



AGENDA & BUSINESS PAPERS

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

22 August 2023

Commencing at 4 pm



Statement of Ethical Obligations

The Mayor and Councillors are bound by the Oath/ Affirmation of Office made at the start of the Council term to undertake their civic duties in the best interests of the people of Uralla Shire and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the *Local Government Act* or any other Act, to the best of their skill and judgement.

It is also a requirement that the Mayor and Councillors disclose conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with Council's Code of Conduct and Code of Meeting Practice.

Toni Averay

Acting General Manager

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1 OPENING & WELCOME

2 PRAYER

3 ACKNOWLEDGEMENT OF COUNTRY

4 WEBCAST INFORMATION

5 APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

6 DISCLOSURE & DECLARATION OF INTEREST/S

7 CONFIRMATION OF MINUTES

7.1 Confirmation of Minutes 25 July 2023 Ordinary Meeting

Department: General Manager's Office

Prepared By: Executive Assistant

Authorised By: Acting General Manager

Reference: UINT/23/10438

Attachments: 1. Minutes 25 July 2023 Ordinary Meeting [↓](#)

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

Strategy: 4.1. Informed and collaborative leadership in our community

RECOMMENDATION

That the Minutes of 25 July 2023 Ordinary Meeting be adopted as a true and correct record.

OR

That the Minutes of 25 July 2023 Ordinary Meeting be adopted with the following amendments as a true and correct record



MINUTES of

ORDINARY COUNCIL MEETING

Held on 25 July 2023 at 4pm

Attendance at Meeting:

Councillors: Mayor R Bell (Chair)
Deputy Mayor R Crouch
Cr T Bower
Cr S Burrows
Cr L Doran
Cr McMullen
Cr T O'Connor
Cr L Petrov
Cr T Toomey

Apologies:

Nil

Staff:

Mrs K Jessep, General Manager
Ms T Averay, Executive Director Infrastructure & Development
Mrs C Valencius, Executive Director Corporate & Community
Mr S Williams, Manager Governance
Ms W Westbrook, Executive Assistant – Minute Clerk

ORDINARY COUNCIL MEETING MINUTES

25 JULY 2023

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ORDINARY COUNCIL MEETING MINUTES**25 JULY 2023**

1 OPENING & WELCOME

- The Chair declared the meeting opened at 4:00pm.
- Mayoral acknowledgement of the passing of Anaiwan Elder Uncle Les (Leslie Raymond Townsend 1942-2023) to be marked with the respect of observing a minute's silence.
- Mayoral farewell to Executive Director Corporate and Community, Mrs Christine Valencius.

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 the attendees from making defamatory statements.

5 APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

Moved: Cr Leanne Doran

Seconded: Cr Tara Toomey

The Chair received leave of absence from Crs Tom O'Connor, Tim Bower and Bruce McMullen.

Unanimous

6 DISCLOSURE & DECLARATIONS OF INTEREST/S

Nil

7 CONFIRMATION OF MINUTES**7.1 CONFIRMATION OF MINUTES HELD 22 JUNE 2023 EXTRAORDINARY MEETING****RESOLUTION 01.07/23****Moved:** Deputy Mayor Robert Crouch**Seconded:** Cr Tara Toomey**That the Minutes of 22 June 2023 Extraordinary Meeting be adopted as a true and correct record.****For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey**Against:** Nil**CARRIED 9/0****7.2 CONFIRMATION OF MINUTES 27 JUNE 2023 ORDINARY MEETING****RESOLUTION 02.07/23****Moved:** Cr Leanne Doran**Seconded:** Cr Tom O'Connor**That Council adopt the minutes of the Ordinary Meeting 27 June 2023 as a true and correct record with the following amendments:**

- Change from capital letters to lower case Resolution 28.06/23

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey**Against:** Nil**CARRIED 9/0**

ORDINARY COUNCIL MEETING MINUTES

25 JULY 2023

SUSPENSION OF STANDING ORDERS

RESOLUTION 03.07/23

Moved: Deputy Mayor Robert Crouch

Seconded: Cr Bruce McMullen

A motion was moved that Council have a short break at 4:19pm.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

RESUMPTION OF STANDING ORDERS

RESOLUTION 04.07/23

Moved: Cr Sarah Burrows

Seconded: Deputy Mayor Robert Crouch

A motion was moved that Chair resume the meeting at 4:24pm.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Bruce McMullen, Tom O'Connor and Lone Petrov

Against: Crs Leanne Doran and Tara Toomey

CARRIED 7/2

7.3 CONFIRMATION OF MINUTES HELD 29 JUNE 2023 EXTRAORDINARY MEETING**RESOLUTION 05.07/23**

Moved: Cr Tom O'Connor

Seconded: Cr Lone Petrov

That the Minutes of 29 June 2023 Extraordinary Meeting, be adopted with the following amendments as a true and correct record:

- Delete the 'RECOMMENDATION' heading – page 4
- Delete foreshadowed motion for Resolution 34.06/23 – page 5;
- Move Resolution 35.06/23 to become 34.06/23 and amend :
 - Break 5.49pm; and
 - Add Mayor resumed meeting at 5:51pm.
 - Amend resolution numbers being: 34.06/23 to become 35.06/23
- Add Mayoral note under the resolution re: at Point 1 of Resolution 34.06/23 – the addition of the capital tables in part 2 of the draft Operational Plan 2023/24 for public exhibition was in accordance with Council Resolution 29.05/23 part ix ;

For: Crs Robert Bell, Robert Crouch, Tim Bower, Bruce McMullen, Tom O'Connor and Lone Petrov

Against: Crs Sarah Burrows, Leanne Doran and Tara Toomey

CARRIED 6/3

8 URGENT, SUPPLEMENTARY, AND LATE ITEMS OF BUSINESS (INCLUDING PETITIONS)

Nil.

9 WRITTEN REPORTS FROM DELEGATES**9.1 WRITTEN DELGATE ACTIVITY REPORT FROM THE MAYOR FOR JUNE 2023****RESOLUTION 06.07/23****Moved:** Mayor Robert Bell**Seconded:** Deputy Mayor Robert Crouch**That Council receive the Mayor's Delegate Activity Report for June 2023.****For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey**Against:** Nil**CARRIED 9/0****10 PUBLIC FORUM**

Nil

11 MAYORAL MINUTE

Nil

12 NOTICE OF MOTION/QUESTIONS WITH NOTICE

Nil

13 REPORT OF COMMITTEES

Nil

14 REPORTS TO COUNCIL**14.1 STATUS OF GROUNDWATER DRILLING - JULY 2023****RESOLUTION 07.07/23****Moved:** Cr Tom O'Connor**Seconded:** Cr Lone Petrov

That Council notes the report and awaits completion of longer duration pump testing of TB05 and TB07 and the water security options component of Integrated Water Cycle Management Strategy before determining a position on groundwater drilling to enable consideration of all water augmentation options.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0**14.2 WORKS PROGRESS REPORT - JULY 2023****RESOLUTION 08.07/23****Moved:** Cr Tom O'Connor**Seconded:** Cr Sarah Burrows

That Council note the Works Progress Report as at 30 June 2023.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

ORDINARY COUNCIL MEETING MINUTES

25 JULY 2023

14.3 COUNCILLOR PROFESSIONAL DEVELOPMENT

RESOLUTION 09.07/23

Moved: Cr Lone Petrov

Seconded: Deputy Mayor Robert Crouch

That Council :

- i. Note that individual councillors will liaise with the General Manager to book any specific councillor training; and
- ii. Steven Ball *Leadership for Public Office* be booked the evening of Monday 21 August 2023.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

14.4 COUNCIL INSTRUMENT OF DELEGATION - GENERAL MANAGER

RESOLUTION 10.07/23

Moved: Cr Tom O'Connor

Seconded: Deputy Mayor Robert Crouch

Any previous delegation to the General Manager be revoked and Council delegate to the General Manager the "Instrument of Delegation - General Manager" attached to this report with the following amendments to Schedule 1:

- i. Item 1a delete 'subsequent'; and
- ii. Item 3 delete \$500,000 and insert \$250,000; and
- iii. Item 6 3a delete '>5' and insert 'any'.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor and Lone Petrov

Against: Cr Tara Toomey

CARRIED 8/1

ORDINARY COUNCIL MEETING MINUTES

25 JULY 2023

14.5 AUDIT RISK & IMPROVEMENT COMMITTEE MEETING 26 JUNE 2023

RESOLUTION 11.07/23

Moved: Cr Tara Toomey
Seconded: Cr Tom O'Connor

That Council note the report of the Audit Risk and Improvement Committee meeting of 26 June 2023.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

14.6 FINANCE TEAM RESOURCING

RESOLUTION 12.07/23

Moved: Deputy Mayor Robert Crouch
Seconded: Cr Tom O'Connor

That Council note the additional financial work as a result of increasing legislative requirements and stringent audit requirements, additional reporting requirements from the Aged Care Reform and the National Disability Insurance Scheme changes, and approve an additional full-time-equivalent (FTE) Corporate Accountant position with the associated pro rata costs to be included in QBRs 1, noting the cost will be from the general fund but distributed on a formula basis on the service areas of council, and recruitment to commence to take into account the recruitment of the Executive Director Corporate & Community.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

ORDINARY COUNCIL MEETING MINUTES

25 JULY 2023

14.7 INVESTMENTS AT 30 JUNE 2023

RESOLUTION 13.07/23

Moved: Cr Tom O'Connor

Seconded: Cr Tim Bower

That Council note:

1. The cash position as at 30 June 2023 consisting of cash and overnight funds of \$3,548,616.27 and term deposits of \$20,764,522.58 totalling \$24,313,138.85 of readily convertible funds; and
2. The majority of Council's cash is externally restricted and not available for day to day operational expenditure. Unrestricted cash as at 30 June, 2023 estimated to be \$2million with the final value to be confirmed upon audit of financial statements for the year.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

14.8 LOANS AS AT 30 JUNE 2023

RESOLUTION 14.07/23

Moved: Cr Tom O'Connor

Seconded: Cr Sarah Burrows

That Council note the loan position as at 30 June, 2023 totalling \$1,507,166.47, noting loan 189 & 190 were for construction not maintenance.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

Note:

ORDINARY COUNCIL MEETING MINUTES

25 JULY 2023

14.9 REGISTER RESOLUTIONS ACTIONS STATUS AS AT 18 JULY 2023

RESOLUTION 15.07/23

Moved: Cr Leanne Doran

Seconded: Deputy Mayor Robert Crouch

That Council note the Resolution Action Status Report as at 18 July 2023.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

SUSPENSION OF STANDING ORDERS

RESOLUTION 16.07/23

Moved: Cr Leanne Doran

Seconded: Cr Sarah Burrows

A motion was moved that Council suspend standing orders for a short dinner break at 6:03pm.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

RESUMPTION OF STANDING ORDERS

RESOLUTION 17.07/23

Moved: Mayor Robert Bell

Seconded: Cr Lone Petrov

A motion was moved that Council resume the meeting at 6:28pm

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

15 CONFIDENTIAL MATTERS**RESOLUTION 18.07/23**

Moved: Mayor Robert Bell

Seconded: Cr Sarah Burrows

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the *Local Government Act 1993*:

15.1 Waste trucks and options for kerbside waste collection

This matter is considered to be confidential under Section 10A(2) - d(i) and d(ii) of the *Local Government Act 1993*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and information that would, if disclosed, confer a commercial advantage on a competitor.

15.2 Mayoral Minute - General Manager Annual Performance Review July 2023

This matter is considered to be confidential under Section 10A(2) - a of the *Local Government Act 1993*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

All staff including the Public Officer and General Manager left the meeting at 7:00pm for Items 15.2A & 15.2B.

RESOLUTION 22.07/23

Moved: Deputy Mayor Robert Crouch

Seconded: Cr Lone Petrov

That Council return to Open Session of Council.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

Public Officer, General Manager and Minute Clerk returned to the meeting at 8:05pm

16 COMMUNICATIONS OF COUNCIL DECISIONS

The Chair communicated the Council decisions from the closed session.

RESOLUTION 23.07/23

Moved: Deputy Mayor Robert Crouch

Seconded: Cr Lone Petrov

That resolutions of Closed Session of Council become the resolutions of Open session of Council.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

15.1 WASTE TRUCKS AND OPTIONS FOR KERBSIDE WASTE COLLECTION**RESOLUTION 19.07/23**

Moved: Cr Tom O'Connor

Seconded: Cr Sarah Burrows

That Council,

- i. Award a contract to Superior Pak for up to \$500,000 for the purchase of one waste collection truck; and
- ii. Authorises the General Manager to initiate a loan for up to \$500,000 to fund the purchase of one truck for in-house waste collection from the preferred bidder; and
- iii. Continues outsourcing kerbside waste collection services through a private contractor until the arrival of the new waste truck; and
- iv. Further considers this matter when the long term waste strategy and a Master Plan for Uralla Landfill is ready.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Tom O'Connor and Tara Toomey

Against: Crs Bruce McMullen and Lone Petrov

CARRIED 7/2

All staff including the Public Officer and General Manager left the meeting at 7:00pm.

15.2 MAYORAL MINUTE - GENERAL MANAGER ANNUAL PERFORMANCE REVIEW JULY 2023**RESOLUTION 20.07/23****Moved:** Cr Sarah Burrows**Seconded:** Deputy Mayor Robert Crouch

Receive the Report on the General Manager's Performance Review by Mark Anderson, Local Government NSW Management Solutions. The General Manager's scores as per the reviewing document are "meets expectation".

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0**RESOLUTION 21.07/23****Moved:** Mayor Robert Bell**Seconded:** Deputy Mayor Robert Crouch

Authorise a 2% increase in the General Manager's remuneration package with affect from the 1 July 2023, made up of 0% SOORT determination, as per Statutory and Other Officers Remuneration (Executive Office Holders and Senior Executives) Regulation 2023 and a 2% performance increase due to the performance of the General Manager being assessed as "meets expectations" as per s8.3 of the Standard Contract of Employment, General Managers of Local Councils in New South Wales.

For: Crs Robert Bell, Robert Crouch, Bruce McMullen, Tom O'Connor and Lone Petrov

Against: Crs Tim Bower, Sarah Burrows, Leanne Doran and Tara Toomey

CARRIED 5/4**17 CONCLUSION OF MEETING**

The meeting was closed at 8:05pm.

7.2 Confirmation of Minutes 10 August 2023 Extraordinary Meeting

Department: General Manager's Office

Prepared By: Executive Assistant

Authorised By: Acting General Manager

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Attachment:1. Minutes Extraordinary Meeting 10 August 2023 [↓](#)

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

Strategy: 4.1. Informed and collaborative leadership in our community

RECOMMENDATION

That the Minutes of 10 August 2023 Extraordinary Meeting be adopted as a true and correct record.

OR

That the Minutes of 10 August 2023 Extraordinary Meeting be adopted with the following amendments as a true and correct record



MINUTES of

EXTRAORDINARY COUNCIL MEETING

Held on 10 August 2023 at 6:00pm

Attendance at Meeting:

Councillors: Mayor R Bell (Chair)
Deputy Mayor R Crouch
Cr T Bower
Cr S Burrows
Cr L Doran
Cr T O'Connor *arrived 6:30pm*
Cr L Petrov
Cr T Toomey

Apologies: Cr McMullen on leave

Staff: Ms T Averay, Acting General Manager
Mr S Williams, Interim Executive Director Corporate & Community
Ms W Westbrook (Minute Clerk)

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 9.2 General Manager Recruitment Process 6

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EXTRAORDINARY COUNCIL MEETING MINUTES**10 AUGUST 2023**

1 OPENING & WELCOME

Due to an absence of a quorum at 6:00pm the meeting did not commence until 6:38pm.

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 that the meeting was a closed meeting and no recording would be made.

5 APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

The Chair advised Cr McMullen was on leave, approved in July 2023 Ordinary Meeting.

6 DISCLOSURE & DECLARATION OF INTEREST/S

Nil

7 PURPOSE OF EXTRAORDINARY MEETING

1. Appointment of Interim General Manager
2. General Manager Recruitment Process

8 LATE REPORTS/SUPPLEMENTARY/URGENT ITEMS (INCLUDING PETITIONS)

Nil.

9 CONFIDENTIAL MATTERS**RESOLUTION 01.08/23**

Mayor Robert Bell – advised the that the meeting was in closed session

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the *Local Government Act 1993*:

9.1 Appointment of Interim General Manager

This matter is considered to be confidential under Section 10A(2) - a of the *Local Government Act 1993*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

9.2 General Manager Recruitment Process

This matter is considered to be confidential under Section 10A(2) - a and d(i) of the *Local Government Act 1993*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors) and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

RESOLUTION 04.08/23

Moved: Cr Tom O'Connor

Seconded: Cr Leanne Doran

That Council return to Open Session of Council.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

Absent: Crs Bruce McMullen (leave of absence)

CARRIED 8/0

EXTRAORDINARY COUNCIL MEETING MINUTES

10 AUGUST 2023

10 COMMUNICATION OF COUNCIL DECISIONS

The Chair communicated the Council decisions from the closed session.

RESOLUTION 05.08/23

Moved: Deputy Mayor Robert Crouch

Seconded: Cr Lone Petrov

That resolutions of Closed Session of Council become the resolutions of Open session of Council.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

Absent: Crs Bruce McMullen (leave of absence)

CARRIED 8/0

9.1 APPOINTMENT OF INTERIM GENERAL MANAGER**RESOLUTION 02.08/23**

Moved: Cr Tom O'Connor

Seconded: Cr Lone Petrov

Pursuant to section 351 of the *Local Government Act 1993 (NSW)* appoint Ms Toni Averay as the Interim General Manager from 25 August 2023 for up to 12 months until the commencement of a contracted general manager (whichever occurs first).

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

Absent: Crs Bruce McMullen (leave of absence)

CARRIED 8/0

EXTRAORDINARY COUNCIL MEETING MINUTES**10 AUGUST 2023**

9.2 GENERAL MANAGER RECRUITMENT PROCESS**RESOLUTION 03.08/23****Moved:** Cr Sarah Burrows**Seconded:** Deputy Mayor Robert Crouch

1. That Council retain the existing budget and total remuneration package for recruitment of the General Manager with the inclusion of a one off payment to encourage the successfully appointed General Manager to live within the Shire.
2. Call an Extraordinary Meeting to:
 - a) review the proposals from recruitment consultants;
 - b) select the preferred consultant to undertake the General Manager recruitment; and
 - c) appoint the General Manager selection panel.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

Absent: Crs Bruce McMullen (leave of absence)

CARRIED 8/0**11 CONCLUSION OF MEETING**

The meeting was closed at 8:00pm.

8 URGENT, SUPPLEMENTARY, AND LATE ITEMS OF BUSINESS (INCLUDING PETITIONS)

9 WRITTEN REPORTS FROM DELEGATES

9.1 Written Delegate Activity Report from the Mayor for July 2023

Department:	General Manager's Office
Prepared By:	Mayor
Authorised By:	Acting General Manager
Goal:	4. We are an independent shire and well-governed community
Strategy:	4.1. Informed and collaborative leadership in our community

RECOMMENDATION

That Council receive the Mayor's Delegate Activity Report for July 2023.

REPORT

Mayor: Robert Bell		
Date of Council Meeting: 22 August 2023		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
4 Jul 2023	NAIDOC Celebrations	Uralla
5 Jul 2023	GM Performance Review	Uralla
7 Jul 2023	Red Cross Meeting	Uralla Bowlo
7 Jul 2023	GM & Mayor Catch up	Uralla
10 Jul 2023	Tripartite Heads Agreement meeting	Uralla
10 Jul 2023	Meeting Microfactories Representatives at Dinner	Uralla
11 Jul 2023	Workshop – Microfactories and leading Uralla businesses	Uralla Bowlo
12 Jul 2023	2AD Interview	Online
13 Jul 2023	Uralla Courthouse walk through – Update on progress	Uralla Courthouse
17 Jul 2023	GM & Mayor Catch up	Uralla
18 Jul 2023	Meeting with Regional Australia Bank	Uralla
19 July 2023	Meeting with Uralla Resident	Uralla
24 Jul 2023	GM & Mayor Catch up	Uralla
25 Jul 2023	Murray Darling Association Meeting	Uralla
25 Jul 2023	Uralla & Walcha Councils & Winterbourne Wind Draft agreement discussion	Uralla
25 Jul 2023	Ordinary Council Meeting	Uralla
26 Jul 2023	2AD Interview	Online
26 Jul 2023	Recycling Solar Panels	Uralla
27 Jul 2023	Attended NSW Parliament Transmission Underground Line Hearing	Armidale Bowling Club
31 Jul 2023	Transport NSW catch up meeting	Uralla
31 Jul 2023	GM & Mayor Catch up	Uralla
2023 Expenses Claims to date for Councillors		\$0

10 PUBLIC FORUM

Nil

11 MAYORAL MINUTE

11.1 Mayoral Minute -Outgoing General Manager - Ms Kate Jessep

Reference: UINT/23/11528

BACKGROUND:

Council's General Manager Ms Kate Jessep has submitted her resignation with effect from close of business on 24 August 2023. Ms Jessep has served Council as General Manager for the past three years steering the Council through Covid-19 and the 2021 NSW Local Government elections. She has also overseen many important initiatives in Council.

On behalf of Council, I would like to take this opportunity to formally acknowledge Ms Jessep's service and outstanding contribution to Uralla Shire Council and the local community, and thank her for her commitment and hard work.

RECOMMENDATION

That Council thanks our outgoing General Manager, Ms Kate Jessep, for her service and commitment over the last three years, and acknowledges her outstanding contribution to Council and the Uralla community.

REPORT

Some of Ms Jessep's achievements during her three years as General Manager of Uralla Shire Council include:

- Major role in initiating Joint Council forums and collaboration regarding Renewable Energy Zone impacts;
- Securing NSW Severe Weather & Flood Grant 2022 with \$1million paid in advance for the first time;
- Review and enhancement of Council's procurement, risk, WHS and finance policies and processes;
- Development and implementation of the Organisational Transformation Plan and organisational restructure;
- Secured funding and planning for Council's IT upgrades;
- Staff training and development initiatives to enhance staff capabilities, culture and performance;
- Overseeing the successful development and installation of the Bundarra sewer connections;
- Overseeing major Bingara Road upgrade and successful reclassification for heavy vehicle use as specified by the National Heavy Vehicle Regulator (NHVR); and
- Secured \$2m grant for community infrastructure in the NSW Department of Planning's Public Spaces Legacy Program – one of only 60 Councils to do so.

Ms Jessep also provided strong leadership during the challenging Covid-19 period, and ensured the 2021 Council election and subsequent Councillor induction processes ran smoothly.

Ms Jessep can be very proud of her many contributions to Uralla Shire Council over the last three years. On behalf of Council, I would like to thank her for leadership and commitment, and wish her every success in her new role and the future

12 NOTICE OF MOTION/QUESTIONS WITH NOTICE

Nil

13 REPORT OF COMMITTEES

Nil

14 REPORTS TO COUNCIL

14.1 Development Application - DA-31-2023 - LED Business Identification Signage - 52 Hill Street URALLA

Department:	Infrastructure and Development
Prepared By:	Interim Manager Development & Planning
Authorised By:	Executive Director Infrastructure & Development
Reference:	UINT/23/10153

Attachments:	1. Development assessment report and recommended conditions of consent ↓
	2. Site Plan ↓
	3. Advertising Signage Details ↓
	4. DA-31-2023 - Submission Redacted - 52 Hill Street Uralla ↓

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3. We are good custodians of our environment
Strategy:	3.2. Maintain a healthy balance between development and the environment

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.

Development applications require a decision of Council which MUST be either:

- Approval with conditions OR
- Refuse with reasons.

SUMMARY

Proposal:	LED Business Identification Sign
Property Description:	Lot A DP 156002, land also known as 52 Hill Street Uralla
Zoning:	RE2 Private Recreation
Date Received:	24 May 2023
Public Notification or Exhibition:	Yes
Notification Period:	30 May 2023 – 14 June 2023
Number of Submission:	1

RECOMMENDATION

That Council approve Development Application DA-31-2023 subject to the attached draft conditions of consent.

DEVELOPMENT APPLICATION CONDITIONS OF CONSENT – DEVELOPMENT APPLICATION - DA-31-2023 - LED BUSINESS IDENTIFICATION SIGNAGE - 52 HILL STREET URALLA**PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2021)****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*.

GENERAL CONDITIONS

2. 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.

3. The owner of the property is to ensure that any advertising structure is installed:
 - (a) to meet the setback requirements on 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.

4. 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.

5. 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.

6. The variable message sign shall be programmed to ensure compliance with the following:-
- The hours of operation of the sign display are from 9am to 10pm daily. The sign must not display any images or text outside the permitted hours of operation and must be turned off when the Bowling Club is closed.
 - The content when displayed, must be static text or images with no moving or flashing elements.
 - Only signage content that relates to the lawful use of the land (Bowling Club) is permitted to be displayed at any time.

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

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

7. 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.
8. 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.

9. 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.*

ADVISORY NOTES – GENERAL

10. 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.

11. 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.

REPORT

Council approval is sought for a new LED business identification sign for the Uralla Bowling Club to be erected at the corner of Hill Street and Queen Street. The proposed new sign is an LED digital panel with an area of 2000mm x 1000mm, and mounted upon two structural support posts. While the content of the sign is interchangeable, it will not be animated or flashing. It would generally display the Bowling Club Logo and any club related information, satisfying the definition of a 'business identification signage'.

The sign would have a total height of 2.5m above ground level and is to be placed within the lot boundary with visibility from Hill Street and Queen Street.

The application was neighbour notified and submissions were open from 30 May 2023 to 14 June 2023. One (1) submission in objection to the proposal was received by Council and is addressed further in the attached assessment report.

CONCLUSION

The application is recommended for approval.

COUNCIL IMPLICATIONS

Community Engagement/Communication

The application was neighbour notified as per the provision of Councils Community Engagement Plan.

Policy and Regulation

Uralla LEP 2012

Uralla DCP 2011

Environmental Planning and Assessment Regulation 2021

Environmental Planning and Assessment Act 1979

Financial/Long Term Financial Plan

Nil

Asset Management/Asset Management Strategy

Nil

Workforce/Workforce Management Strategy

Nil

Legal and Risk Management

Nil

Performance Measures

Nil

Project Management

Nil

Development Assessment Report

DA Number: DA-31-2023 **Council:** Uralla Shire Council
Location: 52 Hill Street URALLA
Development Description: Digital LED Sign
Title Details: Lot: A Sec: 8 DP: 759022

Property Details/History

	Checked	Comments
File History	Yes	A search of Council records found the following DAs apply to the subject Site:- <ul style="list-style-type: none"> DA-18-2021 Installation Flood Light, approved 27 April 2021 DA-79-2019 Solar Panels, approved 13 January 2020 DA-29-2018 Installation Solar Panels, approved 18 May 2018 DA-76-2015 Advertising Signage, approved 21 January 2016
Title Plan	Yes	
Check Ownership	Yes	

Site Characteristics
 The application relates to Lot A DP 759022, land also known as 52 Hill Street, Uralla. The site is zoned RE2 Private Recreation under the Uralla LEP 2012 and contains the Uralla Bowling Club.
 The site is mapped part flood prone.

The Proposal
 Council approval is sought for a new LED business identification sign for the Uralla Bowling Club to be erected at the corner of Hill Street and Queen Street. The proposed new sign is a LED digital panel with an area of 2000mm x 1000mm, and mounted upon two structural support posts. While the content of the sign is interchangeable, it will not be animated or flashing. It would generally display the Bowling Club Logo and any club related information, satisfying the definition of a ‘business identification signage’.
 The sign would have a total height of 2.5m above ground level and is to be placed within the lot boundary with visibility from Hill Street and Queen Street.

Application Type

Is this application an Integrated Development Application? No
Is this application a Designated Development Application? No
Is this application for State Significant Development? No

Is this application submitted by/on behalf of a Public Authority? No
 Is this application a staged Development? No
 Is it a BASIX affected development? No

Concurrence/Referral
 Section 4.13 – Environmental Planning & Assessment Act 1979

Does this application require concurrence or referral? No
 Is there any other issue that requires notation? No
 Does this application require referral for decision by Council? Yes

Local Environmental Plan
 Section 4.15(1)(a)(i) – Environmental Planning & Assessment Act 1979

This land is zoned: RE2 Private Recreation

<u>List the relevant clause/clauses applicable under the LEP</u>		
Clause	Compliance	Comment
Land Use Table	Yes	The proposed land use requires development consent.

Is there a draft LEP or draft LEP amendment which may affect this proposal? No
 Do 'existing use' provisions apply to this development? No
 Comment:

Development Control Plan
 Section 4.15(1)(a)(iii) – Environmental Planning & Assessment Act 1979

Does Uralla DCP 2011 apply to this land/proposal? Yes

Chapter	Comply	Comment
8.	Yes	Signs shall comply with the specifications in Table 8.1 and can only be erected where they are permissible as detailed in this chapter and Uralla LEP:- <ul style="list-style-type: none"> a. Maximum size to be determined by signage type b. Lighting must not create glare to vehicles or pedestrians. c. Lighting must be located to avoid light spill into residential properties d. Must not be a flashing sign The proposed new LED sign for the Uralla Bowling Club complies with each of the abovementioned requirements as outlined in table 8.1 of the Uralla DCP 2011. The signage is therefore considered to be acceptable with regard to the DCP requirements.

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

Comment:

<u>List all relevant SEPPs</u>		
SEPP	Comply	Comment
<p>State Environmental Planning Policy (Industry and Employment) 2021</p> <p>Chapter 3 Advertising and Signage</p>	<p>Yes</p>	<p>This chapter of the SEPP provides definitions in terms of sign types. A “business sign” is defined as follows:-</p> <p>business identification sign means a sign: that indicates the name of the person, and the business carried on by the person, the premises or place at which the sign is displayed, and that may include the address of the premises or place and a logo or other symbol that identifies the business, but that does not include any advertising relating to a person who does not carry on business at the premises or place.</p> <p>The proposed sign is considered to be a business identification sign, it is characterised by the use of logos and the business name of the Uralla Bowling Club.</p> <p>Schedule 5 of the SEPP contains the assessment criteria relating to the assessment of signage applications. The following is an assessment against these provisions:-</p> <p style="text-align: center;">1. Character of the Area</p> <p>Is the proposal compatible with the existing or desired future character of the area or locality in which it is proposed to be located?</p> <p><i>The proposed sign will be located within the grounds of the Uralla Bowling Club and will replace a former sign. The display of a business identification sign with related Club information is to be expected.</i></p> <p>Is the proposal consistent with a particular theme for outdoor advertising in the area or locality?</p> <p><i>Signage is consistent with the Club and Club related activities generally.</i></p> <p><i>The pre-manufactured LED panel can be controlled by the staff and will only be turned on during opening hours (from 9am to 10pm at the latest)</i></p> <p><i>The sign is of a high quality and professional design and finish.</i></p> <p style="text-align: center;">2. Special Areas</p> <p>Does the proposal detract from the amenity or visual quality of any environmentally sensitive areas, heritage areas, natural or other conservation areas, open space areas, waterways, rural landscapes or residential areas?</p> <p><i>The subject site is not located in the Heritage Conservation Area or any other area of scenic value, the proposal is satisfactory in this regard.</i></p> <p style="text-align: center;">3. Views and Vistas</p> <p>Does the proposal obscure or compromise important views?</p>

	<p><i>The proposed signage will not compromise any important views or vistas.</i></p> <p>Does the proposal dominate the skyline and reduce the quality of vistas?</p> <p><i>See above comment.</i></p> <p>Does the proposal respect the viewing rights of other advertisers?</p> <p><i>The Bowling Club is the sole use on the site. The proposal is considered to be satisfactory in this regard.</i></p> <p>4. Streetscape, setting or landscape</p> <p>Does the scale, proportion and form of the proposal appropriate for the streetscape, setting or landscape?</p> <p><i>It is considered that the existing Club can accommodate a sign of this size without seeming to dominate the streetscape. It is noted that the application does not seek to display any signage above the roofline of any building.</i></p> <p>Does the proposal contribute to the visual interest of the streetscape, setting or landscape?</p> <p><i>The proposed sign is considered to be in-keeping with the nature of the area. It is noted that the applicant is only seeking approval for one sign and is to replace a former sign which has since been removed during the installation of light poles.</i></p> <p>Does the proposal reduce clutter by rationalising and simplifying existing advertising?</p> <p><i>Only one single sign is proposed for this part of the Site. In this sense visual clutter is minimised.</i></p> <p>Does the proposal protrude above buildings, structures or tree canopies in the area or locality?</p> <p><i>The application does not propose to display any signage above the roofline of any building.</i></p> <p>Does the proposal require ongoing vegetation management?</p> <p><i>N/A</i></p> <p>4. Site and building</p> <p>Is the proposal compatible with the scale, proportion and other characteristics of the site or building, or both, on which the proposed signage is to be located?</p> <p><i>See comments above.</i></p> <p>Does the proposal respect important features of the site or building, or both?</p> <p><i>The signage will not obscure any existing buildings.</i></p> <p>Does the proposal show innovation and imagination in its relationship to the site or building, or both?</p> <p><i>The LED signage is considered to be an innovative and modern in design.</i></p>
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		<p>5. Associated devices and logos with advertisements and advertising structures</p> <p>Have any safety devices, platforms, lighting devices or logos been designed as an integral part of the signage or structure on which it is to be displayed?</p> <p><i>The proposed signage will require a Construction Certificate for design of piers/footings. Otherwise, there would be no other support structures or devices.</i></p> <p>6. Illumination</p> <p>Would illumination result in unacceptable glare?</p> <p><i>No, and the sign will be turned off outside opening hours.</i></p> <p>Would illumination affect safety for pedestrians, vehicles or aircraft?</p> <p><i>Nil impacts likely, the proposed illumination is satisfactory in this regard.</i></p> <p>Would illumination detract from the amenity of any residence or other form of accommodation?</p> <p><i>The proposal is to be located in a recreation zone, it is considered that sufficient separation exists between the proposed sign and the nearby residential accommodation so as not to cause a nuisance to any residents.</i></p> <p>Can the intensity of the illumination be adjusted, if necessary?</p> <p><i>Yes, the digital display has the ability to change the brightness and content. However, it will not be flashing or animated.</i></p> <p>Is the illumination subject to a curfew?</p> <p><i>Yes, as per the Club opening hours being 9am to 10pm.</i></p> <p>7. Safety</p> <p>Would the proposal reduce the safety for any public road?</p> <p><i>The proposed sign is not considered to present a safety risk to any public road users, pedestrians, school buses or cyclists. The location of the sign will not obscure any sight lines.</i></p> <p>Would the proposal reduce the safety for pedestrians or bicyclists?</p> <p><i>See comments above.</i></p> <p>Would the proposal reduce the safety for pedestrians, particularly children, by obscuring sightlines from public areas?</p> <p><i>See comments above.</i></p>
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Environmental Impacts – Heritage
Section 4.15(1)(b) – Environmental Planning & Assessment Act 1979

Does this proposal have any potential impact on?

Heritage	Impact	Comment
European	No	The proposed signage is adjacent to a heritage item being the Queen Park. Nonetheless, there would be minimal impact to

		the Park in terms of Heritage.
Aboriginal	No	

- Is this land classified as containing an item of environmental heritage? No
- Is there an impact on an item of environmental heritage? No
- Is this proposal in a heritage conservation zone? No
- Is this proposal in an adjoining or in close vicinity to a conservation zone? Yes
- Has a Heritage Impact Statement been prepared for this proposal? No
- Has an Archaeological Survey been prepared for this proposal? No

Section 68 Assessment
Section 68 – Local Government Act 1993

- Is a section 68 approval required? No

Signage

- Does this proposal require signage? Yes
- If yes, does the signage comply? Yes
- Will the signage require referral to the RTA or Local/Regional Traffic Committee? No

Notification
Section 4.15(1)(d) – Environmental Planning & Assessment Act 1979

- 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	Issue	Comment
Submission # 1	<ul style="list-style-type: none"> • A LED sign will impact how the neighbourhood is able to enjoy the stars 	This section of Hill Street is already well-lit with street lighting and lighting around the Bowling Green. The addition of a small LED sign would be minor in comparison to existing street lighting and lighting around the Greens.
	<ul style="list-style-type: none"> • The effect on native animals. Lights can draw and disorient animals and insects or repel from the area, especially site specific ones. 	Given the small scale of the proposed sign and its location within the Club grounds, it is not considered to have any adverse impacts to local wildlife.

	<ul style="list-style-type: none"> Obstruction of view and outlook to Mt Mutton from residence. 	<p>The proposed sign is 2.5m from ground level to the top of the sign and is situated behind existing fences and gardens around the bowling greens. It is considered that proposed sign is suitably sized and appropriately located to avoid obstructing important views from near-by residences.</p>
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Public Interest
Section 79c(1)(e) – Environmental Planning & Assessment Act 1979

Does this proposal have any construction or safety issues? No
 Is there any public health issues? No
 Are there any other public interest issues? No

Site Suitability
Section 4.15(1)(c) – Environmental Planning & Assessment Act 1979

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

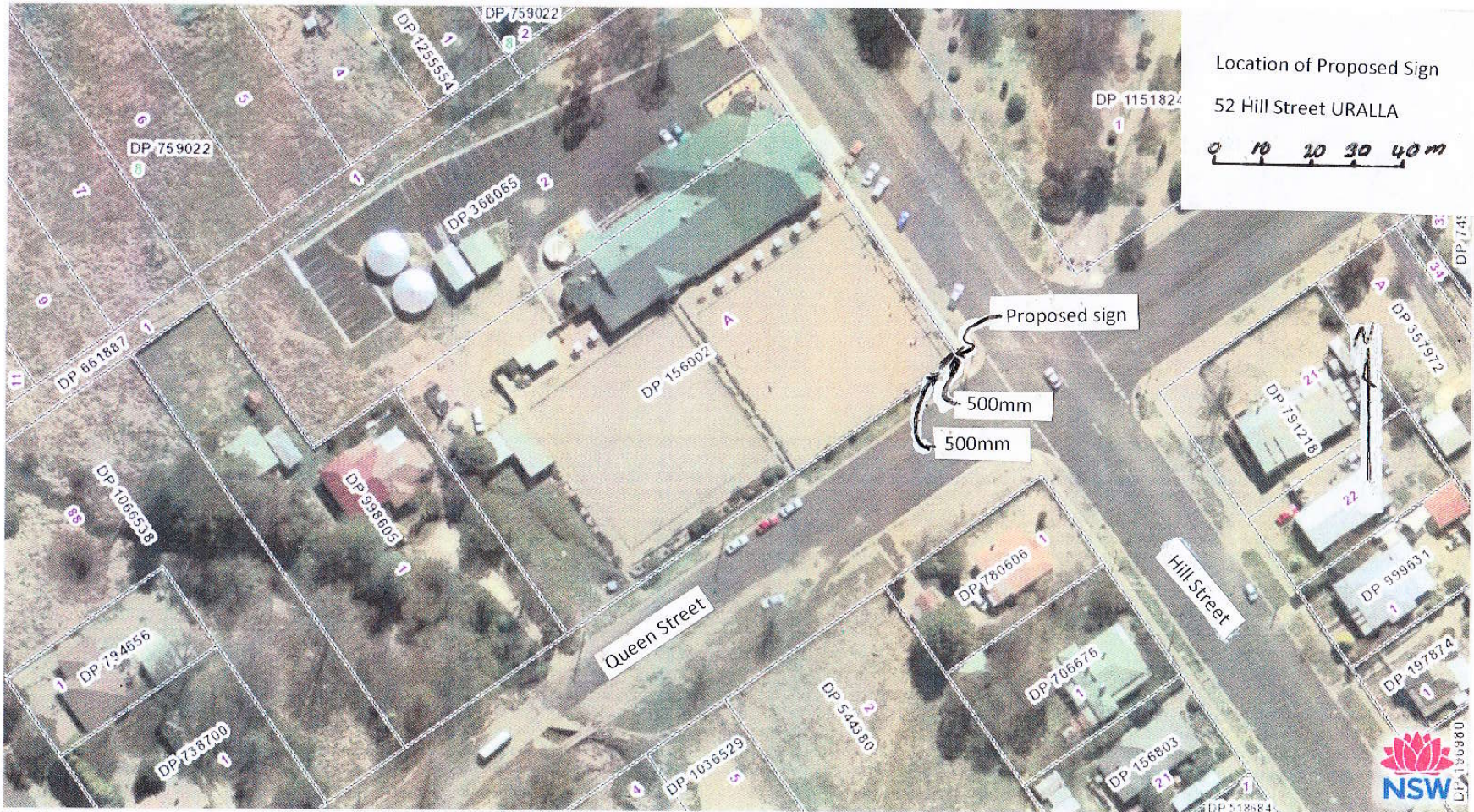
I confirm that I am familiar with the relevant heads of consideration under the Environmental Planning & Assessment Act and Local Government Act (if applicable) and have considered them in the assessment of this application.

I certify that I have no pecuniary or non-pecuniary interest in this application.

Additional Notes Attached: No



Signed:
Kate Blackwood, Acting Manager of Development and Planning
 Date: 2 August 2023



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Council

From: [REDACTED]
Sent: Sunday, 11 June 2023 12:11 PM
To: Council
Subject: TRIM: DA-31-2023

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/23/3380

Attention: Matt Clarkson
Manager Development & Planning

Re: DA-31-2023

Dear Mr Clarkson,

I refer to your letter of neighbour notification on May 30th, 2023 regarding the erection of an LED sign at the corner of Hill & Queen street outside the Bowling Club.

I write in objection of the sign, in particular to the nature of it being LED. My Objection is for three reasons.

1. Light pollution

We live in a stunning natural area with beautiful night skies, which I enjoy frequently. I believe that a 500m x 500m LED sign will impact on how the neighbourhood is able to view the stars.

2. The affects on native animals

Lights can draw & disorient (hatchling turtles, night flying moths, frogs, amphibians and Birds) or repel from the area thus forming barrier leading to habitat loss (rodents, bats) especially site specific ones. Ref: <https://www.agriculture.gov.au/sites/default/files/documents/national-light-pollution-guidelines-wildlife.pdf> I will also bring notice to the abundant native fauna in this particular area due to the creek and the creek walk of native fauna. <https://www.uralla.com/files/assets/urallacom/vic-info-pdfs/uralla-creek-walk-final-brochure-2012.pdf>

3. Obstruction of view

As my house has a view of Mt Mutton, [REDACTED]
[REDACTED] With the erection of the proposed LED sign that would become the new view and when on which is not stated in DA would interfere with the beautiful outlook that my house currently has.

I would also ask the hours to which this sign will be light. Will it go off at 930pm as the flood light does on Queen street, or will it be light 24hrs per day. I would also like to make mention that I would not object to the erection of a sign per se in that I would agree to a painted or printed sign with no LED or back lighting.

Thank you for taking the time to read my objection the the DA.

Yours Sincerely
[REDACTED]

14.2 Request - NSW Fire & Rescue - Use of Part Community Land for the Extension of the Uralla Fire Station

Department:	Infrastructure and Development
Prepared By:	Executive Director Infrastructure & Development
Authorised By:	Executive Director Infrastructure & Development
Reference:	UINT/23/7492

Attachments: 1. Email - Fire & Rescue NSW - Request - Use of Part Lot 12 DP 759022 [↓](#)

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2. We drive the economy to support prosperity
Strategy:	2.3. Communities that are well serviced with essential infrastructure

SUMMARY

Council has received a request from NSW Fire & Rescue to utilise part of Lot 12 Sec 19 DP 759022 (being an area of 11m x 13m adjoining the Uralla Fire Station block) to use as the yard for the expanded Fire Station currently under construction.

Given the nature of the development and proposed use in perpetuity, NSW Fire & Rescue have advised they will commence the process to compulsorily acquire the required portion of land pursuant to the Land Acquisition (Just Terms compensation) Act 1991.

As development of the site has commenced, Council seeks to manage the risks associated with the current occupation of the land by NSW Fire & Rescue and has requested NSW Fire & Rescue enter into a licence agreement pending the outcome of the acquisition process.

RECOMMENDATION

1. That Council note that NSW Fire & Rescue will be seeking to acquire, under the provisions of the Land Acquisition (Just Terms compensation) Act 1991, part of Lot 12 Sec 19 DP 759022 (being an area of 11m x 13m on the eastern boundary and abutting lot 1 in DP 201441) to use as the yard for the expanded fire station currently under development.
2. That Council license the occupation of part Lot 12 Sec 19 DP 759022 to NSW Fire & Rescue on terms consistent with the Heads of Agreement detailed in this report, pending finalisation of compulsory acquisition or other suitable tenancy arrangements resolved by Council.
3. That the General Manager execute the licence under delegated authority.

REPORT

NSW Fire and Rescue have commenced work on the extension to the Uralla Fire Station. The work involves remodelling and extending the current station to enable it to provide the capabilities necessary to support the community of Uralla and surrounds into the future.

The extension will consume the existing yard. NSW Fire and Rescue will require a small portion of additional land for ongoing operational purposes and have requested to utilise part of Council owned Lot 12 Sec 19 DP 759022 (an area of approximately 11m x 13m) which adjoins the Uralla Fire Station block.

NSW Fire and Rescue have advised they will commence a compulsory acquisition process for this parcel pursuant to the Land Acquisition (Just Terms compensation) Act 1991. A further report will be brought to council as this process progresses.

The compulsory acquisition process generally takes 6-9 months. As NSW Fire and Rescue already occupy the space it is important that there is clear understanding between Council and NSW Fire and Rescue on each party’s responsibility and liability pertaining to the occupation.

Subject to Council’s approval is it proposed to enter into a licence agreement for the occupation of the area detailed in the diagram below.



NSW Fire & Rescue are in the process of preparing a draft licence for Council’s approval. For Councils information the heads of agreement are as follows:

Heads of Agreement for proposed licence of part Lot 12 Sec 19 DP 759022	
Licensor	Uralla Shire Council ABN 55 868 272 018
Licensee	Fire and Rescue NSW on behalf of the Minister for Emergency Services ABN 12 593 473 110
Premises	Part Lot 12 Section 19 in Deposited Plan 759022, being the portion identified in the diagram attached and forming part of the property known as 32 Salisbury Street, Uralla
Permitted Use	Occupation of the Licensed Area to carry out agreed works for Fire and Rescue NSW
Licence Commencement	1 August 2023

Licence Term	1 year
Licence Fee	\$1.00 per annum (GST inclusive)
Permitted Hours of Use	Twenty-four hours, seven days a week
Legal Costs	Fire and Rescue NSW will cover Uralla Shire Council's legal costs up to \$1,500 (GST inclusive).
Special Conditions	This proposal and all terms and conditions contained within, are subject to execution of Deed of Licence documentation.
Insurance	Fire and Rescue NSW's insurance provider iCare NSW, will cover any claims relating to the property and indemnify Uralla Shire Council against all said claims, demands, proceedings and or liabilities.
Make Good	Back to the condition at which first occupied.
Acceptance	Please sign and return this Heads of Agreement and we will prepare the Deed of Licence.

Staff have reviewed these terms and, subject to receipt of the proposed licence, are satisfied they adequately cover Council's liabilities.

CONCLUSION

NSW Fire & Rescue have commenced work on the extension of the Uralla station. The long term land use requirements for the new facility requires a small portion of the adjoining Council owned land.

NSW Fire & Rescue propose to compulsorily acquire this portion. In the interim Council seeks to validate their current occupation of the land by way of a licence.

The heads of agreement provide a satisfactory basis for the proposed licence.

COUNCIL IMPLICATIONS

Community Engagement/Communication

Staff have engaged with NSW Fire and Rescue to progress the matter to this point.

Policy and Regulation

The Local Government Act at Chapter 6 part 2 provides for the management of council land including leasing and licensing.

Financial/Long Term Financial Plan

There is no financial consequence in issuing a licence. Given the public benefit the extended station will provide the Uralla and surrounds communities it is proposed to charge only a peppercorn rent (\$1.00).

Legal fees, if incurred, will be met by NSW Fire & Rescue to the limit of \$1500 (incl GST). A formal review of the licence by a legal practitioner is not expected to exceed this amount.

Asset Management/Asset Management Strategy

The recommendation does not impact on asset management.

Workforce/Workforce Management Strategy

Council does not currently have a resource to manage land tenure including the management of leases and licences. The short term and relatively low impact nature of this licence however can be managed within existing resources.

Legal and Risk Management

The risk of claims arising from the use of the land by NSW Fire & Rescue is managed through the insurance provisions of the proposed licence and the standard conditions of licence.

Performance Measures

Executed licence.

Project Management

Asset Manager.

Sylvia Baxter

Subject: FW: REQUEST - Use of part of Lot 12 DP 759022 by Fire and Rescue NSW

From: Melissa Peacock <Melissa.Peacock@fire.nsw.gov.au>

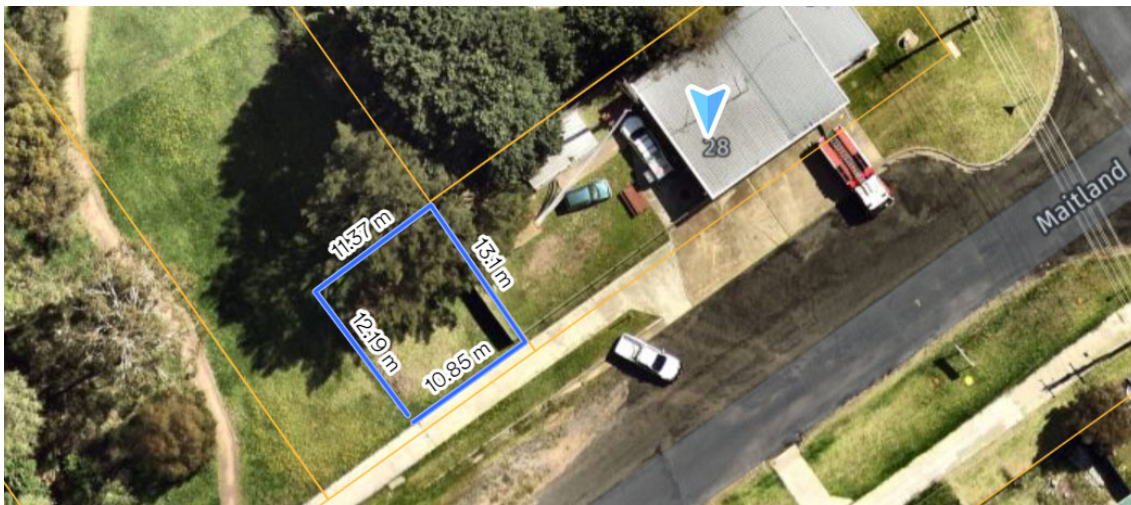
Sent: Friday, 26 May 2023 3:26 PM

To: Mayor Uralla

Subject: REQUEST - Use of part of Lot 12 DP 759022 by Fire and Rescue NSW

Good afternoon Mr Mayor,

I am writing to you in regards to the possibility of Fire and Rescue NSW (FRNSW) utilising part (being ~11 x 13m) of Lot 12 DP 759022 for use by Uralla Fire Station, as identified below (boarded in blue):



We are remodelling our current station to enable it to provide the capabilities to support the community of Uralla and surrounds, resulting in the building consuming the existing yard. It is deemed necessary to seek Council's approval to utilise portion of the site as set out above, for use as the yard for the newly developed fire station. We are led to believe that Uralla Fire Station staff are in the process / have raised this land to the elevation of the fire station property.

Chris Pyros has advised that he has been communicating with yourself on this matter, and that Council is amenable to this request, noting that this may involve a Council resolution and some change of land management from Community Land to Operational Land.

Could you please table the above for the next Council meeting, so that we can start the process of finalising this matter which I assume would be under a Licence / Lease Agreement.

Should you have any questions or require any further information please do not hesitate to contact me.

Yours faithfully,



MELISSA PEACOCK

Property Officer

Strategic Capability | Fire and Rescue NSW

T: (02) 9742 7379 | M: 0436 662 240

1 Amarina Avenue, Greenacre NSW 2190 | Locked Bag 12, Greenacre NSW 2190

I work flexibly. I'm sending you this message now because it's a good time for me, but do not expect you to read, respond, or action it outside of regular hours.

PREPARED FOR ANYTHING.

www.fire.nsw.gov.au



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This message has been scanned for viruses.

14.3 Unmarked Graves Memorial for Bundarra Cemetery

Department:	Infrastructure and Development
Prepared By:	Executive Manager Civil Infrastructure
Authorised By:	Executive Director Infrastructure & Development
Reference:	UINT/23/5779

Attachments:	1. Antoinette Gray - Request for Memorial Plaque for Bundarra Cemetery Page 1 ↓
	2. Antoinette Gray - Request for Memorial Plaque for Bundarra Cemetery Page 2 ↓
	3. Photographs - Monument Rock for Bundarra Cemetery Memorial ↓

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1. We have an accessible inclusive and sustainable community
	4. We are an independent shire and well-governed community
Strategy:	1.1. A growing community with an active volunteer base and participation in community events
	1.3. A diverse and creative culture that celebrates our history
	4.1. Informed and collaborative leadership in our community

SUMMARY

Ms Antoinette Gray has approached Council regarding the installing a small memorial to dedicate to the indigenous and pioneering family members who are interred in the Bundarra Cemetery and the surrounding district in unmarked graves.

RECOMMENDATION

1. That Council install the proposed memorial.
2. That a letter be written to Ms Gray thanking her for her initiative.

REPORT

The proposal is to place a rock at the western end of the Lions shelter. A suitable rock has been located in the Bundarra Depot (a photo is shown in the attached documents). It is of a suitable size and shape to be securely fixed in a standing position. It is proposed to install a plaque on this rock with the wording '*Memorial to the indigenous and pioneering family members who are interred in the Bundarra Cemetery and the surrounding district in unmarked graves*'.



Figure 1 - Proposed location of memorial, Bundarra Cemetery

CONCLUSION

This initiative would enhance the cemetery, and recognises that over time some grave markers may have been lost while other graves were never marked. This memorial provides recognition for these people.

COUNCIL IMPLICATIONS

Community Engagement/Communication

Correspondence was sent to the Local Aboriginal Lands Council regarding this proposal

Policy and Regulation

No policy or regulation are effected.

Financial/Long Term Financial Plan

There will be a small installation cost that can be sourced from Bundarra Cemetery Maintenance.

Asset Management/Asset Management Strategy

There is no impact on the Asset Management Plans or the Asset Management Strategy as the memorial would not be considered a new Asset nor would it cause an increase in maintenance.

Workforce/Workforce Management Strategy

There is no impact on the workforce. The one off installation work can be incorporated in the Bundarra Cemetery grounds operations.

Legal and Risk Management

There is no increased risk. Cemeteries have many grave stones and memorials that if knocked over, could cause in injury. The stone is to be fixed, to minimise this risk

Performance Measures

None

Project Management

Some Project Management required to have the rock located to the site and to organise the plaque and installation.

From: [Antoinette Gray](#)
To: [Council](#)
Subject: Request for Memorial Plaque for Bundarra Cemetery Page 1
Date: Tuesday, 21 March 2023 2:29:50 PM
Attachments: [Monument Rock for Bundarra Cemetery Memorial.docx](#)

ATTENTION
General Manager
Kate Jessup
Uralla Shire Council

Dear Kate

After meeting at Bundarra Cemetery on Tuesday 14th March 2023 with Sylvia Baxter & Clint Fitzsummons from Uralla Shire Council as well as Peter Gregory (Bundarra Ganger & Lions member) regarding the possibility of funding the installation of a small plaque dedicated to all indigenous & pioneering family members who are interred in the Bundarra Cemetery & surrounding district in unmarked graves, I wish to request, as an interested person, that Council would see this as a worthwhile project to support the community to memorialise their ancestors.

We have in mind that the memorial could be located in adequate protected space (western end) of the existing Lions shelter area in the Church of England Cemetery. We also have in mind, pictured in attached photos, an attractive piece of granite rock to which the plaque could be fixed, leaving sufficient space for interested people to later affix their own smaller memorial plaques remembering their family members who are known to them & do not have a headstone.

Thank you for your consideration of this request & looking forward to hearing from you soon.

Kind regards
Antoinette Gray.

From: [Antoinette Gray](#)
To: [Council](#)
Subject: Request for Memorial Plaque for Bundarra Cemetery Page 2
Date: Tuesday, 21 March 2023 2:30:17 PM

ATTENTION
General Manager
Kate Jessup
Uralla Shire Council

Dear Kate

Following on from my previous email to you re the above request, if approved, I wish to also submit wording for this plaque as follows:

BUNDARRA CEMETERY MEMORIAL

This memorial plaque is dedicated to all Indigenous and Pioneering Family Members who are buried in unmarked graves in the Bundarra Cemetery and the surrounding district.

[\(Insert date\)](#)

Kind regards
Antoinette Gray.



14.4 Uralla Courthouse Refurbishment Project Final Scope Setting

Department:	Infrastructure and Development
Prepared By:	Project Manager
Authorised By:	Acting General Manager
Reference:	UINT/23/9643

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.	We have an accessible inclusive and sustainable community
	4.	We are an independent shire and well-governed community
	2.	We drive the economy to support prosperity
Strategy:	1.3.	A diverse and creative culture that celebrates our history
	4.3.	An efficient and effective independent local government
	1.4.	Access to and equity of services
	2.3.	Communities that are well serviced with essential infrastructure

SUMMARY

This report requests Council's consideration and noting of a final Scope of Work for the ongoing Uralla Courthouse Refurbishment Project. The primary structural repairs and modifications to the fabric of the building are now essentially complete, and, as a final step, the project now needs to address the internal layout and interior inclusions for the project.

This report provides the draft consensus outcomes gained via a Council Workshop regarding the Project and requests Council formalise those issues, via the Recommendation, in order that the Project may proceed smoothly to completion.

RECOMMENDATION

That Council notes the contents of this report regarding the Courthouse Refurbishment project.

REPORT**Background**

Council received a grant under the Bushfire Local Economic Recovery (BLER) Package involving joint federal and state funding for adaptive reuse of the Uralla Courthouse. The project has advanced to the stage where all significant structural remediation work to renew the building has been completed.

On 13 July 2023 a Councillor Site Visit was arranged at the Old Courthouse site, with a Councillor Workshop and discussion taking place later the same day. The discussion was primarily centred on selecting the future 'best use' of the now renewed building structure and identifying the best future internal layout and applied finishes to support that 'best use'. The workshop and discussion regarding future 'best use' was informed by community consultation on the subject of the building future use, and its supporting survey data.

Following the Workshop, a Councillor Briefing Note (UINT/23/9167) describing the potentially agreed workshop outcomes was circulated for councillor feedback or identification of any points of departure. Acknowledging that not all councillors were available to attend the site visit or workshop, no significant departures from the concurrence described in the Councillor Briefing Note have arisen.

Workshop Outcome - Preferred Future Use of the Courthouse Building

In summary, the Workshop indicated a significant preference to create a space which would allow for a maximum number of uses by the community, as opposed to a heavily structured and difficult to change space which included, for example, dedicated offices for lease.

The Workshop indicated significant councillor agreement that the outcome of the Courthouse Refurbishment Project should be an accessible space which supported the potential for future multi-purpose community uses of the building (as opposed to long term/exclusive single party uses, for example).

The Workshop discussion provided examples of the types of community uses which could be facilitated, which may include (not an exhaustive list), for example:

- Art Exhibitions
- Live Theatre
- Film Nights
- Formal Community Events

Workshop Outcome – Items which will facilitate the retention or display of the heritage values of the site:

- Acknowledge, honour and maintain the integrity of the heritage status of the building by maximising the retention, reuse or repurposing of recovered heritage structures or items within site. An example may entail the reuse, within the building for decorative purposes, recovered timber previously comprising items such as the Court Bench, Dock and Clerk's Desk.
- Retain the existing heritage timber flooring in an exposed state by undertaking repair of damaged areas, installing moisture protection measures, and finishing and polishing.
- All existing fireplaces should be reinstated, as far as is practicable, to original condition (including the removal of any later period decorative tiling) and then treated, not for actual use as a fireplace, but in a way which seals them to allow heating of the building by other means.
- Reinstatement of the boundary Picket Fence (using a period-correct design).

Workshop Outcome – Items to facilitate the creation of a multi-purpose, multi-functional and accessible community space:

- Rather than a 'kitchen' the facility should provide for food service based largely on offsite preparation by existing local catering businesses. The food service area should include a minimalist double sink and drainage installation and a moveable, sturdy (possibly stainless) preparation table.
- The food service area should be in the 'middle' (or second) room.
- All three existing toilets are to be internally refurbished to more modern standards and one of which should operate as a compliant 'accessible' toilet.
- The 'accessible' toilet should be the most northerly (located in the third courtyard) of the three existing toilets given its greater size.
- Access to the accessible toilet should be via the 'third' room which itself should be finished in a way that supports its use for varied multiple purposes to support the actual activity for which the building is being used at the time. For example, during an art exhibition the third room might act as an office; for a stage show, a green room, etc.
- There should be a full replacement of existing (sub-standard) electrical system and an upgrade to LED, etc, as appropriate.
- Investigate (acknowledging potential heritage limitations) and if possible action, the creation of connecting pedestrian access openings between the two existing courtyard walls which currently separate the three external 'courtyards'. In addition to making the entire outdoor spaces more

usable and connected, this may also resolve existing accessibility issues (eg. height of existing doorway vs lower level of the future accessible toilet).

Necessity to resolve a firm direction

Acknowledging that this Project is time bound under a Grant Funding Deed it is necessary to fix a firm vision and scope of work in order to proceed with Project in a timely and risk free manner.

The Funding Deed deadline for this Project was 29 September 2023. However, Council has now received advice from the funding partner of a further extension of time until 31 December 2023.

CONCLUSION

The Recommendation provided in this report requests that Council note the two paragraphs which outline the key Councillor Workshop Outcomes described in the body of the report regarding:

- A. Items which would facilitate the retention or display of the heritage values of the site; and**
- B. Items to facilitate the creation of a multi-purpose, multi-functional and accessible community space.**

In noting those items, as is recommended by staff, Council would be explicitly confirming its consent for those items or directives to be included in the final Scope of Work for the Project. Any significant future departures or additions from those items would necessarily require further consultation or reporting to Council.

COUNCIL IMPLICATIONS

Community Engagement/Communication

Council has conducted significant prior community engagement on a wide scale for this project. The project is highlighted on Council's Website and the results of a community survey (UINT/22/9658) have been collected and previously included in Council's considerations on this matter. Further input and advice has been provided by members of Council's appointed Section 355 Uralla and Township Environs Committee (UTEC).

At a UTEC meeting on 08 August 23 an update of the Courthouse Project was delivered to the Committee by Council's Project Manager. UTEC members provided some excellent feedback which supports main directions and intents of the Councillor Workshop Outcomes as listed in this report.

Further ideas regarding potential additional inclusions were also provided by UTEC members during the discussion. Items included for example, a refrigerator in the 'food preparation' room to support all event types, and a significant support for the reuse of recovered heritage timber within the new building. The project team has committed to work through those ideas as the project proceeds view to incorporate them wherever possible assuming no conflict arises with either the directions from the Councillor Workshop or the Project Budget.

It is intended that updates on progress will continue to be provided to UTEC, in addition to Council as the project proceeds.

Policy and Regulation

The principal regulatory risk which applies to this project is compliance with Heritage responsibilities.

Financial/Long Term Financial Plan

The Project is fully funded by a Capital Grant via the Commonwealth Government's Bushfire and Local Emergency Recovery Fund grants, as administered by the NSW Department of Planning. The budget available via that grant is sufficient for the works as proposed in this report and there will be no 'capital' requirement from Council's finances.

The refurbished building which will result from this Project will increase the 'replacement cost' of the asset on Council's Asset Register and will therefore have a negative impact on Council's annual reported asset

depreciation cost. Additionally, the finished asset will operate as a community facility with a hopefully significant increase in community usage and therefore annual 'maintenance and operating costs' can be expected to increase above those experienced for the current facility.

Council should therefore consider, at an appropriate future time, to what extent it may wish to offset those increases by establishing (or not establishing), a fee or charge to be applied to future community usage. The most appropriate timing of that consideration is likely to arise during the budget setting processes for the 24/25 Financial Year (circa April 2024) when the actual cost increases and the likely usage rates are known with more clarity.

Asset Management/Asset Management Strategy

The renewal and refurbishment work undertaken on the building to date, and the future work which will follow after the resolution of this report, will effectively establish a new lifespan for this asset which was previously at 'end of life' stage. Once completed, the finished asset will be accounted for, in its new standard, on Council's Asset Register and future operating and maintenance regimes and future annual costs will be defined in Council's Buildings Asset Management Plan.

Workforce/Workforce Management Strategy

Not applicable.

Legal and Risk Management

A future leasing/usage regime will need to be developed by Council in order to support and maximise community access and use.

All current work on the building is occurring under formal contracting arrangements established in accordance with Council's procurement policy.

Performance Measures

Council is currently compliant with the performance measures issued with the Funding Deed from the Grant Partner.

Project Management

The project is being effectively managed under existing internal resources.

14.5 Selection of Artworks - Constellations of the South

Department:	Infrastructure and Development
Prepared By:	Project Manager
Authorised By:	Acting General Manager
Reference:	UINT/23/10870

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.	We have an accessible inclusive and sustainable community
	2.	We drive the economy to support prosperity
Strategy:	1.3.	A diverse and creative culture that celebrates our history
	2.2.	Grow and diversify employment, through existing and new businesses

SUMMARY

Council requested the art community provide submissions to create artworks which might be installed to complete the Constellations of the South project.

Council appointed a Subcommittee of three councillors to review submitted artworks and to make recommendations to Council regarding which artworks should proceed to fabrication and installation.

The Subcommittee has reviewed all submitted prospective artworks and this Report presents the Subcommittee's recommendations regarding which artworks should proceed to fabrication and installation at the Constellations of the South site.

RECOMMENDATION

That Council approves the following Artworks for inclusion in the Constellations of the South project:

- 1. The Stargazer**
- 2. The Nebula**
- 3. The Phoenix**
- 4. The Fly**
- 5. The Snake**
- 6. The Peacock**
- 7. The Wolf**

REPORT

The Constellations of the South is a longstanding creative project to create artistic installations which acknowledge the observable astronomical constellations that circumnavigate the Celestial South Pole.

Upon receipt grant funding via the NSW Government's Public Spaces Legacy Program, Council initiated a search to elicit a range of final artworks to complete the project. To guide and assist that work Council engaged the services of a storied local artist Mr Carl Merten and appointed a three-person Councillor Selection Subcommittee to make formal recommendations to Council on the matter.

The valuable work undertaken by Mr Merten has elicited a range of potential artworks for consideration for inclusion in the project. Through that work the Subcommittee has received artistic submissions in the form

of 'maquettes' (small three-dimensional models) or representative two-dimensional drawings which have all now been reviewed for:

- Alignment with the artistic theme of the project.
- Artistic merit.
- Ability to be fabricated in a metallic form suitable for display at the site.

Having reviewed all submitted artworks, and utilising the advice of Mr Merten regarding the three selection criteria described above the Subcommittee recommends that the following artworks proceed to fabrication and installation:

- **The Stargazer**
- **The Nebula**
- **The Phoenix**
- **The Fly**
- **The Snake**
- **The Peacock**
- **The Wolf**

CONCLUSION

A searching and detailed process has been conducted to identify a range of artworks which will finally complete a visionary project started some 20 years ago. The outcomes of that work are presented for the consideration of Council.

COUNCIL IMPLICATIONS

Community Engagement/Communication

Significant previous efforts to engage the artistic community on this project have been undertaken. The more recent involvement of Mr Merten has been instrumental in successfully generating a significant response.

Policy and Regulation

N/A

Financial/Long Term Financial Plan

The capital costs of fabrication and installation of the artworks are being funded by the NSW Government under its Public Spaces Legacy Program Grants Program. There is no capital impact or drawdown on Council's General Fund or use of revenue from ratepayers.

The robust and very long term nature of the consequent art installations is such that Council's future operating and maintenance budgets will not be materially affected. Similarly, whilst each artwork will have an inherent replacement cost, the significantly long expected lifespan of the sculptures will operate to diminish any material impact on Council's reported annual depreciation.

Asset Management/Asset Management Strategy

The artworks, once completed, will be entered into Council's Asset Register and Open Space and Recreation Asset Management Plan.

Workforce/Workforce Management Strategy

N/A

Legal and Risk Management

The project budget is being closely managed.

Performance Measures

Council is currently compliant with the requirements of the NSW Government's funding deed for the grant.

Project Management

The project is being delivered via local contractor engagement under Council's internal project management control and oversight.

14.6 Project Updates - Public Spaces Legacy Program

Department:	Infrastructure and Development
Prepared By:	Project Manager
Authorised By:	Acting General Manager
Reference:	UINT/23/10574

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.	We have an accessible inclusive and sustainable community
	2.	We drive the economy to support prosperity
Strategy:	1.2.	A safe, active and healthy shire
	1.3.	A diverse and creative culture that celebrates our history
	2.3.	Communities that are well serviced with essential infrastructure

SUMMARY

The purpose of this report is to provide Council with the current status and outlook for the three (3) Public Spaces Legacy Program (PSLP) grant funded projects being undertaken by Council; namely:

- The Rotary Park Upgrade;
- The Glen Upgrade (including Constellations of the South); and
- The Pioneer Park Upgrade.

RECOMMENDATION

That Council notes the update and status reports for the Rotary Park Project; the Pioneer Park Project; and the Glen Project.

REPORT

PSLP Project 1 - Rotary Park Upgrade – The Rotary Park Upgrade Project has reached Practical Completion and is now open to the public. Several finessing issues have been identified during handover inspections and corrective actions have been undertaken as a result. Issues include:

- Warping of the toilet doors due to incorrect seasoning on the timber prior to supply. Replacement doors have been supplied and installed, and have been coated with a lighter, more reflective paint colour.
- The Accessible Signage for each toilet did not reflect the intended usage or advantages for all impaired users. Toilets have been changed from Male and Female Ambulant to Unisex Left Hand Ambulant and Unisex Right Hand Ambulant. This caters for all possible users. Replacement signage has been sourced and installed with the new doors.
- It is not known to what extent the current plantings will be affected by the winter season. 1500 additional plants are on hand to replace any affected plants in the spring season under an ongoing maintenance clause incumbent of the contractor for 12 months from Practical Completion.
- There have unfortunately been unintended impacts from the project on the community members involved with the Community Garden, which is located in very close proximity to the new Park. The Project Manager has met with the group and very positive discussions have been had. Further work

and planning is necessary but a pathway to a mutually beneficial relationship has been established and will be further progressed.

PSLP Project 2 - Pioneer Park Upgrade – The Project is proceeding with a planned completion date of 30 September 2023. Council resolved a final and comprehensive Scope of Work for Stages 1 and 2 of this project at its Ordinary Meeting of the 27 July 2023. Stage 1 (the current Stage) is intended to see the completion of all structural components (including the ‘entry statement’), the addition of stencilled artwork to the pathway and the production of a Project Plan for Stage 2.

Due to administrative issues at the funding partner’s end, Council is yet to receive a formal extension of time in response to our earlier request. However, Council has received an interim (and documented) instruction from the Grant Partner to continue with all required expenditure for the Project until the extension of time is formally responded to. Therefore the Project continues to proceed as planned. It is understood that a positive outcome to Council’s request will ultimately be forthcoming.

Notwithstanding the above, significant progress has been made with the generation of artwork for the pathway via local schools. Staff and project affiliates have met with most local schools and principals and there is significant interest and support for the process.

It is envisaged that draft artworks from the schools will be available for consideration and selection after 30 August 2023. The school artwork to be included in the pathway will be presented to Councillor Workshop, if required, as soon as practicable after the receipt of the artworks.

PSLP Project 3 - The Glen Upgrade (including The Constellations of the South) – The Glen Project retains its Date for Practical Completion under the funding deed which is 29 September 2023.

Infrastructure - The Scope of Work for this project now includes:

1. A new asphalt entry road;
2. A new asphalt Carpark;
3. Two culvert crossings to enhance pedestrian accessibility;
4. A new asphalt connecting pathway from the recently upgraded Rotary Park;
5. The completion of the complete Constellations of the South Artworks; and, (dependent upon the remaining funding); and
6. Refurbishment of the existing Information Shelter and potentially additional park seating and furniture.

Constellations of the South – This component involves the delivery of eight (8) Artwork sculptures. Artwork One is the ‘Spire’. This artwork is currently being fabricated prior to installation.

The remaining seven (7) artworks are dependent upon Council’s resolution of the Councillor Artwork Sub Committee’s recommendations as presented in a separate report to this Meeting.

The Council nominated Sub-Committee has sourced and assessed a number of potential artworks for inclusion in the Constellations of the South project. The Subcommittee recognises the valuable input, assistance and guidance provided by the local artist which has allowed this project to proceed to this point.

Following Council’s determination of the final seven artworks, the work to fabricate and install the artworks at the Constellations of the South site will commence immediately.

CONCLUSION

The PSLP Projects are either complete (Rotary Park) or proceeding (The Glen and Pioneer Park) within a tight timeframe. The target completion dates for The Glen and Pioneer Park elements remain as 29 September

2023. The PSLP expenditures for each project remain healthy and within the budgetary limits with reasonable contingency allocations still in place.

Significant advances have been made with artwork components for both remaining project sites.

This report recommends that Council note the current status of the PSLP Projects.

COUNCIL IMPLICATIONS

Community Engagement/Communication

Significant community and key stakeholder consultation has been undertaken to this point and it is the project deliver team's intention to maintain a high level of communication with all parties into the future.

Policy and Regulation

N/A

Financial/Long Term Financial Plan

All three projects are being undertaken via capital funding from the NSW Government. Therefore the draw on Council's capital resources is negligible. However, all three assets will have new and higher 'replacement costs' following their enhancements. That will result in higher than previous annual depreciation figures in Council's Annual Financial Statements. There may be some additional increases to Council's annual operating and maintenance budgets.

Asset Management/Asset Management Strategy

The renewal and refurbishment work undertaken on each of the three project sites will effectively establish three new and upgraded (more high value) assets, each with a new lifespan. Once completed, the finished assets will be accounted for, at their new higher replacement costs, on Council's Asset Register and the resultant future operating and maintenance costs defined in Council's Buildings Asset Management Plan.

Workforce/Workforce Management Strategy

N/A

Legal and Risk Management

All current work on the projects is in accordance with Council resolutions. Project budgets are being closely managed.

Performance Measures

Council is currently compliant with the performance measures issued with the Funding Deed from the Grant Partner.

Project Management

The Projects are being effectively delivered via contracted resources under Council supplied project management

14.7 Loans as at 31 July 2023

Department:	Corporate & Community
Prepared By:	Senior Finance Officer
Authorised By:	Manager Finance & IT

SUMMARY

The purpose of this report is to provide Council with a reconciliation of borrowings as at the end of the reporting month.

RECOMMENDATION

That Council notes the loan position as at 31 July 2023 totalling \$1,495,297.

REPORT

This report is provided to inform Council of the reconciliation of borrowings on a monthly basis.

Uralla Shire Council
Loans at 31 July, 2023

Loan no.	Purpose	Balance
165	MGH Property	\$24,358
176	Library Extensions	\$13,918
177	Grace Munro Centre	\$11,176
187	Undergrounding Power and Main Street Upgrade	\$51,477
188	Paving and Power Undergrounding	\$15,270
189	Bridge Construction	\$145,588
190	Bridge construction & industrial land development	\$1,233,510
Total		\$1,495,297

CONCLUSION

I, Mustaq Ahammed, Manager Finance & IT hereby certify that the above borrowings have been made in accordance with the requirements of the *Local Government Act 1993 (the Act) (Chapter 15, Part 12 – sections 621 to 624) and the Local Government (General) Regulation 2021 (the Regulation) (Section 230)*.

14.8 Investments at 31 July 2023

Department:	Corporate & Community
Prepared By:	Senior Finance Officer
Authorised By:	Manager Finance & IT

SUMMARY

Attached is a summary of bank accounts, term deposits, cash management account and investments in structured credit instruments. The investments have been made in accordance with the Act, the Regulation 2021 and Council's Investment Policy 2019.

The majority of Council's cash is externally restricted and not available for day to day operational expenditure. Finalisation and confirmation of unrestricted cash as at 30 June 2023 is still pending and subject to finalisation of audit. As a result, the unrestricted cash balance will not be reported in the investment report until the financial statements have been fully audited.

RECOMMENDATION

That Council notes the cash position as at 31 July 2023 consisting of cash and overnight funds of \$3,674,841 and term deposits of \$20,768,862 totalling \$24,443,703 of readily convertible funds.

REPORT

Current term deposits of \$20,768,862 spread over the next twelve months will receive a range of interest from 3.92% to 5.52% with an average rate of 4.67%. Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 31 July 2023.

Key Issues

The current official cash rate as determined by the Reserve Bank of Australia (RBA) is 4.10% as at the date of this report. The timing of potential 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

Of the amount of cash disclosed in this report, not all of the cash 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. As per Department of Health's prudential guidelines, the council is advised to disclose the amount of McMaugh Garden's bond liability in the investment report. The McMaugh Garden's bond liability status as at 31 July 2023 is follows:

Opening Balance	Bond Addition	Bond Release	Closing Balance
\$ 2,720,000.00	\$ 2,260,000.00	\$ 1,655,000.00	\$ 3,325,000.00

Uralla Shire Council				
Investments at 31 July, 2023				
Cash at Bank – Operating Accounts:				
Institution	Account	Bank Statement		
National Australia Bank	Main Account	\$257,414		
National Australia Bank	Trust Account	\$31,296		
Regional Australia Bank	USC	\$26,565		
Total		\$315,276		
Business Investment (Cash Management) Account				
Institution	Interest rate	Balance		
Professional Funds	0.15% above RBA cash rate	\$3,359,565		
Total		\$3,674,841		
Term Deposits:				
Institution	Term	Interest rate	Maturity	Balance
Westpac Banking Corporation	12 months	4.76%	16/05/2024	1,000,000
National Australia Bank	12 months	4.90%	22/05/2024	1,000,000
Bank of Queensland	12 months	4.95%	31/05/2024	500,000
Suncorp	8 months	5.18%	8/02/2024	514,523
Suncorp	18 months	4.15%	15/12/2024	1,000,000
Commonwealth Bank	9 months	5.52%	18/03/2024	1,000,000
National Australia Bank	12 months	5.40%	16/07/2024	500,000
Suncorp	12 months	5.40%	24/07/2024	500,000
National Australia Bank	9 months	5.40%	22/04/2024	304,340
Westpac Banking Corporation	12 months	3.92%	16/08/2023	1,000,000
Westpac Banking Corporation	5 months	4.36%	30/08/2023	800,000
Commonwealth Bank	12 months	4.10%	7/09/2023	1,000,000
National Australia Bank	8 months	4.40%	29/09/2023	500,000
Suncorp	6 months	4.48%	3/10/2023	700,000
National Australia Bank	8 months	4.69%	11/10/2023	800,000
Bank of Queensland	7 months	4.60%	30/10/2023	700,000
National Australia Bank	8 months	4.65%	8/11/2023	700,000
Westpac Banking Corporation	11 months	4.26%	14/11/2023	1,500,000
Commonwealth Bank	12 months	4.47%	14/12/2023	500,000
Bank of Queensland	12 months	4.45%	19/12/2023	800,000
Commonwealth Bank	12 months	4.78%	29/12/2023	1,350,000
National Australia Bank	10 months	4.53%	25/01/2024	600,000
National Australia Bank	11 months	4.50%	12/02/2024	1,000,000
Suncorp	10 months	4.48%	21/02/2024	500,000
National Australia Bank	11 months	4.55%	7/03/2024	500,000
Suncorp	12 months	4.56%	28/03/2024	1,000,000
Bank of Queensland	12 months	4.75%	17/04/2024	500,000
Total				20,768,862

CONCLUSION

In accordance with Regulation 212 of the Local Government (General) Regulation 2021, the above report is prepared about monies not currently required for use by Council and invested in forms of investment approved by Order of the Minister.

14.9 Monthly Finance Report for July 2023

Department: Corporate & Community
Prepared By: Manager Finance & IT
Authorised By: Interim Executive Director Corporate & Community
Reference: UINT/23/11214

Attachments: 1. Monthly Financial Statements July 2023 [↓](#)

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4. We are an independent shire and well-governed community
Strategy: 4.1. Informed and collaborative leadership in our community
4.2. A strategic, accountable and representative Council

SUMMARY

The purpose of this report is to outline the activities and changes in the month of July 2023.

RECOMMENDATION

That Council receives the attached Monthly Finance Report for July 2023.

REPORT

This report provides the Income Statement and CAPEX Summary for the month ending 31 July 2023, for the information of Councillors, including a breakdown by Fund.

URALLA SHIRE COUNCIL
INCOME STATEMENT & CAPEX SUMMARY
Financial Statements for the month ending July 2023

	Amt in '000	
	Actuals to July	Budget for the Year
Income from continuing operations		
Rates and annual charges	7,925	7,946
User charges and fees	174	6,081
Other revenues	14	781
Grants and contributions provided for operating purposes	819	9,263
Interest and investment income	98	744
Total income from operational activities	9,031	24,815
Expenses from continuing operations		
Employee benefits and on-costs	844	11,938
Materials and services	699	6,903
Borrowing costs	2	45
Councillor and Mayoral fees and associated expenses	11	150
Audit fees*	-79	143
Other expenses	106	596
Net loss/(gain) from the disposal of assets	0	0
Total expenses from continuing operations	1,583	19,775
Operating result prior to consideration of capital grants and depreciation	7,447	5,041
Less: Depreciation, amortisation and impairment**	0	6,367
Operating result after depreciation	7,447	-1,327
Add: Grants and contributions provided for capital purposes	0	5,753
Overall result with capital grants	7,447	4,426
Capital Expenditures	Actuals to July	Budget for the Year
Employee benefits and on-costs	47	1,781
Materials and services	910	8,412
Total Capex	957	10,193

* Actual audit fees reported a negative value due to the reversal of the accruals for the financial year 2022/23. This negative balance will be nullified upon the actual payment of audit fees upon completion of audit for 2023-24 financial year.

**Depreciation charge for 2023/24 has not been started yet, will be charged upon finalization of the audit for the financial year 2022/23.

URALLA SHIRE COUNCIL
INCOME STATEMENT AND CAPEX BY FUND
Financial Statements for the month ending July 2023

Amt in \$000

	General Fund		McMaugh Gardens		Water Fund		Sewer Fund		All Funds Total - Actuals
	Actuals to July	Budget for FY	Actuals to July	Budget for FY	Actuals to July	Budget for FY	Actuals to July	Budget for FY	
Income from continuing operations									
Rates and annual charges	6,280	6,328	0	0	628	641	1,016	976	7,925
User charges and fees	74	4,119	100	962	0	928	0	72	174
Other revenues	14	747	0	34	1	0	0	0	14
Grants and contributions provided for operating purposes	310	6,021	509	2,972	0	270	0	0	819
Interest and investment income	97	431	0	135	1	139	0	39	98
Total income from operational activities	6,775	17,647	609	4,103	630	1,978	1,017	1,087	9,031
Expenses from continuing operations									
Employee benefits and on-costs	578	8,272	225	2,947	26	412	16	307	844
Materials and services	584	4,540	84	922	15	919	17	522	699
Borrowing costs	2	40	0	5	0	0	0	0	2
Councillor and Mayoral fees and associated expenses	11	150	0	0	0	0	0	0	11
Audit fees	-79	143	0	0	0	0	0	0	79
Other expenses	106	596	0	0	0	0	0	0	106
Net loss/(gain) from the disposal of assets	0	0	0	0	0	0	0	0	-
Total expenses from continuing operations	1,201	13,742	309	3,873	40	1,331	33	829	1,583
Operating result prior to consideration of capital grants and depreciation	5,574	3,905	300	230	590	647	984	258	7,447
Less: Depreciation, amortisation and impairment (1)	0	5,220	0	233	0	500	0	415	-
Operating result after depreciation	5,574	-1,315	300	-2	590	147	984	-157	7,447
Add: Grants and contributions provided for capital purposes	0	5,573	0	0	0	180	0	0	-
Overall result with capital grants	5,574	4,258	300	-2	590	327	984	-157	7,447
Capital Expenditures									
	Actuals to July	Budget for FY	Actuals to July	Budget for FY	Actuals to July	Budget for FY	Actuals to July	Budget for FY	Total - Actuals
Employee benefits and on-costs	44	1,755	0	0	2	21	1	5	47
Materials and services	908	7,247	3	25	0	712	0	428	910
Total Capex	952	9,002	3	25	2	733	1	432	957

14.10 Register Resolutions Actions Status as at 16 August 2023

Department: General Manager's Office**Prepared By:** Executive Assistant**Authorised By:** Acting General Manager**Reference:** UINT/23/10435

Attachments: 1. Register Open Action Status Resolutions [↓](#)

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**Goal:** 4. We are an independent shire and well-governed community**Strategy:** 4.1. Informed and collaborative leadership in our community**SUMMARY**

The purpose of this report is to provide Council with the Resolution Action Status updates.

RECOMMENDATION

That Council note the Resolution Action Status Report as at 16 August 2023.

REPORT

Following every council meeting, the resolutions of Council which require action are compiled. This document is referred to as the Resolution Action Status.

The purpose of the Resolution Action Status is to enable Council to monitor progress of resolutions until they are actioned.

Once resolutions have been completed they are removed automatically from the report.

CONCLUSION

The Resolution Action Status is presented to Council at each Ordinary Meeting.

ACTIONS REPORT	Printed: 15 August 2023 4:50 PM
Division: Committee: Council Officer:	Date From: Date To:

MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 23/11/2015	14.1	Bergen Road Land Acquisition and Exchange for Road Works	RESOLUTION 01.11/15 Moved: Cr K Ward Seconded: Cr L Cooper 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. Unanimous	18 Jul 2023 Transferred from old system. Notice of road closure gazetted. Plan of subdivision - in progress as at Dec 2015, Solicitor contact numerous time for update - awaiting update.
			CARRIED 9/0	
Council 25/07/2016	14.1b	Gazetting of Land Acquired for approaches to new Emu Crossing Bridge-2	RESOLUTION 18.07/16-2 Moved: Cr F Geldof Seconded: Cr R Crouch 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. <u>Unanimous</u>	18 Jul 2023 Transferred from old system. 18 Jul 2023 Being progressed by Council's solicitor., MDP meeting with solicitor for update 21/6/2023.
			CARRIED 9/0	

ACTIONS REPORT				Printed: 15 August 2023 4:50 PM
		Division: Council		
		Committee:		
		Officer:		
MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 22/03/2022	15.12f	15.12 PROPOSED CHANGES TO REVENUE POLICY FOR SEWER AND TRADE WASTE CHARGE	<p>RESOLUTION 24.03/22-3</p> <p>Moved: Deputy Mayor Robert Crouch Seconded: Cr Leanne Doran</p> <p>3) c)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) d)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) e)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) f)Develop a Trade Waste Policy based on the Model Policy for Discharge of Trade Waste to the Sewerage System.</p> <p>For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O’Connor, Lone Petrov and Tara Toomey</p> <p>Against: Nil</p>	<p>10 Aug 2023</p> <p>Transferred from Old System</p> <p>18/7/2023 Work ongoing on identification of relevant discharge factors is still ongoing, delayed due to resourcing constraints. Officers are currently finalising the work to ensure that the notification requirements can be complied with prior to the charges being imposed including checking the types of businesses and applicable discharge factors. It is anticipated letters will be issued to businesses in the next 2 months after which the program can be implemented.</p> <p>Items combined to one action for ease of review of Item 15:12</p> <p>10 Aug 2023</p> <p>Point 6 - Draft Policy prepared by Staff. Staff have reviewed Rates & Water Charge items to build final report 16/6/2023</p> <p>10 Aug 2023</p> <p>Modified discharge factors applied following review of business types against NSW Trade Waste Guidelines (Item 5) and these applied on Water & Sewer rate notices.</p>
				CARRIED 9/0

ACTIONS REPORT				
Division: Committee: Council Officer:			Printed: 15 August 2023 4:50 PM Date From: Date To:	
MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 22/11/2022	14.1	Heritage Advisor Service	RESOLUTION 34.11/22 Moved: Cr Tom O'Connor Seconded: Cr Tara Toomey That Council establish a selection panel consisting of Cr Toomey and two staff and proceed to call for expressions of interest (across Council's website, social media pages and in local print media) to engage a qualified Heritage Advisor. For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey Against: Nil CARRIED 9/0	01 Dec 2022 Preparation of terms has commenced - Initial panel meeting to be scheduled to review prior to advertising. 17 Feb 2023 In progress 22 Mar 2023 Grant funding application successful. 11 Apr 2023 Grant funding will start July 2023 19 Apr 2023 EOI drafted - consultation with Councillor Toomey (Council delegate) in progress. 18 Jul 2023 EOI advertised on Council website from 10th July 2023 closing on 28th July. 09 Aug 2023 For inclusion in report to 22 August 2023 ordinary meeting.
Council 22/11/2022	14.5	Town Water Security Options	RESOLUTION 45.11/22 Moved: Deputy Mayor Robert Crouch Seconded: Cr Tom O'Connor That Council: 1. Incorporate review of water supply options within the scope of the Integrated Water Cycle Management (IWCM) plan. 2. Seek a single-invited quotation from NSW Public Works Advisory for development of the IWCM as soon as possible with the inclusion of clear deliverables and hold points.	01 Dec 2022 1. Noted, 2. Public Works have been notified and are in the process of sending a quote with procedural process to be followed., 3. Liaison with funding partner to proceed, reliant on point 2 completion. 10 Jan 2023 IN PROGRESS- A brief is under development to provide PWA to price the works and then seek funding from DPI-E 22 Mar 2023

ACTIONS REPORT	Printed: 15 August 2023 4:50 PM
Division: Committee: Council Officer:	Date From: Date To:

<p>3. Liaise with the funding partner to bring the ground water drilling investigation to an end with or without the final two test bores no later than February 2023.</p> <p>For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p>Against: Cr Leanne Doran</p>	<p>Public Works Advisory has provided a draft 'reverse' brief for the IWCM based on their understanding of the scope. Council staff are editing the scope to include issues not addressed by PWA and alert PWA to previous studies so that PWA can complete their estimate. Department Planning & Environment (the funding body) is also reviewing the scope. A status report on the groundwater project is included in the March 2023 meeting.</p> <p>19 Apr 2023</p> <p>Council staff are editing the scope of 'reverse brief' from NSW Public Works to include issues not addressed by PWA and alert PWA to previous studies. Meeting scheduled in March with officers from funding body (Department Planning & Environment) had to be postponed will be rescheduled for May.</p> <p>25 May 2023</p> <p>'Reverse brief' still under review due to workloads in operational matters and responding to budget queries.</p> <p>16 Jun 2023</p> <p>Reverse brief still under review due to operational matters.</p> <p>18 Jul 2023</p> <p>Adjustments to reverse brief sent back to Public Works to revise quotation, awaiting response.</p> <p>07 Aug 2023</p> <p>Public Works Advisory are revising project scope to incorporate USC comments on draft brief, aiming to have new scope and costing finished end August for review USC & DPE (funding body).</p>
CARRIED 8/1	

ACTIONS REPORT	Printed: 15 August 2023 4:50 PM Date From: Date To:
Division: Committee: Council Officer:	

MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 13/12/2022	8.1	Old Courthouse Refurbishment Project	RESOLUTION 35.12/22 Moved: Cr Tom O'Connor Seconded: Cr Lone Petrov That Council proceed with the refurbishment of the Uralla Courthouse by: i. Removing and storing all period internal fittings except the windlock and the lower stage area; and ii. Painting the interior; and iii. Repairing the flooring; and iv. Commissioning the fence fabrication sympathetic to the building's architecture; and v. Proceed to community consultation on options for community use including proposed self-funding management options; and vi. Further report to Council to enable decisions on possible use options, retention or removal of the lower stage and type of floor coverings. <u>For:</u> Crs Robert Bell, Robert Crouch, Tim Bower, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey <u>Against:</u> Nil <u>Absent:</u> Crs Sarah Burrows	18 Jan 2023 In progress 17 Feb 2023 See Progress Report to 28 February 2023 Ordinary Meeting. 23 Mar 2023 In progress 19 Apr 2023 See Progress Report to 26 April 2023 meeting. 18 Jul 2023 Clr site visit conducted followed by a Clr Workshop on 14 July 2023 to define the final Scope of Work. Report to August meeting to adopt the agreed scope. 16 Aug 2023 Update in August 2023 Business Paper. Note: Approval from funding body for extension to 31 December 2023.
CARRIED 8/0				

ACTIONS REPORT	Printed: 15 August 2023 4:50 PM Date From: Date To:
Division: Committee: Council Officer:	

MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 13/12/2022	14.3	Waste Management - Long Term	RESOLUTION 38.12/22 Moved: Cr Tom O'Connor Seconded: Cr Tim Bower	16 Jan 2023 Brief for a waste strategy is under development. Preliminary discussion held with Walcha Council and meeting scheduled start of February to discuss each Council's waste issues. Specification and procurement documents for waste collection trucks being developed.
			1. That Council commit to the development of a long-term waste management strategy, estimated cost of \$100,000, covering all aspects of Council's waste management business including the potential implications emanating from the NSW government strategy on Waste and Sustainable materials.	22 Mar 2023 Preparation of a consultant's brief for a Waste Strategy is ongoing. Discussions were held with Walcha and Armidale Regional Council on 2/2/2023 to discuss regional waste issues. A draft Waste Strategy for Walcha Council is currently under review. The Request for Tender for 2 waste collection trucks was released on 22/3/2023 and closes on 14/4/2023. .
			2. That Council fund the development of the management strategy in 2022/23, from unbudgeted additional revenue of approximately \$100,000, received from the sale of scrap metals.	19 Apr 2023 Consultant's brief for a waste strategy is ongoing. Evaluation of tenders for the purchase of the trucks is ongoing, a report to be submitted to Manager Environment and Waste in May 2023.
			3. That Council enter into discussions with Walcha Council for a joint arrangement in the development of a waste management strategy for each Local Government Area.	20 Jun 2023 Consultant brief is being prepared.
			4. That Council proceed to tender to purchase two waste collection trucks subject to the following: a. to be resourced by loan funding; and b. a report be presented to Council to approve the loan for the purchase of the two waste collection trucks once the purchase price is known; and	22 Jun 2023 RFQ completed, finalising on an addendum on background information. Invitation to quote being send out on 26/6/2023 18 Jul 2023 RFQ for a Long-term Waste Strategy and Master Plan for Uralla Landfill placed on tenderlink on 27/6/2023, closing 31/7/2023.
			5. Council approve an extension to the existing contract for waste collection services until the new waste collection trucks are procured and that as a budget adjustment is required that separate report be presented to Council as soon as possible.	07 Aug 2023 RFQ for Waste Strategy closed on 31/7/2023, four submissions received within the tender period are currently being evaluated.
			6. That Council apply for funding under the 'Landfill Consolidation and Environmental Improvements Program Round 1' for construction of the new Bundarra waste transfer station subject to clarification of co-funding requirements (if any).	

ACTIONS REPORT			Printed: 15 August 2023 4:50 PM
<p>Division: Committee: Officer:</p>	<p>Council</p>		<p>Date From: Date To:</p>
<p>For: Crs Robert Bell, Robert Crouch, Tim Bower, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p>Against: Nil</p> <p>Absent: Crs Sarah Burrows</p> <p style="text-align: right;">CARRIED 8/0</p>			
<p>Council 13/12/2022</p>	<p>15.2</p>	<p>Council owned industrial land, Uralla - Valuation Report as at 6 December 2022</p>	<p>RESOLUTION 52.12/22</p> <p>Moved: Cr Tom O'Connor Seconded: Cr Lone Petrov</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. approve expenditure up to the amount in the report for the costs associated with marketing and commission, and 2. authorise the General Manager to engage a suitable commercial property agent to list the Council owned industrial land at Rowan Avenue, Uralla for sale by expressions of interest as a whole, un-serviced, that enable the Council to consider any such offers including the value of investment, number of new jobs and/or development time frame that prospective purchases commit to delivering; and 3. be provided with report(s) to consider the expressions of interest. <p>For: Crs Robert Bell, Robert Crouch, Tim Bower, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p>Against: Nil</p> <p>Absent: Crs Sarah Burrows</p>
			<p>17 Feb 2023 Request for quote for a suitable commercial property agent in progress.</p> <p>17 Mar 2023 Assessment of quotations in progress.</p> <p>22 Mar 2023 Quotations received, due diligence in progress</p> <p>13 Apr 2023 Assessment of quotations completed - negotiation of engagement of agent in progress.</p> <p>12 May 2023 Formal engagement of agent on hold pending outcome of a possible direct EOI.</p> <p>18 Jul 2023 Bluemarq Commercial Pty Ltd engaged. Commission is within budget. Conveyancing solicitor to be engaged. Meeting scheduled to arrange a site visit., discuss Council's resolution and expectations, and to discuss the marketing plan.</p> <p>26 Jul 2023 Meeting with Bluemarq Commercial Pty Ltd to be held on site at Uralla 28 July 2023</p>

ACTIONS REPORT			Printed: 15 August 2023 4:50 PM
<p>Division: Committee: Officer:</p>	<p>Council</p>		<p>Date From: Date To:</p>
			<p>CARRIED 8/0 09 Aug 2023</p> <p>Consultation meeting held on site 28 July 2023 with Bluemarq and Council Executives. Next step : awaiting marketing plan</p> <p>16 Aug 2023</p> <p>Marketing Plan received. Plan being reviewed by officers. Expect Marketing Plan to come to September 2023 meeting.</p>
<p>Council 30/01/2023</p>	<p>9.1 End of Year Financial Statements 2022 Referral to Audit</p>	<p>RESOLUTION 19.01/23</p> <p>Moved: Cr Tom O'Connor Seconded: Cr Bruce McMullen</p> <p>That Council endorse the Draft General Purpose Financial Statements and Draft Special Purpose Financial Statements for the financial year ending 30 June 2022 and refer them to the Auditor pursuant to section 413 of the <i>Local Government Act 1993 (NSW)</i>; with the cash expense cover ratio General indicator (on page 81 of 85) adjusted from 1.58 months to 11.52 months and corresponding adjustments; with the following items to be discussed with the Auditor:</p> <ol style="list-style-type: none"> 1. Council would prefer to allocate the ground water investigation grant to operating revenue (currently listed as a CAPEX project); and 2. Council would prefer to recognise Government contributions to McMaugh Gardens residents, currently recognised as subsidies, as operational revenue (not grants and subsidies). <p>For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p>Against: Nil</p>	<p>18 Jul 2023</p> <p>Update sent to Councillors 18/07/2023, Follow up with Auditors in progress.</p> <p>16 Aug 2023</p> <p>Inquiry raised with Auditor. Mayor has decided not to take this matter further</p>
			<p>CARRIED 9/0</p>

ACTIONS REPORT	Printed: 15 August 2023 4:50 PM
Division: Committee: Council Officer:	Date From: Date To:

MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 28/03/2023	14.8	Master Plan for a Staged Expansion of McMaugh Gardens	RESOLUTION 16.03/23 Moved: Deputy Mayor Robert Crouch Seconded: Cr Tara Toomey Approve the allocation of \$12,000 for investment in the master plan for a staged expansion of McMaugh Gardens from the strategic development restricted asset and engage Coverite Projects to prepare the master plan in accordance with their proposal (confidential attachment 1). For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Lone Petrov, Tara Toomey Against: Nil Absent: Cr Tom O'Connor	17 Apr 2023 Follow up with Coverite regarding Agreement 16 May 2023 McMaugh Gardens Site Meeting with Coverite design team held 12 May 2023 for tour of facility and grounds, and discussion on detailed brief. 19 Jun 2023 Master Plan Brief completed. Waiting for finalised Master Plan. 18 Jul 2023 Coverite are finalising the draft Master Plan and will provide an initial presentation to staff on 01/08/2023 for feedback.
			CARRIED 8/0	

ACTIONS REPORT				Printed: 15 August 2023 4:50 PM
Division:		Council		Date From:
Committee:				Date To:
Officer:				
Council 25/07/2023	14.1	Status of Groundwater Drilling - July 2023	<p>RESOLUTION 07.07/23</p> <p>Moved: Cr Tom O'Connor Seconded: Cr Lone Petrov</p> <p>That Council notes the report and awaits completion of longer duration pump testing of TB05 and TB07 and the water security options component of Integrated Water Cycle Management Strategy before determining a position on groundwater drilling to enable consideration of all water augmentation options.</p> <p>For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p>Against: Nil</p> <p style="text-align: right;">CARRIED 9/0</p>	07 Aug 2023 Groundwater consultant and drilling contractor advised of Council resolution to proceed with TB05 & TB07. Driller to advise dates for site works.
Council 25/07/2023	15.1	Waste trucks and options for kerbside waste collection	<p>RESOLUTION 19.07/23</p> <p>Moved: Cr Tom O'Connor Seconded: Cr Sarah Burrows</p> <p>That Council,</p> <ol style="list-style-type: none"> i. Award a contract to Superior Pak for up to \$500,000 for the purchase of one waste collection truck; and ii. Authorises the General Manager to initiate a loan for up to \$500,000 to fund the purchase of one truck for in-house waste collection from the preferred bidder; and iii. Continues outsourcing kerbside waste collection services through a private contractor until the arrival of the new waste truck; and iv. Further considers this matter when the long term waste strategy and a Master Plan for Uralla Landfill is ready. 	07 Aug 2023 Purchase order of \$496,761.10 has been submitted for a new side loader waste truck, Superior Pak planning to visit Council for a meeting to confirm the technical specs.

ACTIONS REPORT		Printed: 15 August 2023 4:50 PM
Division:		Date From:
Committee:	Council	Date To:
Officer:		

<u>For:</u>	Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Tom O'Connor and Tara Toomey
<u>Against:</u>	Crs Bruce McMullen and Lone Petrov
CARRIED 7/2	

14.11 Schedule of Ordinary Meetings 2023-2024

Department:	Corporate & Community
Prepared By:	Interim Executive Director Corporate & Community
Authorised By:	Acting General Manager
Reference:	UINT/23/10829

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.	We are an independent shire and well-governed community
Strategy:	4.1.	Informed and collaborative leadership in our community

SUMMARY

Council's Code of Meeting Practice provides for Council to adopt a Schedule of Meetings for 2023 -2024. The schedule must provide for at least 10 meetings a year, each in a separate month.

Currently Council meetings have been scheduled through to September 2023. This report presents a proposed schedule of meetings from October 2023 to September 2024 for Council approval.

RECOMMENDATION**That Council:****1. Adopt the Ordinary Meeting cycle for 2023-2024 as follows:**

Tuesday 24 October 2023

Tuesday 28 November 2023

Tuesday 19 December 2023

Tuesday 27 February 2024

Tuesday 26 March 2024

Wednesday 23 April 2024

Tuesday 28 May 2024

Tuesday 25 June 2024

Tuesday 23 July 2024

Tuesday 27 August 2024 (care taker mode)

Tuesday 24 September 2024 (subject to declaration of Local Government Elections)

REPORT

Section 365 of the *Local Government Act 1993 (NSW)* (the Act) requires Council to meet at least ten (10) times each year, each time in a different month. Section 9(1) of the Act requires Council to give notice to the public of the times and places of its meetings.

The dates, times and venue are set in accordance in the schedule are in accordance with Council's Code of Meeting Practice which requires the ordinary meetings of Council to be scheduled as follows:

Timing of ordinary council meetings

Ordinary meetings of the council will be held on the following occasions:

- February to November: on the fourth (4th) Tuesday of the month
- December – on the third (3rd) Tuesday of the month.
- January – No meeting held in January.
- Meetings to commence at 4:00pm and held at Uralla Shire Council Chambers.

Section 3, clauses 3.4, 3.5 and 3.6 set out the notice which must be given to the public as follows:

Notice to the public of Council meetings

The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.4 reflects section 9(1) of the Act.

For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

CONCLUSION

Council can vary the day, time or venue of the meeting by resolution.

COUNCIL IMPLICATIONS**Community Engagement/Communication**

Advertising in the Council newsletter, social media platform and the website.

Policy and Regulation

Local Government Act 1993 (NSW)
Code of Meeting Practice

Financial/Long Term Financial Plan

There is no additional financial implications for the conduct of meetings in accordance with Code of Meeting Practice is

Asset Management/Asset Management Strategy

Not applicable.

Workforce/Workforce Management Strategy

Administrative resources for running Council meetings have been budgeted for.

Legal and Risk Management

Advance setting of the Council meeting dates manages the risk of not achieving Council's statutory ordinary meeting requirements

Performance Measures

At least 10 Ordinary Meetings of Council per year.

Project Management

Manager Governance

15 CONFIDENTIAL MATTERS**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the *Local Government Act 1993*:

15.1 Expression of Interest - Heritage Advisor

This matter is considered to be confidential under Section 10A(2) - c and d(i) of the *Local Government Act 1993*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

15.2 Consultant Proposals on EOI for Recruitment of General Manager

This matter is considered to be confidential under Section 10A(2) - c of the *Local Government Act 1993*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

16 COMMUNICATION OF COUNCIL DECISION**17 CONCLUSION OF MEETING**