreed procedures are recorded in writing and provided to the LALCs.

7.11 Indemnity for Board members

The Minister agrees that the State will indemnify all Board members and deputies when they are acting in good faith in the discharge of their duties under this Lease, the National Parks Act or Law generally (and whether acting individually or collectively).

7.12 Insurance cover for Board members

- (a) The Minister agrees that all members of the Board will be able to obtain cover under the Service's Miscellaneous Insurance policy (or such other similar insurance policy in place from time to time) against any personal injury sustained by them while engaged in official duties both on and off Bulagaranda.
- (b) Should an accident occur whilst any Board member is using his or her private vehicle on Board business, then:

- (i) the amount claimable for property damage against the Service will be limited to an amount equal to the basic excess on that vehicle's comprehensive insurance policy; and
- (ii) provision to the Service of prior evidence of comprehensive insurance coverage of a Board member's private vehicle will be required before any amount is claimable for property damage.

7.13 Accounting and audit

- (a) The Parties acknowledge that s71AQ of the Act requires the Board to:
 - (i) cause proper accounts and records to be kept in relation to all its operations;
 - (ii) before the commencement of each financial year, prepare and submit to the Minister a detailed budget relating to its proposed operations during that financial year;
 - (iii) furnish the Minister with such information relating to each budget as the Minister may request;
 - (iv) monitor its financial activities to determine whether it is operating in accordance with its budget; and
 - (v) in each year, as soon as practicable after 30 June, but on or before 1 October, forward to the Minister an annual report of its operations for the 12 months ending on 30 June in that year.
- (b) The Parties acknowledge that Division 3 of Part 3 of the *Public Finance and Audit Act 1983* requires the Board to:
 - (i) cause proper books and records to be kept in relation to all of its operations;
 - (ii) prepare financial statements for each financial year; and
 - (iii) submit such financial statements to the Minister and to the Auditor-General not later than 6 weeks after the end of the financial year to which they relate.
- (c) The Parties acknowledge that, pursuant to s 71AO of the National Parks Act, the Board exercises its functions, subject to the control and direction of the Minister, and the Parties agree that the Minister may direct:
 - (i) that financial dealings of the Board and the operation of the Account will be subject to the scrutiny of the Service's ongoing internal audit program, in the same manner and to the same extent as the scrutiny given to the accounting processes and financial dealings of the Service branch within which the Bulagaranda lands are located, and
 - (ii) that the Board to comply with the Service's Accounting Manual in the administration of its account payment and other accounting and financial administration practices
- (d) The Minister and Secretary agree to bear all costs associated with any audit of the Board's accounts, including any internal audit of the kind referred to in subclause (c).

- (e) The Parties agree it is their understanding that if there ever is no Board in existence, the Secretary may fulfil any obligations under Division 3 of Part 3 of the *Public Finance and Audit Act 1983* in relation to the Account.
- (f) The Minister and Secretary are to ensure that the LALCs receive copies of the Board's:
 - (i) annual budgets and any information in relation to the budget's requested by the Minister,
 - (ii) annual reports of operations, and
 - (iii) audited financial statements,
 within 28 days of such documents being finalised.

8. Minister and Secretary to assist the Board

8.1 Assistance to the Board generally

The Minister and Secretary must give the Board, and must ensure that the Board is given, all reasonable assistance the Board requires to properly understand its functions and perform them effectively.

8.2 Joint management coordination

- (a) Without limiting the Minister's and Secretary's obligations in clause 8.1, the Minister and Secretary must provide joint management coordination support ("**Joint Management Coordination Support**") in accordance with this clause 8.2 to directly assist the Board and to help ensure that effect is given to the Board's decisions.
- (b) The Joint Management Coordination Support is to include:
 - (i) facilitating effective communication between the Board and the Service;
 - (ii) arranging and coordinating Board meetings as needed, including arranging transport, accommodation, meeting venues and the like;
 - (iii) ensuring the Board is provided with the information and briefings it needs to make properly informed decisions;
 - (iv) providing, or arranging the provision of, advice that may be required by the Board;
 - (v) attending at Board meetings and taking minutes;
 - (vi) maintaining records of Board meetings;
 - (vii) assisting the Board to prepare budgets, maintain financial records and prepare annual operational reports in accordance with section 71AQ of the National Parks Act;
 - (viii) assisting the Board to comply with its obligations under the *Public Finance and Audit Act 1983* and other applicable legislation;
 - (ix) monitoring the implementation of Board decisions; and
 - (x) reporting to the Board on the implementation of Board's decisions.

- (c) The officer or officers of the Service providing the Joint Management Coordination Support must be clearly identified, and must be reasonably available, to all Board members.
- (d) The Minister and Secretary agree that the Joint Management Coordination Support is not the responsibility of the Board member nominated by the Secretary and referred to in section 71AN(3)(d) of the National Parks Act.
- (e) The Parties agree it is desirable that some or all of the Joint Management Coordination Support should be the responsibility of an officer of the Service who is an Aboriginal Owner or Local Aboriginal Person.
- (f) However, the Parties acknowledge that subclause (e) does not create an enforceable obligation on the Minister or Secretary to employ a Local Aboriginal Person to provide the Joint Management Coordination Support.

8.3 Clear, accurate and timely information and briefings

- (a) The Minister and Secretary acknowledge that Board procedures may be unfamiliar to some Board members and that Board members may have varying degrees of literacy and numeracy, experience and capability.
- (b) Having regard to this, and without limiting the Minister's and Secretary's obligations in clause 8.1, the Minister and Secretary must ensure:
 - (i) that the Service provides the Board with the accurate information and clear advice it requires to understand and perform its functions,
 - (ii) that all written briefings and submissions the Service gives to the Board are written in clear and plain language, so that they are readily understandable, and
 - (iii) that all written briefings and submissions are provided to the Board in a timely fashion, allowing Board members to read and consider them before they are required to make any decision.

8.4 Board induction and training

- (a) The Minister and Secretary must provide appropriate training for all Board members to meet the Board members' reasonable training needs.
- (b) Without limiting subclause (a), the Minister and Secretary must provide:
 - (i) induction training in accordance with subclause (c) for all new Board members as soon as practicable after their appointment (which training is to be offered at the same time to existing Board members as a refresher);
 - (ii) governance training; and
 - (iii) cultural capabilities training in accordance with subclauses (d) to (f).
- (c) **(Induction training)** The induction training for Board members is to cover at least:
 - (i) the legal and institutional framework for the joint management of Bulagaranda, including this Lease;
 - (ii) the respective roles and functions of each of the Board, the Minister, the Secretary and the Service in relation to the care, control and management of Bulagaranda;

- (iii) the management principles applicable under the National Parks Act and any Plan of Management;
 - (iv) the rights and entitlements of the Aboriginal Owners and of members of the public; and
 - (v) the procedures and responsibilities of the Board and Board members,
- and must include the provision of an induction pack in which the Board members receive all documents necessary for understanding and performing their roles (including Part 4A and Schedule 14A of the National Parks Act and this Lease).
- (d) **(Cultural capabilities training)** In addition, and without limiting subclause (a), the Minister must ensure that cultural capabilities and cross-cultural relationship training is provided for all Board members who are not Local Aboriginal Persons.
 - (e) All Board members who are Local Aboriginal Persons must also be invited to participate in the cultural capabilities and cross-cultural relationship training.
 - (f) The cultural capabilities and cross-cultural relationship training is to be given by a provider agreed to by the Aboriginal Owner Board members.

9. The Account

9.1 Establishment of the Account

- (a) As soon as practicable after the Commencement Date, and before any money is paid into the Fund pursuant to this Lease, the Minister must ensure that the Account is established in accordance with section 138(1A) of the National Parks Act.
- (b) The Board may direct that money paid into the Account from different sources or for different purposes is paid into different sub-accounts within the Account.

9.2 Payments into the Account

- (a) The Minister must ensure that:
 - (i) the rent and all other amounts payable under clause 5;
 - (ii) all monies received in respect of matters of the kind referred to in section 138(1)(b) of the National Parks Act in relation to Bulagaranda (including amounts received in respect of any interest, licence, lease, franchise, easement, authority or consent of a kind referred to in section 71AD(1)(k) of the National Parks Act, or of any kind);
 - (iii) all interest on the investment of the Account pursuant to section 138(1C) of the National Parks Act;
 - (iv) any gifts or bequests received by the State, the Minister, the Secretary or the Service for the benefit of the Board or of Bulagaranda, and
 - (v) any other amounts paid into the Fund in respect of Bulagaranda,
 are carried into the Account.

- (b) However, any amount paid to the State, the Minister, the Secretary or the Service by way of a gift of bequest expressed to be for the benefit of the Aboriginal Owners is to be paid to the LALCs to hold and use for the benefit of the Aboriginal Owners.
- (c) In addition, the Board may require that any amount obtained from an alternative funding source in relation to the management of Bulagaranda, is to be paid into the Fund and carried into the Account. The Minister and Secretary will ensure that any such requirement is complied with.

9.3 Payments out of the Account

- (a) No payments are to be made from the Account without authorisation by the Board.
- (b) For the purposes of subclause (a), the Board is taken to have authorised a payment from the Account if the Board has approved a contract under which the payment is required. The Secretary may proceed to make such payment even if the Board has ceased to exist by the date of the payment.
- (c) The LALCs acknowledge that, pursuant to sections 71AE(9) and 139(5) of the National Parks Act, the Account may be applied only to:
 - (i) the management of Bulagaranda (including the preparation of a Plan of Management); and
 - (ii) in accordance with the provisions of any Plan of Management.
- (d) The Parties record their understanding that “management of Bulagaranda”, for the purposes of section 139(5) of the National Parks Act, includes:
 - (i) obtaining independent advice relevant to the performance of the Board’s functions;
 - (ii) facilitating or conducting cultural activities and land use and management practices on Bulagaranda;
 - (iii) facilitating or improving the capacity of Aboriginal Owners and other Local Aboriginal People to participate in the management of Bulagaranda;
 - (iv) facilitating or improving the capacity of Aboriginal Owners and other Local Aboriginal People to obtain employment or take advantage of business opportunities afforded by the joint management of Bulagaranda,
 - (v) development of the kind prescribed for the purposes of section 72AA(6) of the National Parks Act;
 - (vi) development and implementation of the Community Development Plan referred to in clause 13.5; and
 - (vii) acquiring lands for addition to Bulagaranda (where this is agreed to as set out in clause 14.1).

10. Care, control and management of Bulagaranda

Note: This clause is intended to comply with s 71AD(1)(f) of the National Parks Act. In this regard see also s 63(2) of the National Parks Act.

See also s 71AO of the National Parks Act which provides for the statutory functions of boards of management of Part 4A National Parks.

10.1 Care, control and management vested in the Board

The Parties acknowledge that from the date the Board is established:

- (a) the Secretary no longer has the care, control and management of Bulagaranda; and
- (b) the care, control and management of Bulagaranda is vested in the Board in accordance with Part 4A of the National Parks Act.

10.2 Interim Advisory Committee

- (a) The Secretary agrees that prior to the Board being established, the Secretary will continue to consult with the Interim Advisory Committee in relation to all matters concerning the care, control and management of Bulagaranda.
- (b) The Minister and the Secretary agree to meet the reasonable costs of consulting with the Interim Advisory Committee, including any reasonable travel and accommodation costs, and other related out of pocket expenses, of members of that Committee.

10.3 Giving effect to the Board's decisions

- (a) The Minister and Secretary must, subject to subclause (c), the National Parks Act, Law generally, and any Plan of Management, do all things necessary to ensure that full effect is given to the Board's decisions in relation to Bulagaranda.
- (b) Without limiting subclause (a), the Minister or Secretary (as the case may be) must give effect to that subclause by:
 - (i) **(Directions to the Service)** giving all necessary directions to the Service required to implement the Board's decisions and directions;
 - (ii) **(Cooperative land management arrangements with neighbours)** if the Board reaches agreement with the owner or lessee of land in the vicinity of Bulagaranda in relation to cooperative land management activities, entering into and giving effect to such agreement; and
 - (iii) **(Law enforcement)** commencing or authorising the commencement of proceedings pursuant to section 191 of the National Parks Act if requested to do so by the Board.
- (c) The Minister and Secretary are not required to implement or give effect to a decision of the Board if the Board has refused or failed to authorise any necessary associated payment out of the Account.

- (d) If the Minister or Secretary considers that giving effect to a decision of the Board would be contrary to the National Parks Act or Law generally, or to a Plan of Management, the Minister or Secretary must advise the Board of this and give the Board a written explanation.
- (e) Pursuant to section 71AD(1)(h) of the National Parks Act, the Parties acknowledge that officers of the Service are (subject to any Plan of Management in force and to any directions given and supervision and oversight exercised by the Board) entitled to exercise on and with respect to Bulagaranda any power, authority, duty or function conferred or imposed on any one or more of them by or under the National Parks Act or any other Act.

Note: This subclause is intended to comply with s 71AD(1)(h) of the National Parks Act.

- (f) The Minister and Secretary acknowledge that in accordance with section 71BH of the Act, the Secretary and all officers of the Service must, when exercising any power, authority, duty or function conferred or imposed on them under the National Parks Act in relation to the management of Bulagaranda have regard to the interests of the Aboriginal Owners of the Lands.

10.4 Availability of the Service's resources

Minister and Secretary agree to make reasonable resources, staff and equipment of the Service available for the care, control and management of Bulagaranda.

10.5 Plan of Management

Note: See Part 5 of the National Parks Act, and s 72 in particular.

- (a) The Minister agrees to ensure, including by giving all necessary directions, that the Board in consultation with the Secretary, prepares a Plan of Management as soon as practicable.
- (b) The Parties agree that any Plan of Management is to be prepared having regard to (without limitation):
 - (i) the matters and principles set out in clause 2; and
 - (ii) the matters referred to in s 72AA(6)(c) of the National Parks Act and clause 80 of the National Parks and Wildlife Regulation 2009, and to any Community Development Plan.
- (c) The Minister must meet all costs associated with publicly exhibiting, conducting public consultations in relation to, and the formal adoption of, any Plan of Management.

10.6 Voluntary work

- (a) The Minister acknowledges that there may be occasions when Aboriginal Owners, LALC members or other Local Aboriginal People wish to undertake voluntary work on or off Bulagaranda on land use and management projects approved by the Board.

- (b) Voluntary work of the kind described in subclause (a) may occur but the Minister may reasonably require that such volunteers be supervised by Service staff or be given appropriate training in the use of relevant equipment and in the principles and practices of occupational health and safety in the workplace.
- (c) Where Aboriginal Owners, LALC members or other Local Aboriginal People undertake voluntary work pursuant to this clause 10.6, the Minister must ensure that they will be covered under the Service's Miscellaneous Insurance Policy (or other similar insurance policy in effect from time to time) against any injury sustained by them during their carrying out or arising from that work.

11. Cultural use, Aboriginal heritage and cultural knowledge

11.1 Cultural use of Bulagaranda

Note: This acknowledgement is intended to comply with s 71AD(1)(i) of the National Parks Act.

See also the exemptions in Part 7 of the National Parks Regulation, which apply to Aboriginal people generally.

- (a) The Parties acknowledge that the Aboriginal Owners, and any other Aboriginal persons who have the consent of the Aboriginal Owner Board members, are entitled (subject to the National Parks Act and any other Act applying to Bulagaranda and to any Plan of Management) to enter and use Bulagaranda for hunting or fishing for, or the gathering of, traditional foods for domestic purposes and for ceremonial and cultural purposes to the extent that that entry or use is in accordance with the tradition of the Aboriginal Owners.
- (b) The LALCs acknowledge that pursuant to section 71AO(2) of the National Parks Act, the Board has the function of considering and approving, or withholding approval for, proposals by Aboriginal Owners or other Aboriginal people to conduct cultural activities on Bulagaranda.
- (c) The LALCs agree that hunting with firearms on Bulagaranda is undesirable and it is their wish that any Plan of Management should prohibit it.
- (d) All Parties agree that Aboriginal Owners must never be charged a fee for access to or use of Bulagaranda under this clause 11.1.

11.2 Care, preservation and protection of Aboriginal objects and places on Bulagaranda

- (a) **(Protocol)** The Secretary and the Secretary of DPC agree to comply with any protocol or protocols developed and agreed between the Secretary, the Secretary of DPC and the Board relating to the care, preservation and protection of Aboriginal objects, including Aboriginal remains, found or located on Bulagaranda.
- (b) **(Notification of new finds)** The Secretary and Secretary of DPC agree to ensure that the Board is given notice of any new finds of Aboriginal objects on Bulagaranda by:
 - (i) the Service, or
 - (ii) any person who gives notice of such finds under section 89A of the National Parks Act.

- (c) **(New finds to remain in situ)** Unless and until the Board directs otherwise, all new finds are to be left in situ. However, this subclause (c) is not intended to prevent staff of the Service from moving an Aboriginal object without having first sought the Board's direction, if this is necessary in order to protect the object from immediate harm.
- (d) **(Transfer of Aboriginal objects)** The Minister, Secretary and Secretary of DPC acknowledge that the Aboriginal Owners are Aboriginal owners entitled in accordance with Aboriginal tradition to possession, custody or control of Aboriginal objects found on Bulagaranda (whether before or after the Commencement Date) for the purposes of section 85A of the National Parks Act.
- (e) If requested to do so by the Aboriginal Owners, the Secretary of DPC will transfer any or all Aboriginal objects found on Bulagaranda to the possession, custody and control of one or both of the LALCs on behalf of the Aboriginal Owners.
- (f) The LALCs agree that where ownership of Aboriginal objects has been transferred but the objects are returned to or remain on Bulagaranda, the care, preservation and protection of the objects will fall within the care, control and management of Bulagaranda under the Board.
- (g) For the purposes of this clause 11.2, a request made by the Aboriginal Owner members of the Board will be taken to be a request of the Aboriginal Owners.
- (h) **(Secretary of DPC's Part 6 functions)** The Secretary of DPC agrees not to grant or vary an Aboriginal heritage impact permit under Division 2 of Part 6 of the National Parks Act in relation to Bulagaranda or any Aboriginal object or place located on Bulagaranda, without consulting the Board.

11.3 Cultural information

- (a) Subject to subclause (c), the Minister, the Secretary and the Secretary of DPC agree to compile, and provide the Board and LALCs with a complete copy of, all documented Cultural Information in relation to Bulagaranda and the Aboriginal Owners in the custody, possession or control of both or either of them.
- (b) The compiled documented Cultural Information is to be provided:
 - (i) to the LALCs - as soon as practicable after the Commencement Date, and
 - (ii) to the Board – as soon as practicable after its establishment.
- (c) The Minister, the Secretary and the Secretary of DPC are not obliged to provide a copy of any documented Cultural Information if this would be contrary to an agreement with a person who provided the information or document.
- (d) The Minister, Secretary and the Secretary of DPC agree that the Board's care, control and management of Bulagaranda will include control over the use of all Cultural Information in relation to Bulagaranda in the custody, possession and control of the Minister or the Secretary or the Secretary of DPC.
- (e) The LALCs acknowledge that the Board's control over the use of Cultural Information will be subject to any conditions and restrictions that may apply to the use of that information by the Minister, Secretary or Secretary of DPC.

12. Laws, instruments and decisions affecting Bulagaranda and the rights of the LALCs or Aboriginal Owners

12.1 Laws affecting Bulagaranda

- (a) The Minister acknowledges that the LALCs and Aboriginal Owners have agreed to the vesting, reservation and lease back of Bulagaranda under Part 4A of the National Parks Act and the provisions of this lease based on the provisions of that Part and that Act as they exist at the Commencement Date.
- (b) The Minister must not take any step to make, or facilitate the making of, any changes to the National Parks Act or any other Act or regulations (including by seeking to make, amend or have repealed any Act or regulations) that may affect:
 - (i) the rights, obligations or functions of the LALCs, the Aboriginal Owners or the Board in relation to Bulagaranda; or
 - (ii) the care, control and management of Bulagaranda,unless the Minister has first consulted the LALCs and the Board about the proposed change.
- (c) The Minister agrees that in the event of a change or proposed change of the kind described in subclause (b)(i), the LALCs and Board may require that the lease be reviewed, and that if they do require a review, clause 17.1 will apply to the review as if it was a regular scheduled review under that clause.

12.2 Regulations about Bulagaranda

Note: See s 71AD(2)(a) of the National Parks Act

- (a) Before the making, amending or repealing of any regulation in respect of Bulagaranda, the Minister must consult with the LALCs and the Board about the proposed making, amendment or repeal of the regulation.
- (b) This clause 12.2 does not affect or limit clause 12.1.

12.3 Decisions, instruments and actions generally

The Minister, Secretary and Secretary of DPC further agree that before making any decision or instrument, or taking any action, under the National Parks Act or under any enactment or regulations, that may affect:

- (a) the rights, obligations or functions of the LALCs, the Aboriginal Owners or the Board in relation to Bulagaranda; or
- (b) the care, control and management of Bulagaranda,

the Minister, Secretary or Secretary of DPC (as the case may be) will first consult the LALCs and the Board about the proposed decision, instrument or action.

12.4 World heritage listing

Note: See s 71AD(2)(c) of the National Parks Act

- (a) The Minister agrees not to permit Bulagaranda, or part of it, to become part of an area listed as an item of cultural heritage or natural heritage of outstanding universal value in accordance with:
 - (i) the *World Heritage Properties Conservation Act 1983* of the Commonwealth, and
 - (ii) the Convention for the Protection of the World Cultural and Natural Heritage adopted by the General Conference of the United Nations Educational, Scientific and Cultural Organization, being the convention a copy of the English text of which is set out in the Schedule to the Commonwealth Act referred to in paragraph (i),unless the Minister has first consulted the LALCs and the Board about the proposed listing and unless the LALCs and the Board have consented to the listing.
- (b) The Parties acknowledge that if Bulagaranda, or part of it, does become part of an area that is so listed, they must comply with any requirements that arise because of that listing.

13. Employment, training and contracting and economic and community development

13.1 General

- (a) The Minister acknowledges that the need for economic development is a matter of profound and urgent concern for the LALCs, the Aboriginal Owners and Aboriginal people in New South Wales generally.
- (b) The Minister acknowledges that this clause 13 is intended to help address this concern.
- (c) The Minister and Secretary agree to work cooperatively with the Board to achieve the best employment, training, contracting and business outcomes for Local Aboriginal People and Local Aboriginal Businesses arising from the Part 4A reservation and joint management of Bulagaranda that they can.

13.2 Departmental Aboriginal Employment Plan

- (a) Pursuant to section 71AD(3) of the National Parks Act, it is a condition of the Lease that the Minister must undertake to use the Minister's best endeavours to implement the *Aboriginal Employment and Training Plan 1991–1996* published by the National Parks and Wildlife Service in October 1991 or any plan replacing that Plan and, in particular, any timetable set out in such a plan. The Minister must report to Parliament from time to time on progress achieved in implementing any such plan.
- (b) The Parties agree that, for the purposes of section 71AD(3) of the National Parks Act, the Office of Environment and Heritage *Aboriginal Employment Plan 2018-2023* is intended to be a plan replacing the *Aboriginal Employment and Training Plan 1991–1996* referred to in that section.

- (c) The Minister agrees to consider and have proper regard to suggestions and proposals made by the Board or the LALCs about implementing the Office of Environment and Heritage *Aboriginal Employment Plan 2018-2023*, and any plan replacing that Plan, in relation to Bulagaranda and the Cultural Area.
- (d) The Minister must ensure that at all times there is current a plan replacing the *Aboriginal Employment and Training Plan 1991-1996*.
- (e) The Minister must consult with the Board and the LALCs in relation to the preparation, review and replacement of each such plan.

13.3 Training, recruitment and procurement

The Secretary agrees to comply with any reasonable protocol or protocols developed by the Board about notifying Aboriginal Owners, the LALCs and Local Aboriginal People about training, employment and contracting opportunities and otherwise facilitating Local Aboriginal People and Local Aboriginal Businesses taking advantage of such opportunities.

13.4 Business opportunities

- (a) The Minister and Secretary support the conduct of appropriate business enterprises by Local Aboriginal People and Local Aboriginal Businesses on Bulagaranda and other parks and reserves.
- (b) The Minister and Secretary agree that generally a business enterprise proposed by a Local Aboriginal Person or Local Aboriginal Business will be appropriate and should be approved if:
 - (i) it is consistent with the management principles and other relevant provisions in the National Parks Act;
 - (ii) it is consistent with any Plan of Management; and
 - (iii) to the extent it is to be conducted on Bulagaranda – it is approved by the Board.

13.5 Bulagaranda Community Development Plan

- (a) **(Minister's direction)** The Minister agrees to direct the Board to:
 - (i) prepare a Community Development Plan in relation to Bulagaranda as soon as practicable in accordance with this clause 13.5; and
 - (ii) review and update such plan every calendar year.
- (b) **(Purposes of the Community Development Plan)** The primary purposes of the Community Development Plan are:
 - (i) to facilitate and improve the capacity of Aboriginal Owners and other Local Aboriginal People to participate in the management of Bulagaranda; and
 - (ii) to help maximise employment, training, contracting and business opportunities and outcomes for Aboriginal Owners, other Local Aboriginal People and Local Aboriginal Businesses, arising from or in connection with the Part 4A reservation and joint management of Bulagaranda.

- (c) Without limiting subclause (b), the Community Development Plan may make provision for assisting Aboriginal Owners, other Local Aboriginal People and Local Aboriginal Businesses with:
 - (i) undertaking training and obtaining qualifications to enable them to work on Bulagaranda;
 - (ii) seeking and responding to potential contracting opportunities in connection with Bulagaranda;
 - (iii) developing proposals to conduct business enterprises on Bulagaranda; and
 - (iv) acquiring employment and business experience.
- (d) **(Content of the Community Development Plan)** Without limiting what else it may include, the Community Development Plan:
 - (i) must outline objectives and strategies for achieving the primary purposes of the Plan;
 - (ii) may include an implementation budget; and
 - (iii) must be consistent with any Plan of Management.
- (e) **(Cooperation in implementing the Community Development Plan)** The Minister and Secretary wish to help ensure the success of the Community Development Plan and, subject to Law and the Plan of Management, the Minister and Secretary agree to fully assist and cooperate with the Board in relation to the development, review and implementation of the Community Development Plan.
- (f) **(Funding the Community Development Plan)** The LALCs acknowledge it is intended that the development and implementation of the Community Development Plan will be funded in whole or in part by the Community Development Funds.
- (g) However, nothing in this clause 13.5 is intended to oblige the Board to apply the Community Development Funds or any other money in the Account in any particular way.

14. Aboriginal Owners and the Cultural Area

14.1 Additional lands

- (a) The Minister and Secretary acknowledge that, as a result of the facts in clause 3, the Aboriginal Owners may wish to see additional lands added to Bulagaranda pursuant to Division 8 of Part 4A of the National Parks Act.
- (b) The LALCs, Minister and the Secretary agree to support the Aboriginal Owners in this aspiration, including by:
 - (i) consulting with each other and with the Board about any proposals it may have to add lands to Bulagaranda, and
 - (ii) by facilitating any acquisition and reservation that may be agreed to.
- (c) The Minister and Secretary agree to give due consideration to any proposal of the Board for the use of public funds for the acquisition of additional lands.

- (d) However, the LALCs acknowledge that the Minister and Secretary may have many other priorities for the use of public funds available for land acquisition and accordingly that subclause (c) does not oblige the Minister or Secretary to contribute public funds for acquisition of additional lands.

14.2 Memorandum of understanding in relation to surrounding reserves

- (a) In further recognition of the facts in clause 3, the Minister and Secretary promise to engage in negotiations with the Aboriginal Owners, Armidale LALC and Guyra LALC for a memorandum or memoranda of understanding about the co-management of each of Booroolong, Mt Duval, Imbota, Yina and Mother of Ducks Lagoon Nature Reserves.
- (b) It is Minister's and Secretary's intention that the negotiations will be concluded, and the memorandum or memoranda of understanding will be in place, within 12 months of the Commencement Date.

15. GST

- (a) If any payment to be made by the Minister under this Lease is consideration for a taxable supply, the amount of the payment will be increased by, and the Minister must pay, an additional amount equal to the amount of the GST payable in respect of the taxable supply.
- (b) A word or phrase which is defined in *A New Tax System (Goods and Services Tax) Act 1999* (Cth) has the same meaning in this clause.

16. Release and indemnity

16.1 LALCs and Aboriginal Owners make no warranty as to condition or suitability

The Minister and Secretary acknowledge and agree that:

- (a) prior to the Commencement Date, Bulagaranda was reserved and was being managed as a nature reserve (known as "Mount Yarrowyck Nature Reserve") under the care, control and management of the Secretary;
- (b) neither the LALCs nor the Aboriginal Owners have made any representation or warranty about the condition, suitability or safety of Bulagaranda as a reserve open to the public; and
- (c) they occupy and use Bulagaranda at their own risk.

16.2 Release

- (a) Subject to subclause (b), the Minister and Secretary release and discharge the LALCs from all actions, suits, causes of action, proceedings, claims, demands, accounts, costs, charges and expenses whatsoever, both at law or in equity and/or arising under any statute, which but for this release and discharge the Minister or Secretary may have or have had against the LALCs, as a result of or in connection with Bulagaranda being:
 - (i) leased to the Minister pursuant to this Lease;

- (ii) reserved under the National Parks Act;
 - (iii) vested in the care control and management of the Secretary and/or the Board; and/or
 - (iv) used as an Aboriginal area.
- (b) A LALC is not released or discharged pursuant to subclause (a) to the extent that any such claim, demand, account, cost, charge or expense is caused or contributed to by the wilful or negligent act of that LALC.

16.3 Indemnity

- (a) As an independent and principal obligation, and subject to subclause (b), the Minister and Secretary hereby indemnify, and must keep indemnified, the LALCs, from and against all losses or liabilities sustained by the LALCs, and all actions, suits, causes of action, proceedings, claims, demands and charges made against, or costs and expenses incurred by the LALCs (including legal costs and expenses on a solicitor and own client basis or a full indemnity basis, whichever is the higher) suffered or incurred directly or indirectly as a result of or in connection with:
- (i) any breach of the Lease by the Minister or Secretary (except to the extent that the breach has been caused by an act or omission of the LALCs); or
 - (ii) Bulagaranda being:
 - (A) leased to the Minister pursuant to this Lease;
 - (B) reserved under the National Parks Act;
 - (C) vested in the care control and management of the Secretary and/or the Board; and/or
 - (D) used as an Aboriginal area.
- (b) A LALC is not indemnified pursuant to subclause (a)(ii) to the extent that any such loss, liability, charge, cost or expense is caused or contributed to by the wilful or negligent act of that LALC.

16.4 Continuing obligation

The obligations in this clause 16 continue after the expiry of the Term, or any earlier termination of this Lease, in respect of any act, deed, matter or thing happening during the Term and any holding over, or prior to any earlier termination of the Lease (as the case may be).

17. Review, variation, renewal and replacement

17.1 Review

Note: See also s 71AH of the National Parks Act.

- (a) At least once every 5 years during the Term:
- (i) the Secretary, on behalf of the Minister, and

- (ii) the LALCs, and
- (iii) the Aboriginal Owner Board members,

must, in accordance with section 71AH of the National Parks Act, consider whether or not any one or more of the provisions of the Lease (including provisions relating to rent and the Term) require amendment.

- (b) The Minister agrees to meet the LALCs' reasonable costs of each such Lease review, including but not limited to:
 - (i) reasonable legal advice and other advice and assistance for the LALCs, and
 - (ii) the LALCs' necessary travel and other expenses for attendance at all review meetings.
- (c) The LALCs agree that a budget for each review must be agreed with the Minister prior to them incurring any expenses for which they will be entitled to seek reimbursement.

17.2 Consultations about operation of the Lease

Pursuant to section 71AD(2)(b) of the National Parks Act, the Parties acknowledge that consultations concerning the operation of the Lease are to involve the Secretary and the Board.

17.3 Variation

Note: See also s 71AK of the National Parks Act.

- (a) This Lease may be varied only with the agreement in writing of the Parties and the Aboriginal Owner Board members.
- (b) This Lease may not be varied so as to make it inconsistent with the National Parks Act.

17.4 Manner of renewal

Note: This clause is intended to comply with ss 71AD(1)(d) of the National Parks Act.

A renewal of the Lease may be effected in any legally effective manner agreed by the Parties and the Aboriginal Owner Board members.

17.5 Renegotiation and replacement

Note: This clause is intended to comply with s 71AD(1)(e) of the National Parks Act.

- (a) Section 71AI of the National Parks Act applies, without variation of the timeframes provided for, in relation to the renegotiation of the Lease prior to the expiry of the Term, and section 71AJ applies to the dating of any renegotiated Lease.
- (b) The Minister agrees to meet the reasonable costs of each such renegotiation process, including but not limited to:
 - (i) reasonable legal and other advice and assistance for the LALCs and Aboriginal Owner Board members, and
 - (ii) all necessary travel, venue hire and catering expenses for all renegotiation meetings.

- (c) The LALCs agree that a budget for each renegotiation must be agreed with the Minister prior to them incurring any expenses for which they will be entitled to seek reimbursement.

18. Disputes

18.1 This process to be used first

- (a) The Parties agree that, subject to clause 18.5, the process in this clause 18 is to be used before resorting to arbitration under section 71BJ or any legal proceedings that may be available.
- (b) In clause 18.2 to clause 18.5, the words “Parties” and “Party” are to be read as including the Board.

18.2 Dispute Notice

If a dispute arises between two or more Parties under or in relation to the Lease, any Party may give notice to the other Party or Parties, providing full details of the dispute, and requiring the other Party or Parties to meet for the purpose of resolving the dispute (a “Dispute Notice”).

18.3 Meeting

Within 15 Business Days of the Dispute Notice being given, representatives of the relevant Parties with sufficient authority to resolve the dispute must meet, and must act promptly, reasonably and in good faith to resolve the dispute.

18.4 Mediation

- (a) If the Dispute has not been resolved within 15 Business Days of the first holding of a meeting, then a Party may, by notice given to the other Party or Parties, require that the dispute be referred to mediation (a “Mediation Notice”).
- (b) If a Mediation Notice is given, the Parties must act reasonably and in good faith to agree upon a mediator. However, if a mediator cannot be agreed within 5 Business Days, a Party may approach the Australian Disputes Centre to nominate a mediator.
- (c) Mediation of a dispute is to proceed in accordance with the practice and directions of the appointed mediator.
- (d) The Parties must act reasonably and in good faith throughout the course of any mediation to settle a dispute.
- (e) The cost of mediation will be paid equally by the Parties to the dispute.

18.5 Proceedings

Nothing in this clause 18 shall prevent a Party from commencing arbitration under section 71BJ of the National Parks Act or a legal proceeding without first complying with this clause, if doing so is required to protect or preserve any right or interest under this Lease or under Law.

19. General

19.1 Notices

- (a) Any notice or other communication to be given under this Lease:
 - (i) must be in writing;
 - (ii) must be signed by, or for and on behalf of, the Party giving or making it; and
 - (iii) may be either delivered by hand or sent by post or email, to the address or the email address for the recipient shown in schedule 1 (or as otherwise stated in a notice given by the recipient).
- (b) Proof of posting or delivery of a notice or communication, or of dispatch of an email, is, unless proven otherwise, proof of it being given:
 - (i) in the case of delivery by hand – on the day and at the time when the delivery occurred;
 - (ii) in case of ordinary pre-paid post – on the seventh Business Day after the date of posting; and
 - (iii) in the case of email – on the first Business Day after the date the sender's email mailbox indicates it was sent.

19.2 Further assurances

Each Party must promptly take all steps, execute all documents and do all things reasonably required by the other Party to give effect to this Lease.

19.3 Inconsistency with Law

- (a) The Parties do not intend this Lease to be inconsistent to any extent with Law, including the National Parks Act.
- (b) Any provision of this Lease which is inconsistent with Law including the National Parks Act or any other Law is to be read down, if possible, to avoid the inconsistency and, if this is not possible, is to be severed.

19.4 Legal relationship

- (a) Nothing in this Lease is intended to constitute the Parties as a partnership.
- (b) Nothing in this Lease is intended to create a relationship of employment between the Parties.

19.5 Waiver

A right under the Lease may only be waived in writing signed by the Party giving the waiver.

19.6 Counterparts

- (a) This Lease may be executed in any number of counterparts.

- (b) All counterparts will be taken together to constitute one Lease.
- (c) A Party may execute this Lease by signing any counterpart.

19.7 Governing Law

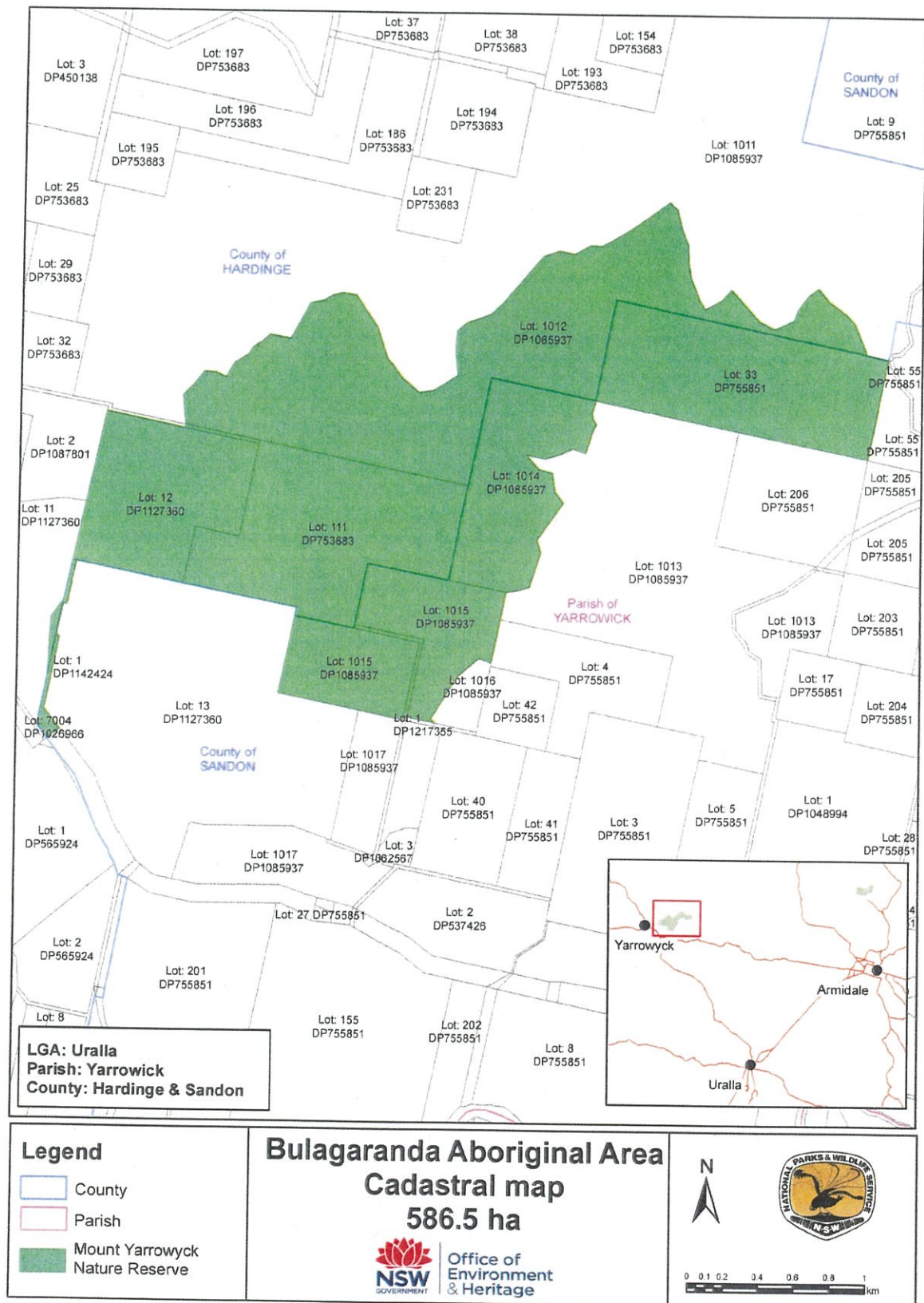
- (a) The Lease is governed by the Law applying in New South Wales.
- (b) Subject to section 71BJ of the National Parks Act, the Parties submit to the non-exclusive jurisdiction of the courts exercising jurisdiction in New South Wales.

Schedule 1 – Further details

Item	Description	Details
1.	Armidale LALC's further details	
	Party name	Armidale Local Aboriginal Land Council
	Name and position of primary contact person	Ms Lisa Waters Chief Executive Officer Ph: (02) 6772 2447
	Address for notices	PO Box 1837 ARMIDALE NSW 2350
	Facsimile for notices	(02) 6772 6048
	Email for notices	ceo@alalc.org.au
2.	Anaiwan LALC's further details	
	Party name	Anaiwan Local Aboriginal Land Council
	Name and position of primary contact person	Mr Greg Livermore Chief Executive Officer Ph: 0267 233 022
	Address for notices	Po Box 651 INVERELL NSW 2360
	Facsimile for notices	(02) 6723 3023
	Email for notices	anaiwanlalc@tingha.net
3.	Minister's further details	
	Party name	The Hon. Matthew Kean, MLA Minister for Energy and Environment
	Address	GPO Box 5341, SYDNEY NSW 2001
	Facsimile	(02) 9339 5572
	Name and position of primary contact person	Mr Aaron Simmon Manager, New England Area
	Telephone for contact person	(02) 6738 9116; 0428 364 525
	Address for notices	145 Miller Street, ARMIDALE NSW 2350
	Email for notices	aaron.simmon@environment.nsw.gov.au

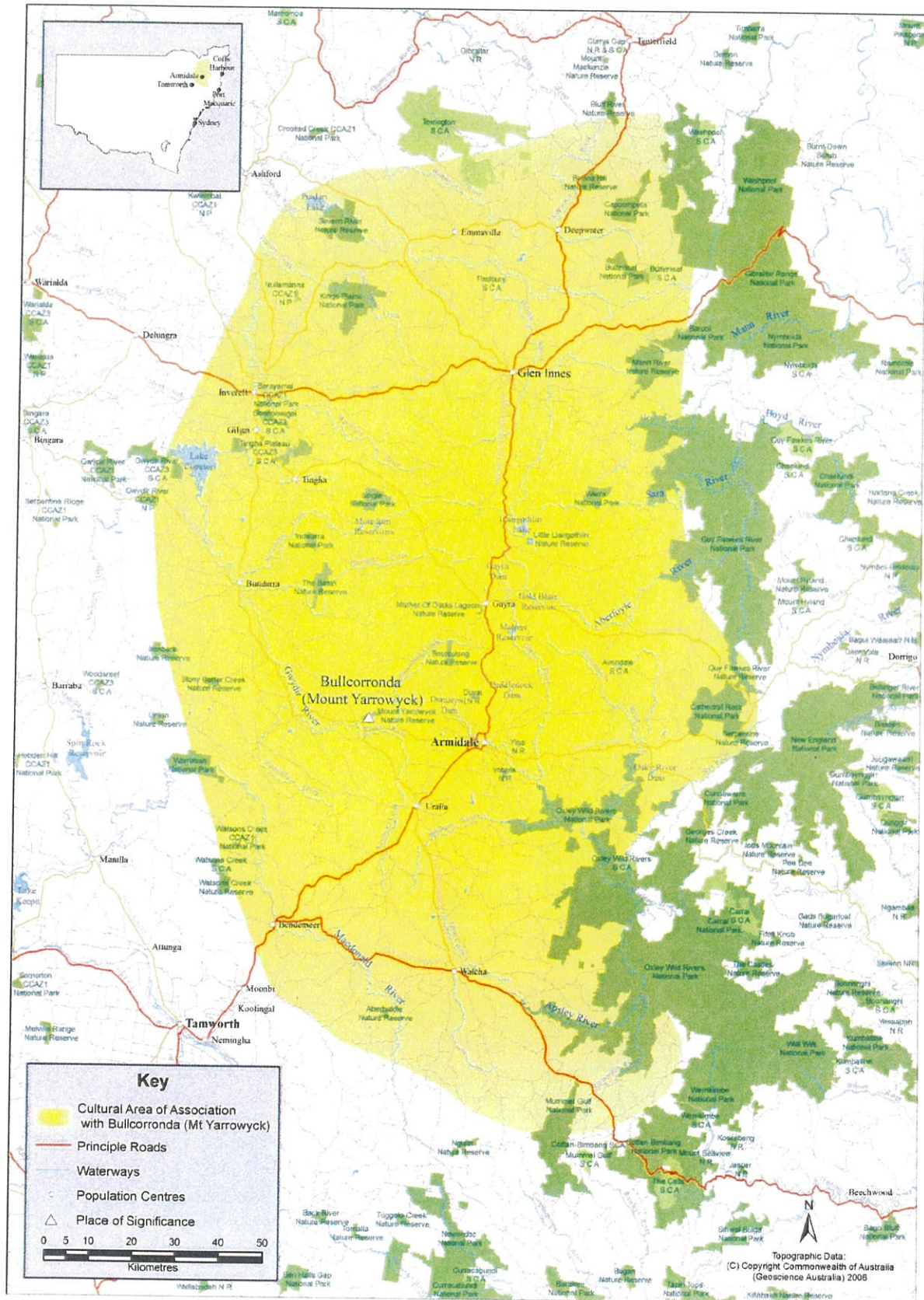
Item	Description	Details
4.	Secretary's further details	
	Party name	Mr Jim Betts Secretary of the Department of Planning, Industry and Environment
	Address	PO Box A290, SYDNEY SOUTH NSW 1232
	Facsimile	(02) 9995 5999
	Email	info@environment.nsw.gov.au
	Name and position of primary contact person	Mr Aaron Simmon Manager, New England Area
	Telephone for contact person	(02) 6738 9116; 0428 364 525
	Address for notices	145 Miller Street, ARMIDALE NSW 2350
	Email for notices	aaron.simmon@environment.nsw.gov.au
5.	Secretary of DPC further details	
	Party name	Mr Tim Reardon Secretary of the Department of Premier and Cabinet
	Address	GPO Box 5341, SYDNEY NSW 2001 Level 12/52, Martin Place Sydney NSW
	Facsimile	N/A
	Email	dpc.nsw.gov.au/contact-us/contact-the-department-of-premier-and-cabinet/
	Name and position of primary contact person	Pauline McKenzie, Executive Director Heritage NSW Community Engagement Department of Premier and Cabinet
	Telephone for contact person	(02) 9873 8584
	Address for notices	Locked Bag 5020, Parramatta NSW 2124
	Email for notices	pauline.mckenzie@environment.nsw.gov.au

Schedule 2 – Bulagaranda maps





Schedule 3 – Cultural Area map



Signing pages

EXECUTED AS A DEED

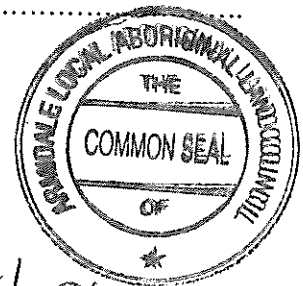
Execution by Armidale Local Aboriginal Land Council

The common seal of Armidale Local Aboriginal
Land Council is affixed in accordance with the
Aboriginal Land Rights Act 1983 and in the presence of:

Colin Ahoy
Name of Chairperson

Colin Ahoy
Signature of Chairperson

Who states that he is a Board member and the
Chair of Armidale Local Aboriginal Land
Council



Phyllis Ahoy
Name of Board member

Phyllis Ahoy
Signature of Board member

Who states that he/she is a Board member of
Armidale Local Aboriginal Land Council

Execution by Anaiwan Local Aboriginal Land Council

The common seal of **Anaiwan Local Aboriginal Land Council** is affixed in accordance with the *Aboriginal Land Rights Act 1983* and in the presence of:

JENNI JOHNSON

Name of Chairperson


Signature of Chairperson

Who states that he/she is a Board member and the Chair of Anaiwan Local Aboriginal Land Council



RAYMON CONNORS

Name of Board member


Signature of Board member

Who states that he/she is a Board member of Anaiwan Local Aboriginal Land Council


Execution by the Minister

Signed by the Hon. Matthew Kean, MLA,
Minister for Energy and Environment of the State of
New South Wales,
in his capacity as the Minister administering
the *National Parks and Wildlife Act 1974* (NSW)


(signature of Minister)

In the presence of:

CHRISTIAN DUNK
(name of witness)


(signature of witness)

Execution by the Secretary

Signed by Jim Betts as
Secretary of the Department of Planning, Industry and
Environment

In the presence of:

LEANNE STACEY
(name of witness)

)
)
) Jim Betts
) (signature of Secretary)

(signature of witness)

Execution by the Secretary of DPC

Signed by Tim Reardon as
Secretary of the Department of Premier and Cabinet

In the presence of:

Hayley McIntosh
(name of witness)

)
)
) (signature of Secretary)

(signature of witness)

15.16 REGISTER RESOLUTIONS ACTIONS STATUS



Department: General Manager's Office
Prepared by: *Executive Assistant*
TRIM Reference: UINT/22/7199
Attachment: UINT/22/ 8332

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council

Strategy: 4.1.1 Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program, and Operational Plan

SUMMARY:

1. The purpose of this report is to provide Council with the Resolution Action Status updates as at 22 June 2022.

RECOMMENDATION:

That Council note the Resolution Action Status as at 22 June 2022.

REPORT:

2. Following every council meeting, the resolutions of Council which require action are compiled into a single document. This document is referred to as the Resolution Action Status.
3. The purpose of the Resolution Action Status is to track the progress of actions and provide confirmation to Council when these actions are complete.
4. The Resolution Action Status is presented to Council at its ordinary meetings.
5. Actions which were completed as at the date of the report to the last Council ordinary meeting, where the full resolution has been completed, have been removed from the document.

CONCLUSION:

6. The Resolution Action Status shows actions which are currently pending, in progress or completed since the last report.

LEGEND: A=Action pending; B= Being actioned; C= Completed

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/11/2015	24.11/15	Bergen Road Land Acquisition and Exchange for Road Works	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.	DID	Jun-22	Being progressed by Council's solicitor. Road closure to be notified and advertised May 2022.	B
25/07/2016	18.07/16	2.18.06.10 Gazetting of Land Acquired for approaches to new Emu Crossing Bridge	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) for the purpose of a public road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) by compulsory process under Section 177 of the Roads Act 1993.	DID DID	Jun-22	1. Noted. Being progressed by Council's solicitor.	COMPLETED & REPORTED TO COUNCIL B
25/07/2017	22.07/17	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.	MDP MDP MDP MDP		a) Completed b) Seating provided through SCCF Round 2 funding. c) Draft completed. To be tabled following adoption of the Open Spaces Strategy. OSS exhibition now completed. Minor amendments to be made to final version for Council adoption - presented to 24 May 2022 meeting. d) Playground completed. Funded under Stronger Country Communities Fund Round 1. Further works to the playground have been undertaken under SCCF Round2	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL B COMPLETED & REPORTED TO COUNCIL

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/03/2021	17.03/21	Item 15.6 review of Council's Waste Management Operating and Service Delivery Environment	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receive the reports with modifications as required: <ol style="list-style-type: none"> (1) USC Uralla Landfill - Site Development Plan V3; (2) USC Bundarra Landfill - Site Development Plan V2; (3) USC Kerbside Waste Collection Services Investigation V4; (4) USC Green Waste - Investigation V1; 2. Design and construct a waste transfer station for BWMF. 3. Terminate landfilling operations at the Bundarra Waste Management Facility (BWMF) to replace with a transfer station. 4. Commence the transportation of waste from Bundarra transfer station to Uralla. 5. Coordinate transfer bin collection routes with Bundarra and Kingstown facility following construction of transfer station. 6. Undertake investigation of options to transport waste to other landfills in the region. 7. Undertake the capping and rehabilitation of closed landfill cells at BWMF. 8. Commence discussions with neighbouring Councils regarding the potential for a region wide waste strategy. 9. Continue kerbside waste collection services for the current locations with current service standards. 10. Continue to address the further points in the reports 	MWWS		Noted	COMPLETED & REPORTED TO COUNCIL
				MWWS		Design contract awarded.	B
				MWWS		Pending	A
				MWWS		Pending construction of waste transfer station at Bundarra	A
				MWWS		Pending construction of waste transfer station at Bundarra	A
				MWWS		Pending construction of waste transfer station at Bundarra	A
				MWWS		Pending construction of waste transfer station at Bundarra	A
				MWWS		Pending construction of waste transfer station at Bundarra	A
				MWWS		Noted. Report for RFQ for wet hire kerbside collections to July meeting.	COMPLETED & REPORTED TO COUNCIL
				MWWS		Noted. Tenders accepted by Council for landfill compactor and wheel loader.	COMPLETED & REPORTED TO COUNCIL
23/03/2021	40.03/21	Item 17.1 CONFIDENTIAL SESSION - Documents Presented to the Audit, Risk and Improvement Committee	<ol style="list-style-type: none"> 1. That the unconfirmed Minutes from the Audit Risk and Improvement Committee meeting held on 9 February 2021 be noted; and 2. Council endorse the following recommendations: <ol style="list-style-type: none"> 8.1 Independent Consultant Report on Possible Deviation Between Approved 2020 Budget and Transport Asset Management Plan- <ol style="list-style-type: none"> 1. That ARIC advise Council they have reviewed the Independent Investigation report and noted the budgeting and approval process deficiencies. 2. That the recommendations in the TNR Investigation Report be noted and that the improvement plan be implemented: <ol style="list-style-type: none"> a. All aspects of the capital works programmes should be determined and finalised so the information can be provided to Council prior to adopting the annual operational plan and financial budget; and b. Council should assess and benchmark its resources to ensure that it has appropriate personnel to provide a robust asset management function and deliver on Council expectations; and c. Councillors and the management Team should review areas of discontent and develop processes, and where necessary policies, to ensure Council's operations are efficient, effective and compliant with applicable laws and regulations; and 	CFO-DC		Noted	COMPLETED & REPORTED TO COUNCIL
				CFO-DC		Noted	COMPLETED & REPORTED TO COUNCIL
				CFO-DC		2021/22 budget approved include including nominated roads for renewal. Separate resolution of Council re: roads to be upgraded from unsealed to sealed.	COMPLETED & REPORTED TO COUNCIL
				CFO-DC		Asset Manager appointed (term) to progress Asset Management Plans and budget provision in 2022/23 for organisation wide service review (benchmarking).	C
				CFO-DC		New term of Council and management team have undertaken IP&R process in accordance with legislation.	C

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p>d. Management should identify budget variations and have them approved by Council in advance of commencing works. Protocols should be developed to ensure that the Management Team and Council are clear and content on the process of advising and approving budget variation; and</p> <p>9.6 Internal Audit Report on Hill Street Asphalt Overlay</p> <p>1. That ARIC advise Council it has reviewed the Internal Audit Special Report – Asphalt Hill Street report and as a result conclude that a perception exists of a breach of delegation and a splitting of orders; and</p> <p>2. That an undertaking to review the procurement policies and procedures to ensure proper delegation process is followed.</p> <p>9.7 Audit Office of NSW Management Letter on the Interim Phase of the Audit for the Year Ended 30 June 2020:</p> <p>1. That the Audit Office of NSW Management Letter on the Interim phase of the audit for the year ended 30 June 2020 including the recommendations within the letter be noted;</p> <p>2. ARIC recommends to Council that the General Manager address the recommendations in the Audit Office letter; and</p> <p>3. ARIC recommend that sufficient resources are allocated to address this work.</p>	CFO-DC		<p>1. Quarterly Budget Review 2 and 3 for 2022 identified likely variations before the costs were incurred; separate budget variation reports will be presented to Council on an as needs basis.</p> <p>2. Protocol is to follow the QBRs process and seek Council approval before costs are incurred.</p>	C
				CFO-DC		Noted	COMPLETED & REPORTED TO COUNCIL
				CFO-DC		Delegations in Authority module have been implemented to achieve procurement processes.	COMPLETED & REPORTED TO COUNCIL
				CFO-DC		Noted	COMPLETED & REPORTED TO COUNCIL
				CFO-DC		Four of the five issues have been actioned. The fifth action relating to asset management plans reported to 24 May 2022 Ordinary Meeting	COMPLETED & REPORTED TO COUNCIL
				CFO-DC		Noted	COMPLETED & REPORTED TO COUNCIL
27/04/2021	26.04/21	Item 15.12 Public Spaces Legacy Program Project	<p>That Council:</p> <p>1. subject to funding of up to \$2,000,000 under the NSW Public Spaces Legacy Program, undertakes the following projects:</p> <p>a) The Constellations of The South at The Glen, adjacent Rotary Park upgrade and model boating lake, circa \$1,500,000; and</p> <p>b) Fibonacci theme at Pioneer Park circa \$500,000</p> <p>2. authorise the General Manager to execute the proposed funding deed;</p> <p>3. undertake further community consultation during the concept and detailed design phases of the projects;</p> <p>4. Include the operating costs of the new capital works projects as part of development of the Long Term Financial Plan.</p>	MDP		Grant funding is for these 2 projects. Designs under development.	B
				MDP		Funding deed finalised and signed.	COMPLETED & REPORTED TO COUNCIL
				MDP		Survey complete. Initial concept plans complete and signage being prepared. Public exhibition period complete and public information session conducted on 27 January.	COMPLETED & REPORTED TO COUNCIL
				CFO-DC		These costs have been included in the draft LTFP 2023-2032	C
2/07/2021	X06.07/21 2 July Meeting	8.1 BUNDARRA SEWERAGE SCHEME SECTION 67 PRIVATE WORKS	<p>That Council:</p> <p>I. enter into agreements with the owners of the assets on the Bundarra properties that are expected to connect to the Bundarra Sewer Scheme (currently under construction) to undertake the necessary electrical and plumbing upgrades (the private works) necessary to allow the connection to take place;</p> <p>II. not charge the Bundarra property owners for the private works by setting the fee for the works at \$0.00;</p> <p>III. authorise the private works costs to be met from the current project budget; and</p> <p>IV. receive a report in accordance with the requirements of section 67 (4) of the Local Government Act 1993 (NSW), subsequent to the works being completed;</p>	DID		Completed	COMPLETED & REPORTED TO COUNCIL
						II. Noted	COMPLETED & REPORTED TO COUNCIL
						III. Noted	COMPLETED & REPORTED TO COUNCIL
						IV. Reporting completed	COMPLETED & REPORTED TO COUNCIL

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			V. include details or a summary of any resolutions made under section 67 for work carried out under subsection (2)(b) of the Act in the next annual report; and VI. seek legal advice to determine if there is any permissible method for Council to pay for the private works that may have been undertaken by the owners of the assets since the Council's letter to residents, 8 April 2021, to the date of this resolution and report back to Council.			V. Pending - annual report VI. Advice received. Included in August 2021 Bundarra Sewerage report.	B COMPLETED & REPORTED TO COUNCIL
27/07/2021	07.07/21	12.2 MAYORAL MINUTE COUNCIL ADVOCACY - RE CLOSURE OF NAB URALLA BRANCH	That Council receive and note the Mayoral Minute regarding the action taken by Uralla Shire Council on behalf of the community in response to notice given by NAB to close Uralla Branch in October 2021 and, noting the closure of the NAB Uralla branch in October 2021, that Council proceed to tender for its banking services	CFO-DCS		Staff have obtained template tender documents that will form the basis of the banking tender. Work will continue on this project over the coming months when replacement finance staff are appointed.	B
26/10/2021	26.10/21	15.14 Recommendations of Workshop – Upgrades and Beautification of Fuller Park Bridge Street Uralla	That Council I. Subject to grant funding being secured, approve the upgrades and improvements to Fuller Park, Uralla, as raised in the workshop and noted below: a) Planting of a few trees and removal of selected trees (see photo) \$1,000; b) Garbage bin or plaque relocation – to provide separation distance between the bin and plaque \$300; c) Removal of the 2 large Concrete pots \$500; d) Demolition and removal of the shelter \$500; e) Provision of two additional picnic shelters on the shelter slab \$12,000; f) Information inserts on picnic tables \$2,000; and g) Plaques to be cleaned and relocated together \$300.	DID		Now funded under SCCF4. Deed signed -project in progress. All works complete except for information inserts on picnic tables - under development.	B
8/02/2022	X03.03/22	7.1 Public Spaces Legacy Program Projects - Concept Plans	That Council note the Public Spaces Legacy Program Concept Plans report and: I. Endorse the concept plans for: a. The Glen subject to: i. The model boating lake be established with a long reach excavator, no herbicide to be used ii. establish a panel of community members and councillors to select the Constellation of the South artists within the project budget. b. Rotary Park II. Receive confidential copy of the cost estimates and project budget III. A regular project report to Council IV. Approve the project proceeding to preliminary detailed design, V. Further discussions be held with the designer, Uralla Arts and UTEC representatives on the concept plan for Pioneer Park -Fibonacci Park	MDP MDP MDP MDP MDP		1a. In progress noted noted Consultation meeting completed with Designers, UTEC, Uralla Arts & USC Councillors and key staff; report back to Council pending.	B COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL
22/02/2022	08.02/22	9.1 15.1 Auditor Presentation on the Annual Financial Statements June 2021	i. That the presentation by the Auditor on the Annual Financial Statements and Auditor's Reports for the year ended 30 June 2021 be accepted, and	COUNCILLORS		Completed	COMPLETED & REPORTED TO COUNCIL

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p>ii. That Cr O'Connor's questions and answers be included in the March report to Council in reference to the agenda item 15.1 of the February meeting, and</p> <p>iii. That Councillors draft a letter to the Auditor General and Minister regarding the process of Council engagement with the auditor during the preparation of the financial statements prior to adoption by Council.</p>	CFO-DC		The Audit Office have advised that the questions raised should be put to management in the first instance. As the questions raised do not relate to the conduct of the audit, the Audit Office will not be providing any written responses for inclusion in the business papers.	COMPLETED & REPORTED TO COUNCIL
				COUNCILLORS		Councillors to provide letter content to Executive Assitant for Mayor's signature.	A
22/02/2022	21.02/22	15.10, 15.11 & 15.12 Draft Terms of Reference for Section 355 Committees	That Council lay Items 15.10 - 15.11 - 15.12 on the table until Councillors undertake further engagement with community members before an updated draft is considered by Council for public exhibition	COUNCILLORS		To be considered at June ordinary meeting of Council	C
22/02/2022	2.02/22	16.2 Notice of Motion – Backyard Burning Policy & 15.17 Draft Policy: Backyard Burning 2022	That Council lay Items - 16.2 / 15.17 on the table.	MDP		Information circulated and comments sought from Councillors.	B
22/02/2022	31.02/22	15.19 Visitor Information Centre Pop-up Space	<p>That:</p> <p>i. Council recognise that the Uralla Visitor Information Centre is designed to offer display space to promote the Uralla Shire inclusively; and</p> <p>ii. Councillors undertake a workshop to further consider how the "Visitor Information Centre Space" could be used.</p>	DCS		Noted	COMPLETED & REPORTED TO COUNCIL
				DCS		Preliminary scoping of workshop parameters completed. Suggested date for workshop 12/07/2022	B
22/03/2022	21.03/22	15.9 PUBLIC CONSULTATION - PROPOSAL TO CHANGE NAME OF PIONEER PARK	That Council undertake public consultation of the proposal to change the name of Pioneer Park to correspond with the Fibonacci-themed elements of the park upgrade.	DID		Commenced. On public exhibition until 30 June 2022.	B
22/03/2022	24.03/22	15.12 PROPOSED CHANGES TO REVENUE POLICY FOR SEWER AND TRADE WASTE CHARGES	<p>That Council:</p> <p>1) Change the wording of the Revenue Policy in relation to non-residential sewer and trade waste charges as follows:</p> <p>a) Sewer Charges – Non-Residential: In accordance with Sections 501 and 502 of the Local Government Act 1993, it is proposed to levy a charge on all non-residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer systems for sewerage services, that is the greater of:</p> <p>i) A charge calculated according to Department of Planning, Industry and Environment, Liquid Trade Waste Management Guidelines – 2021</p> <p>ii) A charge that is equal to the Sewerage Charges – Residential</p> <p>b) Trade Waste Charges:</p> <p>i) In accordance with Sections 501 and 502 of the Local Government Act 1993, it is proposed to levy a charge on all premises classified as dischargers of Liquid Trade Waste as per the Liquid Trade Waste Management Guidelines issued by the NSW Department of Planning Industry and Environment) that are connected to, or capable of being connected to, the Uralla or Bundarra sewer systems, according to Department of Planning, Industry and Environment, Liquid Trade Waste Management Guidelines – 2021</p>	CFO-DC			COMPLETED & REPORTED TO COUNCIL
				CFO-DC			COMPLETED & REPORTED TO COUNCIL

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p>2) Place the revised wording of the Revenue Policy in relation to non-residential sewer and trade waste charges on public exhibition for a minimum of 28 days and, subject to no major objections being received, adopt the revised wording to the Revenue Policy; and</p> <p>3) Advise potentially effected businesses and individuals of council's intent and the need under the NSW Governments Guidelines to apply for permission to discharge trade waste to the Council sewerage system.</p> <p>4) Advise businesses or individuals of the standard discharge factor, from the Department of Water that council intends to apply to their business and provide them with an opportunity to apply options to ameliorate trade waste, and justify an alternate discharge factor</p> <p>5) Following consideration of the applications and requests to modify, council apply these changes retrospectively to the Water and Sewerage Charges Notices issued in December 2021 and reissue those notices.</p> <p>6) Develop a Trade Waste Policy based on the Model Policy for Discharge of Trade Waste to the Sewerage System.</p>	CFO-DC CFO-DC CFO-DC CFO-DC CFO-DC			COMPLETED & REPORTED TO COUNCIL B B B B
22/03/2022	28.03/22	9.1.1TOLLEYS' GULLY BRIDGE PROJECT	<p>That Council:</p> <p>I. Approve the allocation from TfNSW Block Grant Funding of \$57,000 in 2021/22; and</p> <p>II. Receive a report on funding options in 2022/2023 to allow the completion of Tolleys Gully Bridge.</p>	DID		Waiting for response from funding partner as noted in 24 May 2022 Works Report.	B
26/04/2022	21.04/22	15.3 WORKS PROGRESS REPORT as at 31 March 2022	<p>That Council approve the submission of a grant funding application of \$5,740,000 through the Fixing Country Roads Program for:</p> <p>I. widening the narrow formation and existing seal width which varies from 5.8m to 6.2m to achieve an 8m wide formation and a 7m wide seal width for chainage 11.0 to 16.0km (Scrubby Gully section) and provide a full width pavement rehabilitation and widening to 8m formation with a 7m wide two-coat seal to two segments within this section for chainages 12.9 to 14.30km and from 15.4 to the end of the section at 16.0km.</p> <p>II. a full width pavement rehabilitation and widening of the existing narrow pavement and seal to achieve an 8m wide formation width and a 7m wide seal for chainage 49.2 to 50.9km (Two Mile Creek section), and</p> <p>III. a full width pavement rehabilitation and widening of the existing narrow pavement and seal to achieve an 8m wide formation width and a 7m wide seal for chainage 62.2 to 63.7km (Laura Creek section).</p>	DID		Noted	B
26/04/2022	22.04/22	15.3 WORKS PROGRESS REPORT as at 31 March 2022	<p>That Council:</p> <p>a. give consideration in 22/23 budget for a separate project be developed for Thunderbolts Way shoulder directly north of Bundarra township; and</p> <p>b. consider emergency grading of the shoulders on Thunderbolts Way directly north of Bundarra.</p>	DID DID		Noted Gravelling to road shoulders complete	B C
26/04/2022	30.04/22	15.10 SOCIAL COHESION GRANT OPPORTUNITY - SHIRE SIGNAGE PROJECT	<p>That Council:</p> <p>I. resolve to submit an application for \$60,000 to develop and install a system of cohesive signage within the Shire that is designed and located in consultation with local place-based community groups and Traditional Owners; and</p> <p>II. should Council be awarded the NSW Social Cohesion grant:</p> <p>a. the General Manager is authorised to execute the funding deed; and</p> <p>b. Councillors Doran, McMullen and Petrov will form a project steering group to ensure an agreed design for the signage can be adopted by Council by September 2022 so that the project can be fully completed by 31 December 2022.</p>	DID DID COUNCILLORS		<p>I. Application submitted</p> <p>II. Application unsuccessful</p> <p>a. Not applicable. No funding deed.</p> <p>b. Pending outcome of grant application. Initial meeting of steering group scheduled for 16 June 2022.</p>	COMPLETED & REPORTED TO COUNCIL C B
26/04/2022	34.04/22	16.3 NOTICE OF MOTION - SCHEDULE OF ORDINARY MEETINGS 2022 - CR Burrows	That Council propose to change the commencement time of Ordinary Meetings from 9.30am to 4pm, and amend section 18 of the Code of Meeting Practice so that all 5pm references become 9pm and the amended Code of Meeting Practice is placed on a 28 day public exhibition period and subject no submissions being received adopt the amended Code of Meeting Practice	MG		Code of Practice amended and placed on public exhibition 27/4/2022. Public Exhibition expires 5pm 28/5/2022. No submissions received. Completed	C

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26/04/2022	36.04/22	NOTICE OF MOTION - UTEC REPORT TO COUNCIL - APRIL 2022	<p>That Council:</p> <ol style="list-style-type: none"> Place the Terms of Reference on public display for 28 days, with any submissions being referred to both UTEC and Council for their respective advice Request that Council advertise for new UTEC members, following the adoption of the UTEC Terms of Reference Send a letter to the property owner and Tamworth Regional Council asking for their support in removing the Military Museum sign on the New England Highway In relation to the Main Street - <ol style="list-style-type: none"> Consider removing the three redundant garbage bin posts Understand the future of the two gal-steel signs installed in the blisters outside 53 on Bridge and near Eve Flowers Plant trees in the empty blisters at the northern end of the CBD Remove the 3 signs in Pioneer Park as a matter of urgency Ensure that the Constellations of the South design reflects a contemporary Aboriginal perspective on astronomy, to be included in the design Ensure that Council's Heritage Advisor is consulted on the development of the Uralla Court House, and share that advice with the community Consider including in the 2022/23 budget an allowance for Council to seek an expression of interest for casual employment OR work experience OR a volunteer to maintain the blisters for one day per week, the budget to include gardening supplies as required. Note that UTEC meetings are now to be held on the first Monday of the month at 6pm sharp, when meetings are called. 	<p>DID</p> <p>DID</p> <p>DID</p> <p>DID</p> <p>DID</p> <p>DID</p> <p>DID</p> <p>DID</p> <p>COUNCILLORS</p> <p>EA</p>		<p>Placed on public exhibition until 7 June 2022</p> <p>Pending</p> <p>Completed.</p> <p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Noted</p> <p>Noted and completed.</p> <p>Incorporated into draft budget</p> <p>Noted</p>	<p>C</p> <p>A</p> <p>COMPLETED & REPORTED TO COUNCIL</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>C</p> <p>C</p> <p>C</p> <p>COMPLETED & REPORTED TO COUNCIL</p>
10-May-22	X03.05/22	8.1 PUBLIC SPACES LEGACY PROGRAM – ROTARY PARK DESIGN APPROVALS	<p>That Council:</p> <ol style="list-style-type: none"> Adopt the Public Spaces Legacy Program Rotary Park detailed design and approve the project proceeding to procurement and construction. Investigate a variation for the inclusion of a dump-ezy point at Rotary Park or an alternate location for Council's consideration within the budget. 	<p>MDP</p> <p>MDP</p>		<p>Noted. Tenders called with recommendation to award to June Council meeting.</p> <p>Pending</p>	<p>C</p> <p>A</p>
10-May-22	X05.05/22	CONFIDENTIAL REPORT – ORGANISATIONAL STRUCTURE REVIEW AND DRAFT WORKFORCE MANAGEMENT STRATEGY	<p>The resolutions of Closed Session of Council except those parts of the resolution expressly resolved to remain in confidence become the resolutions of Open Session of Council:</p> <p>IV. place the draft Workforce Management Strategy 2022 on public exhibition for 28 days following notification to employees and unions as required by clause 41 of the Local Government (State) Award 2020; and</p> <p>V. retain parts I and II of this resolution in confidence until the notification is completed and retain part III in confidence until the notification and any subsequent change management processes are completed.</p>	GM		<p>Workforce Management Strategy placed on public exhibition closing date 10 June 2022 - presented to 28 June 2022 Ordinary Council meeting for adoption.</p>	C
24-May-22	02.05/22	7.1 ORDINARY MEETING OF COUNCIL HELD 26 APRIL 2022	<p>That Council adopt the minutes of the Ordinary Meeting held 26 April 2022, with amendments</p> <p>a) to 21.04/22 to insert the word Thunderbolt Way and the sections of road as per the council report</p> <p>b) page 9 delete under 10.4 points 1 & 2. as a true and correct record.</p>	EA		<p>Completed</p>	C
24-May-22	05.05/22	10.1 Activity Summary Reports	<p>Council notes an administrative error in the Delegate Reports from Cr Burrows and Cr O'Connor (no Report) and Cr Burrows Delegate report be received.</p>	EA		<p>Completed</p>	C

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24-May-22	09.05/22	15.2 COUNCIL SUBMISSION OBJECTION TO NEOEN AUSTRALIA ENVIRONMENTAL IMPACT STATEMENT	That Council resolve to make a submission on the Mundooran Energy Hub Stage 1 Environmental Impact Statement (EIS) to the Department of Planning, Industry and Environment lodging an objection on the following shortcomings in the document: I. The waste management plan should be further developed prior to the issue of consent. II. Decommissioning should be bonded and all associated infrastructure including underground cabling should be removed at this time. III. The sediment and erosion control plan should be further developed prior to the issue of consent. IV. The water source(s) for construction activities should be addressed prior to the issue of consent. V. Local wildlife groups should be engaged to assist with biodiversity mitigation. VI. Environmental impacts from road construction have not been adequately addressed. VII. A provisional decommissioning plan should be provided. VIII. Possible infrasound impacts should be addressed. IX. Possible use of smaller wind turbine generators has not been addressed. X. Request a hearing to be held locally by Department of Planning, Industry and Environment.	MDP		Submission sent 24 May 2022	C
24-May-22	11.05/22	15.4 OPERATIONAL PLAN 2021-22 QUARTERLY PROGRESS REPORT AS AT 31 MARCH 2022	That the 2021-22 Operational Plan Progress Report as at 31 March 2022 be noted; and That Council receive advice about the effect of any actions not completed by 30 June 2022.	MG		Staff advised of resolution (6/6/22); fourth quarter report to advise on effect of any actions not completed by 30 June 2022.	B
24-May-22	14.05/22	15.5 QUARTERLY BUDGET REVIEW STATEMENT – THIRD QUARTER 2021-22 (MARCH 2022)	Lay item 15.5 on the table with advice to be provided to council on items 11 to 16 on page 166.	CFO-DC		Advice provided to Council. Report lifted from table and resolution passed at Extraordinary meeting of 7 June 2022	C
24-May-22	16.05/22	15.7DRAFT DELIVERY PROGRAM 2022-2026	That the Draft Delivery Program 2022 – 2026 be placed on public exhibition from 25 May 2022 to 22 June 2022 and if no submission are received that the Delivery Program be adopted.	MG		Placed on public exhibition until 22 June 2022. Report to June Council Meeting.	A
24-May-22	20.05/22	15.8 DRAFT OPERATIONAL PLAN, BUDGET, REVENUE POLICY AND FEES AND CHARGES FOR 2022-2023	That: 1. the Draft Operational Plan 2022-23 including the draft budget, draft revenue policy and draft fees and charges be placed on public exhibition from 25 May 2022 to 22 June 2022 and that any operational considerations and submissions from the public be collated for Council consideration at the 28 June 2022 Ordinary Meeting of Council; 2. concurrently, Council vote funds [quantum retained in confidence] to engage an independent financial expert to assist Council with the review of the draft budget to identify any further saving and revenue options for the 2022-23 budget including: a. the forecast fees and charges revenue b. kerbside collections optimum service delivery method c. optimised staffing costs d. retaining services within budget 3. the notice for the public exhibition is to advise that Council will be undertaking the above steps both during the public consultation period and in the first quarter of the 2022-23 financial year; and 4. that the quantum in part 2 remain in confidence.	MG GM MG GM		Placed on public exhibition until 22 June 2022. Report to June Council Meeting. In progress - Consultant attended Finance Advisory Committee 14 June 2022 The Notice was amended as per Council's resolution	B B C C

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24-May-22	23.05/22	15.9 DRAFT ASSET MANAGEMENT PLANS REPORT	That the gravel roads upgrade prioritisation community submissions and survey results be received and that the draft Asset Management Plans be received noting that they require further development over the next 6 months including: a. Review of changes from the previous draft (10 May Finance Advisory Committee Meeting version) to the current version; and b. Budget amounts compared with required maintenance amounts (e.g. Buildings AMP Table 7.1.3 and Graph 7.1.3.1).	DID		Noted	A
24-May-22	24.05/22	15.10 DRAFT LONG TERM FINANCIAL PLAN (LTFP) 2022-2031	That the Council note that draft Long Term Financial Plan (LTFP) 2023-2031 is being prepared based on the draft 2022-23 budget and request that it be presented to an Extraordinary Meeting of Council (preferably no later than 31 May 2022) to enable 28 days public exhibition and adoption as soon as possible.	CFO-DC		Draft LTFP 2023-2032 presented to Council on 31 May and 7 June 2022. Council resolved to place the draft LTFP on public display for 28 days.	C
24-May-22	25.05/22	15.11 DISABILITY INCLUSION ACTION PLAN 2022-2026	That Council resolves to place the Draft Disability Inclusion Action Plan 2022-2026 on public display for 28 days and, if no submissions are received, adopt the plan.	DCS		The Draft Disability Inclusion Action Plan 2022-2026 will be on public exhibition from 25 May 2022 until 22 June 2022	B
24-May-22	28.05/22	15.14 2022-23 CROWN RESERVES IMPROVEMENT FUND PROGRAM (CRIF)	That Council apply for \$95,000 in grant funding under the Crown Reserves Improvement Fund Program for planting and rehabilitation projects at Wooldridge Recreation and Fossicking Area Reserve (Crown reserve 91185) including rehabilitation to the beach area hampered by weeds.	DID		Application submitted	C
24-May-22	29.05/22	15.15 ADOPTION OF OPEN SPACE STRATEGY	That Council undertake an out of session review of the draft Uralla Shire Open Space Strategy with feedback provided by 30 June 2022 to enable a subsequent report to Council with possible amendments to enable adoption of the Strategy.	MDP		Pending	B
24-May-22	30.05/22	15.16 RECONNECTING REGIONAL NSW GRANT OPPORTUNITY – COMMUNITY EVENTS PROGRAM	I. That Council resolve to submit an application to apply for the allocated \$239,651 Reconnecting Regional NSW – Community Events Program as detailed in the report. II. Should Council be awarded the Reconnecting Regional NSW – Community Events Program: a. the General Manager is authorised to execute the funding deed; and b. Councillor's Burrows, Bower, McMullen and the General Manager (or delegate) form a project steering group to engage with the local community and businesses to identify eligible projects/events.	DCS		Steering Group Meeting held 14 June 2022. Expression Of Interest Public Notice on Council Webpage (with link to application form) and Facebook Post issued 15 June 2022.	B
31-May-22	X11.05/22	8.1. AGENDA NUMBER 2 – QUARTERLY BUDGET REVIEW STATEMENT – THIRD QUARTER 2021-22 (MARCH 2022)	That Council approve item 16 in the Quarterly Budget Review Statement -Third Quarter (March 2022) report, on page 13 “unbudgeted water treatment plant maintenance expenditure - \$45,000” and lay the remaining items from the report on the table to be considered at an extraordinary meeting on 7 June 2022.	CFO-DC		Presented to 7 June meeting	C
31-May-22	X12.05/22	8.1 AGENDA NUMBER 1 - DRAFT LONG TERM FINANCIAL PLAN (LTFP) 2023-2032	That Council lay the Draft Long Term Financial Plan (LTFP) 2023-2032 report on the table for consideration at an extraordinary meeting 7 June 2022.	GM		Presented to 7 June meeting	C
31-May-22	X14.05/22	9.1 CONFIDENTIAL – SUPPLY AND LAY ASPHALT; VARIOUS ROADS, URALLA SHIRE COUNCIL - AWARD OF TENDER	That Council approve: i. the utilisation of Roadwork Industries Pty Ltd at their Schedule of Rates contract prices to carry-out asphalt works at King Street (Maitland Street to McMahon Street) and Uralla Street (Park Street to Salisbury Street), and to undertake additional asphaltting work around the school crossing upgrades at Park Street and Uralla Street for works up to \$208,240 (Excluding GST); ii. the utilisation of Roadwork Industries Pty Ltd at their Schedule of Rates contract prices to carry-out asphalt works at the school crossings at Park Street, Uralla; Wood Street, Uralla; and Bowline Street, Bundarra; for works up to \$94,622 (Excluding GST); and iii. the deferment of asphaltting of Dangar Street (from Mihi Street to Gostwyck Road) to a future road works program subject to available funding.	MCI MCI MCI		Noted Noted Noted	B B C
7/6/22	X02.06/22	8.1 QUARTERLY BUDGET REVIEW STATEMENT – THIRD QUARTER 2021-22 (MARCH 2022)	I. That Council note the third quarter budget review summary for the 2021/22 financial year and adopt the remaining adjustments to budget allocations; and	CFO-DC			C

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			II. That a report be provided on the Uralla Landfill leachate costs of the excess (overflow) transport and monitoring.	MWWS		Pending	A
7/6/222	X03.06/22	8.2 DRAFT LONG TERM FINANCIAL PLAN (LTFP) 2023-2032	<p>That the draft Long Term Financial Plan (LTFP) be amended as follows:</p> <p>a. Page 15 – delete ‘attempting to’ and change ‘keep’ to ‘keeping’</p> <p>b. Page 17 –first dot point delete ‘on average are in the second quartile’</p> <p>c. Page 18 – first dot point – delete ‘transport’</p> <p>d. Page 22 – delete references to ‘living beyond means’</p> <p>ii. That Council place the Long Term Financial Plan (LTFP) as amended on public display as required by the integrated planning and reporting framework, noting the following points in the public notice and as a foreword to the LTFP:-</p> <p>1. The draft LTFP is a tool for making long-term decisions, however, it is not a budget approval document.</p> <p>2. The draft LTFP has been prepared using the draft 2022/23 budget (currently on public exhibition, not yet endorsed). Council will continue to work on a LTFP that will be reflective of the community's desired service levels and mindful of the community's capacity to pay.</p> <p>3. That Council is committed to continuing to work on forward budget improvements by:</p> <p>a) a review of the draft budget to identify further savings and revenue options for 2022/23 and forward years;</p> <p>b) organisation-wide service review (desktop benchmarking);</p> <p>c) further development of the asset management plans</p> <p>4. That Council will need to endorse asset management plans in order to adopt a refined LTFP framework in the next 12 months which is reflective of the community's desire for asset performance and which will replace the current LTFP 2023-2032; and</p> <p>III. That the Budget documents forwarded to Councillors as "Confidential" be made publicly available on Council's website.</p>	CFO-DC		Completed	C
				CFO-DC		Noted	C
				CFO-DC		Completed	C

16 MOTIONS ON NOTICE/QUESTIONS WITH NOTICE

Nil

17 CONFIDENTIAL MATTERS



17.1 CONFIDENTIAL - AWARD OF TENDER FOR ROTARY PARK REFURBISHMENT

Department:	Infrastructure & Development	
Prepared by:	Manager of Development and Planning	
TRIM Reference:	UINT/22/6881	
Attachments:	UINT/22/6893	1. Confidential - Wallace Constructions Tender
	UINT/22/7641	2. Confidential – Works estimate
	UINT/22/7665	3. Confidential – Procurement assessment rating form

This report is presented to the **CLOSED** section of the **28 June 2022 Extraordinary Council meeting** under section 10A (2)(d)(i) of the Local Government Act (NSW) 1993.

- (1) 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:
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it.

Reason for closing the agenda item: competitive procurement process.

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

Strategy: 1.1.2 Embellish our community with parks, paths, cycle ways, facilities and meeting places.

18 COMMUNICATION OF COUNCIL DECISIONS

19 CONCLUSION OF THE MEETING

END OF BUSINESS PAPER