



URALLA SHIRE COUNCIL BUSINESS PAPER

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

ORDINARY COUNCIL MEETING

26 October 2021

Commencing at 12:30pm



Please note current Health Public Orders: Access to Council Chambers is closed to unvaccinated adults (16 year and older). Proof of vaccination or exemption will be required.

Kate Jessep

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 DISCLOSURES & DECLARATIONS OF INTEREST

To be table at the Meeting.

7 CONFIRMATION OF MINUTES

Minutes to be confirmed at the 26 October 2021 Meeting of Council:

.1 ORDINARY MEETING OF COUNCIL HELD 28 SEPTEMBER 2021



MINUTES of

ORDINARY MEETING OF COUNCIL

Held on 28 September at 12:30pm

Attendance at Meeting:

Councillors:

Cr M Pearce (Mayor) (The Chair)

Cr I Strutt (Deputy Mayor)

Cr R Bell

Cr R Crouch

Cr M Disting – via Zoom

Cr N Ledger

Cr T O'Connor

Cr T Toomey

Cr L Sampson

Staff:

Ms K Jessep, General Manager

Mr S Paul, Chief Financial Officer/ Director Corporate Services

Mr T Seymour, Director Infrastructure and Development

Ms C Valencius, Director Community Services

Ms N Heaton, Manager Governance

Ms W Westbrook, Minute Clerk

Ms H McElnea, Communications Officer

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UNCONFIRMED

1 OPENING & WELCOME

The chair declared the meeting opened at 12:31pm.

2 PRAYER

The Chair read the 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. The Mayor reminded attendees they should refrain from making defamatory statements as per r 236 (4) (b) of the *Local Government (General) Regulations 2021 (NSW)*

5 APOLOGIES & APPLICATION FOR LEAVE OF ABSENCES BY COUNCILLORS

The Chair advised there were no apologies received

6 DISCLOSURES & DECLARATIONS OF INTERESTS

The Chair received the following.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Cr Crouch	Item 15.6	Non Pecuniary, Significant Interest	Member of Uralla Showground Land Manager- close relation to one of the applicants.

7 CONFIRMATION OF MINUTES

Minutes to be confirmed at the 28 September 2021 Meeting:

7.1 MINUTES OF ORDINARY MEETING OF COUNCIL HELD 24 AUGUST 2021

The chair called for any amendments.

AMENDMENTS

Cr Bell made reference to 16.1 Page 21 resolution 30.08/21 to amend date re: (c ii) to reflect 28 days – amend resolution to reflect same;

Cr Toomey made reference to 17.2 to reflect:

- I. motion to go into closed session
- II. the item debated and lost

MOTION Moved: Cr Strutt /Seconded: Cr Ledger

That Council adopt the minutes the meeting held 24 August 2021 as a true and correct record with the following amendments:

- I. **16.1 30.08/21 iii to read:** 'advertise a public notice of the proposed amendments to received public submissions for a period of at least 28 days, in accordance with Section 610F (3) (b) of the Local Government Act 1993 as amended, and
- II. **add 17.2 decision to go into closed session, and**
- III. **Add note under Item 18. Communication of Council Decision – Item 17.2 to be listed as debated and lost.**

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Crouch, Bell, O'Connor

Against: Cr Toomey

Absent: Nil

01.09/21 CARRIED

8 TABLING OF REPORTS & PETITIONS

There were no reports or petitions tabled.

9 URGENT, SUPPLEMENTARY & LATE ITEMS/REPORTS OF BUSINESS

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

10 WRITTEN REPORT FROM DELEGATES

15.3 DELEGATE REPORT – WINTERBOURNE COMMUNITY CONSULTATIVE COMMITTEE

15.3 ACTIVITIES SUMMARIES

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

COUNCILLOR NAME:		Mark Dusing
COUNCIL MEETING DATE:		28 September 2021
DATE	COMMITTEE/MEETING/EVENT	LOCATION
14 Sept 2021	Budget Review and Finance Committee	Zoom
14 Sept 2021	Council workshop - Community Participation Plan - Continuous Improvement	Zoom
21 Sept 2021	GM Performance Review Committee with Consultant to review draft template for 21/22	Chambers & Zoom
28 Sept 2021	Ordinary Council Meeting	Chambers via Zoom
Expense Claims Total		\$0

COUNCILLOR NAME:		Robert Crouch
COUNCIL MEETING DATE:		28 September 2021
DATE	COMMITTEE/MEETING/EVENT	LOCATION
31 Aug 2021	General Managers Special Session The Glen & Pioneer Park projects	Via Zoom
6 Sept 2021	Winterbourne CCC	Zoom
14 Sept 2021	Budget Review and Finance Committee	Chambers
14 Sept 2021	Council workshop - Community Participation Plan - Continuous Improvement	Chambers
21 Sept 2021	GM Performance Review Committee with Consultant to review draft template for 21/22	Chambers & Zoom
23 Sept 2021	Opening Bundarra Multi-purpose courts	Bundarra
27 Sept 2021	Bundarra s355 Committee	Bundarra Hall
28 Sept 2021	Ordinary Council Meeting	Chambers
Expense Claims Total		\$0

COUNCILLOR NAME:	Levi Sampson	
COUNCIL MEETING DATE:	28 September 2021	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
31 Aug 2021	General Managers Special Session The Glen & Pioneer Park projects	Via Zoom
14 Sept 2021	Budget Review and Finance Committee	Via Zoom
14 Sept 2021	Council workshop - Community Participation Plan - Continuous Improvement	Via Zoom
28 Sept 2021	Ordinary Council Meeting	Chambers
Expense Claims Total		\$31.28

COUNCILLOR NAME:	Natasha Ledger	
COUNCIL MEETING DATE:	28 September 2021	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
26 Aug 2021	Confidential Risk Management Meeting	Zoom
31 Aug 2021	General Managers Special Session - The Glen & Pioneer Park projects	Via Zoom
11 Sept 2021	Friends of Munday's Lane Reserve Meeting	Uralla
14 Sept 2021	Budget Review and Finance Committee	Chambers
14 Sept 2021	Council workshop - Community Participation Plan - Continuous Improvement	Chambers
23 Sept 2021	Energy Wind Farm CCC	Via Zoom
24 Sept 2021	Official Opening Bundarra Sports Multi-Courts	Bundarra
27 Sept 2021	Bundarra s355 Hall Committee Meeting	Bundarra
28 Sept 2021	Ordinary Council Meeting	Chambers
Expense Claims Total		\$0

COUNCILLOR NAME:	Tara Toomey	
COUNCIL MEETING DATE:	28 September 2021	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
14 Sept 2021	Budget Review and Finance Committee	Chambers
14 Sept 2021	Council workshop - Community Participation Plan - Continuous Improvement	Chambers
28 Sept 2021	Ordinary Council Meeting	Chambers
Expense Claims Total		\$0

COUNCILLOR NAME:	Robert Bell	
COUNCIL MEETING DATE:	28 September 2021	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
14 Sept 2021	Budget Review and Finance Committee	Chambers
14 Sept 2021	Council workshop - Community Participation Plan - Continuous Improvement	Chambers
28 Sept 2021	Ordinary Council Meeting	Chambers
Expense Claims Total		\$0

COUNCILLOR NAME:	Tom O'Connor	
COUNCIL MEETING DATE:	28 September 2021	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
31 Aug 2021	General Managers Special Session The Glen & Pioneer Park projects	Via Zoom
14 Sept 2021	Budget Review and Finance Committee	Chambers
14 Sept 2021	Council workshop - Community Participation Plan - Continuous Improvement	Chambers
22 Sept 2021	Official opening of the Bundarra Multi-purpose Courts by Local Member, Adam Marshall, and the Mayor.	Bundarra
28 Sept 2021	Ordinary Council Meeting	Chambers
Expense Claims Total		\$0

COUNCILLOR NAME:	Isabel Strutt	
COUNCIL MEETING DATE:	28 September 2021	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
31/08/2021	General Manager Strategic Workshop re survey results for The Glen, Rotary Park, and Pioneer Park projects.	Via Zoom
14 Sept 2021	Budget Review and Finance Committee	Chambers
14 Sept 2021	Council workshop - Community Participation Plan - Continuous Improvement	Chambers
18/09/2021	NEOEN presentation of community Drop-In session re Thunderbolt Energy Hub	Zoom presentation
21 Sept 2021	GM Performance Review Committee with Consultant to review draft template for 21/22	Chambers & Zoom
28 Sept 2021	Ordinary Council Meeting	Chambers
Expense Claims Total		\$0

COUNCILLOR NAME:	Michael Pearce	
COUNCIL MEETING DATE:	28 September 2021	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
30 Aug 2021	Mayor's Office – Admin. NEJO Board meeting via ZOOM	Uralla
31 Aug 2021	Mayor's Office – Admin.	Uralla
31 Aug 2021	General Managers Special Session The Glen & Pioneer Park projects	Via Zoom
1 Sept 2021	2AD interview	Home
7 Sept 2021	Mayor's Office – Admin.	Uralla
8 Sept 2021	Mayor's Office – Admin. New England Bush Fire Management Committee meeting via Zoom.	Uralla
13 Sept 2021	Mayor's Office - Admin	Uralla
14 Sept 2021	Mayor's Office - Admin	Uralla
14 Sept 2021	Budget Review and Finance Committee	Chambers
14 Sept 2021	Council workshop - Community Participation Plan - Continuous Improvement	Chambers
15 Sept 2021	Mayor's Office – Admin. 2AD interview	Uralla
21 Sept 2021	Mayor's Office - Admin	Uralla
21 Sept 2021	GM Performance Review Committee with Consultant to review draft template for 21/22	Chambers & Zoom
22 Sept 2021	Mayor's Office - Admin	Uralla
23 Sept 2021	Mayor's Office – Admin.	Uralla
23 Sept 2021	Visit Queen St Caravan Park improvements with Adam Marshall.	Uralla
23 Sept 2021	Visit Bundarra Multi-purpose courts upgrades/opening with Adam Marshall	Bundarra
27 Sept 2021	Mayor's Office - Admin	Uralla
28 Sept 2021	Ordinary Council Meeting	Chambers
Expense Claims Total		\$388.96

The Chair advised the Delegates report have been tabled.

11 ITEMS PASSED IN BULK

MOTION Moved: Cr Sampson /**Seconded:** Cr O'Connor

That Council adopt the Officer's Recommendation of the following items of business on the agenda by way of a single resolution:

15.3 SCHEDULE OF ORDINARY MEETINGS 2021-2022

15.7 CLOSE OF RESOLUTION 26.03/15

15.9 TRANSFER OF CROWN ROAD AT MUNDAYS LANE, SAUMAREZ PONDS

15.11 ENVIRONMENTAL RESTORATION AND REHABILITATION GRANT

16.1 QUESTION WITH NOTICE – POTENTIAL LIABILITY TO COUNCIL FOR VEHICULAR DAMAGE CAUSED BY ORGANISATIONAL STRUCTURE

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

02.09/21 CARRIED

15.3 SCHEDULE OF ORDINARY MEETINGS 2021-2022

MOTION Moved: Cr Sampson /**Seconded:** Cr O'Connor

That Council:

- I. **Adopt the Ordinary Meeting cycle for 2021-2022 as follows:**
Tuesday 26 October 2021
Tuesday 23 November 2021
Friday 24 December 2021 at 9am (first meeting of new Council - subject to the Council election having been declared – scheduled to occur 21-23 December 2021)
Tuesday 22 February 2022
Tuesday 22 March 2022
Tuesday 26 April 2022
Tuesday 24 May 2022
Tuesday 28 June 2022
Tuesday 26 July 2022
Tuesday 23 August 2022
Tuesday 27 September 2022
- II. **Place a Public Notice on Council's website, social media platform, and the Council newsletter detailing the date, commencement time and venue of each Ordinary Meeting scheduled for the 2021-2022 period, in accordance with clauses 3.4-3.6 of the Uralla Shire Council Code of Meeting Practice.**
- III. **That if the 4 December 2021 election has not been declared by Thursday 23 December 2021, that the December Ordinary Meeting will not occur and, in lieu, that the first meeting of the new Council be called for Tuesday 25 January 2022.**
- IV. **Note that the new Council can resolve to change the date/time of Ordinary Council meetings subject to appropriate notification to the public.**

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

03.09/21 CARRIED

15.7 CLOSE OF RESOLUTION 26.03/15

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

That Council receive and note the report.

For: Crs Disting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

04.09/21 CARRIED

15.9 TRANSFER OF CROWN ROAD AT MUNDAYS LANE, SAUMAREZ PONDS

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

That Council make an application to the Department of Planning, Industry and Environment – Crown Lands for the transfer of the Crown road off Mundays Lane (west of Dumaresq Road), Saumarez Ponds to Uralla Shire Council.

For: Crs Disting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

05.09/21 CARRIED

15.11 ENVIRONMENTAL RESTORATION AND REHABILITATION GRANT

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

That Council resolve to develop grant applications and apply for up to \$210,000 in grant funding under Environmental Restoration and Rehabilitation program for the following projects:

- I. Control and eradication of invasive weeds, erosion control and planting of native vegetation at selected public reserves managed by Uralla Shire Council; and**
- II. Restoration and rehabilitation of riparian zone vegetation to stabilise eroded river banks along affected rivers/creeks on Crown lands within Uralla Shire and development of catchment management plans.**

For: Crs Disting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

06.09/21 CARRIED

16.1 QUESTION WITH NOTICE- POTENTIAL LIABILITY TO COUNCIL FOR VEHICULAR DAMAGE CAUSED BY COUNCIL ROADS.

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

That the questions on notice be received and the responses noted.

For: Crs Disting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

07.09/21 CARRIED

12 MAYORAL MINUTE

12.1 MAYORAL MINUTE RISK MANAGEMENT EXCELLENCE AWARDS 2021 – IMPROVING RISK CULTURE

Invitation by Mayor for Awards to be presented:

PRESENTATION by StateWide Mutual –Paul Bennett (General Manager Tamworth)
- Board Member & Matthew DeWitt – Regional Risk Manager



MOTION Moved: The Chair /Seconded: Cr Ledger

That the report on the Risk Management Excellence Awards 2021 be noted and invite Statewide Mutual representatives to present both Awards at the Council meeting.

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

08.09/21 **CARRIED**

12.2 MAYORAL MINUTE - INFRASTRUCTURE CONTRIBUTIONS REFORMS

MOTION Moved: The Chair /Seconded: Cr Strutt

That Uralla Shire Council:

1. Calls on the NSW Government to withdraw the Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021 (the Bill) from the NSW Parliament.
2. Calls on the NSW Government to undertake further consultation with the local government sector on any proposed reforms to the infrastructure contributions system.
3. Calls on the NSW Government to de-couple the Independent Pricing and Regulatory Tribunal led review of the rate peg to include population growth from the infrastructure contributions reforms.
4. Writes to the local State Member the Hon Adam Marshall MP, the Premier the Hon Gladys Berejiklian MP, Treasurer the Hon Dominic Perrottet MP, Minister for Planning and Public Spaces the Hon Rob Stokes MP and Minister for Local Government the Hon Shelley Hancock MP seeking them to withdraw the Bill.

5. Writes to the Shadow Treasurer the Hon Daniel Mookhey MLC, Shadow Minister for Planning and Public Spaces Mr Paul Scully MP, Shadow Minister for Local Government Mr Greg Warren MP, The Greens Mr David Shoebridge MLC, Shooters, Fishers and Farmers Party the Hon Robert Borsak MLC, Pauline Hanson's One Nation the Hon Mark Latham MLC, Animal Justice Party the Hon Emma Hurst MLC, Christian Democratic Party (Fred Nile Group) the Hon Fred Nile MLC, Independent Mr Justin Field, Portfolio Committee Chair The Greens Ms Cate Faehmann, Portfolio Committee Deputy Chair Animal Justice Party the Hon Mark Pearson MLC and Committee members Liberal Party the Hon Catherine Cusack MLC and the Hon Shayne Mallard MLC, The Nationals the Hon Ben Franklin MLC and Australian Labor Party the Hon Rose Jackson MLC and the Hon Adam Searle MLC seeking their support in securing the withdrawal of the Bill from the NSW Parliament and outlining council's concerns with the Bill.
6. Alerts the local media to the threat of future ratepayer funds being expended rather than developer levies for new infrastructure brought about by increased development under the proposed legislation and shares and promotes these messages via its digital and social media channels and via its networks.

Affirms its support to LGNSW and requests LGNSW continue advocating on our behalf to protect local government from any amendments to infrastructure contributions which leaves councils and communities worse off.

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Toomey, Bell, O'Connor
 Against: Cr Crouch
 Absent: Nil

09.09/21 CARRIED

13 PUBLIC FORUM/PRESENTATIONS

13.1 SPEAKER 1: DR BRUCE McMULLEN— ITEM 16.2 ADOPTED WORKFORCE MANAGEMENT STRATEGY 2015-2019 AND ORGANISATIONAL STRUCTURE

The Chair introduced the Speaker.

The Speaker made a presentation to Council in relation to Item 16.2 speaking for the motion.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for his presentation to Council.

Cr Ledger left the meeting 1:17pm.

Cr Ledger returned to the meeting 1:18pm.

14 REPORT OF COMMITTEES

14.1 BUDGET REVIEW & FINANCE COMMITTEE MINUTES 14 SEPTEMBER 2021

There were no amendments requested by Councillors.

MOTION Moved: Cr Bell /Seconded: Cr Strutt

- I. That Council adopt the minutes the meeting held 14 September 2021, as a true and correct record; and
- II. Delegate to the General Manager to, in consultation with the Mayor, cancel and/or reschedule Budget Review and Finance Committee Meetings.

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

10.09/21 CARRIED

15 REPORTS TO COUNCIL

15.1 CASH AT BANK AND INVESTMENTS

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

That Council note:

- I. The cash position as at 31 August 2021 consisting of cash and overnight funds of \$5,248,479, term deposits of \$12,912,580 totalling \$18,161,060 of readily convertible funds; and
- II. The loan position as at 31 August 2021 totalling \$1,926,291; and
- III. The projected unrestricted cash position as at 30 June 2021 totalling \$2,395,000.

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

11.09/21 CARRIED

15.2 LOCAL GOVERNMENT NSW ANNUAL CONFERENCES

MOTION Moved: Cr Ledger/Seconded: Cr Strutt

That:

- I. The Mayor be designated as Council's voting delegate to the LGNSW Annual Conference on 29 November 2021 and the Special Conference to be held 28 February 2022 to 2 March 2022; and
- II. The Mayor and General Manager attend the LGNSW Annual Conference on 29 November 2021 and the Special Conference to be held 28 February 2022 to 2 March 2022; and
- III. Should the Mayor be unable to attend the LGNSW Annual Conference and/or Special Conference, the Deputy Mayor attend as proxy.

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

12.09/21 CARRIED

15.4 ELECTION OF DEPUTY MAYOR

MOTION Moved: Cr O'Connor /Seconded: Cr Strutt
THAT COUNCIL:

- I. That the Returning Officer announce the nominations for the position of Deputy Mayor.
- II. That should there be more than one nomination for the position, the method of election of the Deputy Mayor be by way of open voting.

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

00.09/21 CARRIED

FOLLOWING THE DECLARATION OF THE VOTE:

MOTION Moved: Cr Toomey/ Seconded: Bell

That Cr Robert Crouch be appointed as Deputy Mayor for the period from 28 September 2021 until the next Local Government Election.

For: Crs Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Crs Ledger, Dusting

Absent: Nil

13.09/21 CARRIED

15.5 MEDIA POLICY

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

That Council:-

- i. Review response to submission and accept changes; and
- ii. Adopt the Media Policy 2021

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

To move to Committee of the Whole.

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

14.09/21 CARRIED

Cr Sampson left the meeting 1:56pm.

Cr Sampson returned to the meeting 1:57pm.

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr Strutt /Seconded: Cr O'Connor

To resume Standing Orders.

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

15.09/21 CARRIED

The Chair outlined details of the discussion held in committee.

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

That Council:-

- iii. Review response to submission and accept changes suggested except the change at 6.3 (reinstate as exhibited); and
- iv. Adopt the Media Policy 2021

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

16.09/21 CARRIED

15.6 COMMUNITY GRANTS PROGRAM 2021-22 ROUND 1 APPLICATION ASSESSMENTS REPORT

Cr Crouch declared an interest and left the room 2:05pm.

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

Council approve Community Grants Program 2021-22 Round 1 funding allocations totalling \$6,000 to the following applicants in accordance with the general grant conditions:

- I. St Joseph's School Uralla - \$3,000 for fencing on remaining two sides of school grounds
- II. Uralla Campdrafting and Sporting Club - \$3,000 for Inaugural Campdrafting Event
- III. Approves the extension of grant acquittal for Arding Landcare Group Inc. until 31 January 2022.

For: Crs, Ledger, Sampson, Strutt, Toomey, Bell, O'Connor

Against: Cr Pearce, Dusting

Absent: Cr Crouch

17.09/21 CARRIED

Cr Crouch returned to the meeting at 2:09pm.

15.8 NOMINATIONS FOR S355 URALLA TOWNSHIP AND ENVIRONS COMMITTEE MEMBERSHIP

MOTION Moved: Cr Toomey /Seconded: Cr Bell

That Council approve the appointment of Mr Andrew Parker to the s355 Uralla Township and Environs Committee.

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

18.09/21 CARRIED

15.10 BUNDARRA SEWERAGE SCHEME – PROJECT UPDATE REPORT

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

That Council:

- I. Receive the Bundarra Sewerage Scheme – Project Update Report,**
- II. Approve additional funding provision for contingencies from the sewerage fund for up to \$85,000, and**
- III. Approve variations for:**
 - a. The pump station security fence, and**
 - b. A toilet and hand basin at the sewerage treatment plant.**

For: Crs Disting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

19.09/21 CARRIED

15.12 REGISTER RESOLUTIONS ACTIONS STATUS

Cr O'Connor left the meeting 2:23pm.

Cr O'Connor returned to the meeting 2:24pm.

PROCEDURAL MOTION Moved: Cr Toomey /Seconded: Cr Crouch

To move to Committee of the Whole.

For: Crs Disting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

20.09/21 CARRIED

Cr Ledger left the meeting 2:43pm.

Cr Ledger returned to the meeting 2:46pm.

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr Strutt /Seconded: Cr Sampson

To resume Standing Orders.

For: Crs Disting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

21.09/21 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr Strutt /Seconded: Cr Ledger

That Council receive the Resolution Action Status as at 22 September 2021.

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against:

Absent:

22.09/21 CARRIED

16 MOTIONS ON NOTICE QUESTIONS WITH NOTICE

The Chair adjourned the meeting at 2:54pm.

The Chair resumed the meeting at 3:06pm.

16.2 NOTICE OF MOTION - ADOPTED WORKFORCE MANAGEMENT STRATEGY 2015-2019 AND ORGANISATIONAL STRUCTURE

Cr Ledger returned to meeting 3:08pm.

LGNSW Legal Officer Liz Hayes joined the meeting 3:07pm.

Cr Ledger left the meeting 3:33pm.

Cr Ledger returned to the meeting 3:34pm.

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

That Council request the General Manager:

- 1) bring to the Council a reviewed and updated Workforce Management Strategy for Council consideration and public consultation, as a matter of urgency.
- 2) enter into meaningful and full consultation with Council as required by Section 332 and 333 of the Local Government Act on the current review of the Organisational Chart.
- 3) provide Council with a report and recommendation, following the review of the Organisational Structure, for the determination of Council's Organisational Structure to be adopted and public comment, at the earliest opportunity.
- 4) suspend any appointment to positions that are not provided by the adopted, Resolution 206/13, existing Organisational Chart for the Uralla Shire Council, pending the resolution of the Organisational Chart for the future as required by Sections 332 and 333 of the Local Government Act.

For: Crs Crouch, Toomey, Bell, O'Connor

Against: Crs Dusting, Ledger, Sampson, Strutt, Pearce

Absent: Nil

LOST

17 CONFIDENTIAL MATTERS

The Chair advised there were confidential matters to be heard at the 28 September 2021 Meeting.

PROCEDURAL MOTION Moved: Cr O'Connor / Seconded: Cr Dusting

To move into Closed Session of Council.

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

This report is presented to the CLOSED section of the 28 September 2021 meeting under section 10A of the *Local Government Act (NSW) 1993*:

- (1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:**
 - (a) the discussion of any of the matters listed in subclause (2), or**
 - (b) the receipt or discussion of any of the information so listed.**
- (2) The matters and information are the following:**
 - (a) personnel matters concerning particular individuals (other than councillors); and**
 - (d) commercial information of a confidential nature that would, if disclosed:**
 - (i) prejudice the commercial position of the person who supplied it.**

Reason: Report regarding personnel matters (General Manager's performance review) and commercial information (LGNSW Management Solutions performance review document).

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

23.09/21 CARRIED

REPORTS TO CLOSED SESSION

17.2 GENERAL MANAGER ANNUAL PERFORMANCE REVIEW 6 JULY 2020-5 JULY 2021

MOTION Moved: The Chair /Seconded: Cr Sampson

That Council:

- I. acknowledge the General Manager received an on average result of 'exceeds expectations' for the annual performance review period 6 July 2020 – 5 July 2021 as assessed by the General Manager Performance Review Committee; and**
- II. endorse the General Manager Performance Review Committee's recommendation of a 2.0% performance-based increase in the total remuneration package (TRP) under clause 8.3 of the DLG Standard Contract of Employment General Managers of Local Councils in New South Wales.**

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Crouch, Bell

Against: Crs O'Connor, Toomey

Absent: Nil

24.09/21 CARRIED

MOVE TO OPEN SESSION

PROCEDURAL MOTION Moved: Cr Strutt /Seconded: Cr Dusting

To return to Open Session of Council.

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

25.09/21 CARRIED

18 COMMUNICATION OF COUNCIL DECISIONS

PROCEDURAL MOTION Moved: Cr Dusting /Seconded: Cr Sampson

The resolutions of Closed Session of Council become the resolutions of Open Session of Council.

For: Crs Dusting, Ledger, Sampson, Strutt, Pearce, Crouch, Toomey, Bell, O'Connor

Against: Nil

Absent: Nil

26.09/21 CARRIED

19 CLOSURE OF MEETING

The meeting was closed at 4:36pm.

20 COUNCIL MINUTES CONFIRMED

COUNCIL MINUTES CONFIRMED BY:	
RESOLUTION NUMBER:	
DATE:	
MAYOR:	Councillor Michael Pearce

8 TABLING OF PETITIONS

9 URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS

9.1 LATE REPORTS TO COUNCIL –

9.1.1 2021-22 ROADS CAPITAL PROJECTS VARIATION REPORT

9.1.2 EOI - STREETS AS SHARED SPACES PROGRAM (ROUND 2) AND SUMMER NIGHT
FUND PROGRAM

9.1.3 CONFIDENTIAL REPORT – STATUS OF DA-43-2017

9.2 URGENT ITEMS - NIL

9.3 SUPPLEMENTARY ITEMS- NIL

10 WRITTEN REPORTS FROM DELEGATES

To be received at Meeting

11 ITEMS PASSED IN BULK

To be received at the Meeting.

Councillors, I am (Chair/Mayor) seeking to have some agenda items dealt with, in bulk, by Exception – as per Section 13 of Council's Code of Meeting Policy.

I will now read and call though the agenda list items – Reports of Committees and Reports to Council to be adopted by Exception and ask Councillor to identify any individual items of business listed, that Councillors intend to VOTE against the recommendation as recorded in the Business paper – or that they wish to speak on

12 MAYORAL MINUTE

Nil

13 PUBLIC FORUM/PRESENTATION

14 REPORT OF COMMITTEES

14.1 MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD ON 14 OCTOBER 2021



Department: Corporate Services
Prepared by: *Coordinator Governance & Risk*
TRIM Reference: UINT/21/12557
Attachment: UINT/21/9533 ARIC Unconfirmed Minutes 14 October 2021

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.2 An effective and efficient organisation
Strategy: 4.2.6 Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment workforce

SUMMARY:

1. The unconfirmed Minutes of the Audit, Risk and Improvement Committee meeting held on 14 October 2021 are attached for Council's information.

RECOMMENDATION:

That the Minutes from the Audit Risk and Improvement Committee meeting held on 14 October 2021 be received.

REPORT:

2. The Audit, Risk and Improvement Committee's role is to provide independent monitoring and advice to both Councillors and staff in relation to organisational performance, particularly from a governance perspective.
3. The Office of Local Government's New Risk Management and Internal Audit Framework was discussed with recommendation for Council to consider. A separate report has been prepared for Council consideration on this matter – see report within agenda item 15.
4. The Draft Loan Borrowing Policy was presented with amendments being recommended by ARIC. Staff will review the proposed amendments and seek Councillor's individual input on this Policy before recommending Council endorsement to proceed to public exhibition at a future Council meeting.

COUNCIL IMPLICATIONS:

5. **Community Engagement/ Communication**

ARIC minutes are presented to the public Council meeting.

All Councillors were provided with the full agenda prior to the meeting and invited to attend the meeting as observers.

Council currently has two Councillors appointed as members of the ARIC.

6. Policy and Regulation

ARIC is convened under the *Local Government Amendment (Governance and Planning) Act 2016* and is required to review its charter once every two years.

7. Financial /Long Term Financial Plan

Resourcing required to undertake the recommendations as noted.

8. Asset Management / Asset Management Strategy

N/A

9. Workforce / Workforce Management Strategy

The Council provides staff and administrative resources to the Audit Committee as necessary to implement the ARIC Charter.

10. Legal and Risk Management

The Audit, Risk and Improvement Committee is an independent advisory body that assists Council to fulfil its functions by providing advice on risk management, control, governance, business improvement and external accountability responsibilities. The advisory status of the Committee means that it may only make recommendations to management and the Council.

11. Performance Measures

ARIC sets an annual work plan and undertakes a self-assessment annually.

12. Project Management

ARIC is chaired by Mr Michael O'Connor and is supported administratively by the Executive Assistant.



MINUTES

Audit, Risk and Improvement Committee Meeting

14 October 2021 10:00am, Council Chambers

Members (voting):

Mr Michael O'Connor - Independent External Member (Chair)
Mr Paul Packham - Independent External Member
Ms Deborah Creed - Independent External Member
Cr Tom O'Connor
Cr Tara Toomey

Attendees (non-voting):

Ms Kate Jessep - General Manager
Mr Simon Paul - Chief Financial Officer/Director, Corporate Services (arrived at)
Ms Nathalie Heaton – Manager, Governance
Mr Carlos Chica - Internal Auditor – via Zoom
Ms Wendy Westbrook - (Minute Clerk)

Observers

Mayor Pearce; Deputy Mayor Crouch; Cr Strutt

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1 MEETING OPENING & WELCOME

The Chair declared the meeting open at 10.08am.

2 ACKNOWLEDGEMENT OF COUNTRY

The Chair acknowledged Country and Elders past and present.

The Chair passed on condolences to Cr O'Connor in the passing of his wife.

3 APOLOGIES, REQUESTS FOR LEAVE OF ABSENCE AND OBSERVERS

3.1 *The chair advised there were no apologies from ARIC members.*

3.2 *The Chair acknowledged the presence of Mayor Michael Pearce, Deputy Mayor Crouch and Cr Strutt as observers.*

3.3 *The Chair advised there were no requests for leave of absence.*

4 QUORUM CONFIRMATION

The Chair confirmed there was a Quorum.

5. DISCLOSURE AND DECLARATIONS OF INTEREST

5.1. The Chair M O'Connor disclosed he is member of the Armidale Regional Council Audit and Risk Committee, the Tamworth Audit and Risk Committee, and the Walcha Council Audit and Risk Committee, the New England Weeds County Council Audit, Risk and Improvement.

5.2. Committee, and was appointed to Liverpool Plains Shire Audit and Risk Committee.

5.3. D Creed disclosed she is a member of the Walcha Council Audit and Risk Committee.

5.4. Cr O'Connor declared a conflict of interest on Item 5.3.

6. CONFIRMATION OF MINUTES and BUSINESS ARISING

6.1. MINUTES FROM THE 11 MAY 2021 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING.

MOTION Moved: Chair/Seconded: Cr Toomey

That the Minutes of the Audit, Risk & Improvement Committee held on 11 May 2021 be received and noted at the 12 August 2021 meeting.

ARIC01.10/21 CARRIED UNANIMOUSLY

6.2. BUSINESS ARISING

Self-Assessment from Chair, Michael O'Connor

The Chair presented the Self-Assessment report be received and ready to be distributed to ARIC Members.

7. PRESENTATIONS

SPEAKER 1: MATHEW DEWITT STATEWIDE MUTUAL

The Chair introduced the Speaker, Mr Mathew DeWitt from StateWide Mutual.

The Speaker made a presentation to the Committee in relation to

- 1. 2021 Regional, Rural and County Councils Risk Management Excellence Award – Winner Strategic/ Enterprise Risk;*
- 2. 2021 Regional, Rural and County Councils Risk Management Excellence Award – Overall Winner.*

The Chair invited questions from Committee members.

The Chair thanked the Speaker for his presentation to the Committee.

8 LATE ITEM – to be heard after Item 9.10

9 REPORTS

9.1 ARIC RECOMMENDATIONS TO COUNCIL

MOTION Moved: Chair/Seconded: Cr O'Connor

That the ARIC receive the Recommendations to Council report.

ARIC02.10/21 CARRIED UNANIMOUSLY

9.2 STATE COVER AUDIT REPORT

MOTION Moved: P Packham/Seconded: D Creed

That the ARIC advise Council the Committee has reviewed the report on the status in the StateCover WHS Self Audit over the last five years.

ARIC03.10/21 CARRIED UNANIMOUSLY

9.3 STATEWIDE MUTUAL PRESENTATION - CIP REPORT 2021

MOTION Moved: P Packham/Seconded: D Creed

That the ARIC advise Council the Committee has reviewed the report and the presentation on the Continuous Improvement Pathway Results and that Council consider the report outcomes when considering the resourcing of the Council operating plan noting this report only relates to a portion of Council's risk areas and the report itself is focused on reducing the Mutual Scheme's risk not specifically Council's risk.

ARIC04.10/21 CARRIED UNANIMOUSLY

9.4 NEW RISK MANAGEMENT AND INTERNAL AUDIT FRAMEWORK

MOTION Moved: Cr Toomey/Seconded: D Creed

1. That the ARIC advise Council the Committee has reviewed the Office of Local Government's Risk Management and Internal Audit Framework and considered the following:
 - I. Proposed membership and qualifications; and
 - II. The role of the Councillor(s) on ARIC in providing local, Council specific, content for the independent members.
2. That ARIC recommend that Council consider making a submission regarding the Office of Local Government's Risk Management and Internal Audit Framework regarding the following:
 - I. The Councillor member should have voting rights; and
 - II. There should be two Councillor members.

ARIC05.10/21 CARRIED UNANIMOUSLY

Chair called for an adjournment at 11:51am.

Chair resumed the meeting at 12:05pm.

9.5 DRAFT LOAN BORROWING POLICY

MOTION Moved: Chair/Seconded: Cr Toomey

1. That the Audit, Risk and Improvement Committee advise Council it has reviewed the Loan Borrowing Policy and recommends the following amendments:
 - I. Objective be renamed 'Purpose', and consider adding a 'scope section'; and
 - II. Lumpy Assets renamed to 'Substantial Assets'; and
 - III. 2.1.3 delete 'that a prudent person would exercise'; and
 - IV. 2.1.5 add the words 'where deemed appropriate to do so'; and
 - V. Edit 5.1 Council must have resolved to borrow funds 'with an express resolution for each loan'; and
 - VI. 7.1 h. Table reverse the table i.e. 'Term' then 'Borrowing Amount'; and
 - VII. 7.1 i. a) add: that all Council decisions to borrow money will consider Council's capacity to pay and the effect on its borrowing ratio; and
 - VIII. 7.1 f. delete.
2. That the Audit, Risk and Improvement Committee recommend to Council that the Loan Borrowing Policy, after consideration of ARIC's amendments, be placed on public exhibition for 28 days.

ARIC06.10/21 CARRIED UNANIMOUSLY

9.6 GOVERNANCE AND RISK QUARTERLY REPORT

Cr O'Connor left the meeting declaring a conflict of interest 12:32pm

MOTION Moved: P Packham/Seconded: Cr Toomey

That the ARIC advise Council the Committee has noted the Quarterly Report from Governance and Risk.

ARIC07.10/21 CARRIED UNANIMOUSLY

9.7 DASHBOARD REPORT AUGUST 2021

MOTION Moved: Chair/Seconded: Cr O'Connor

That the ARIC advise Council the Committee has reviewed the Dashboard Report (as at June 2021) and is considering areas to further develop the dashboard report format.

ARIC08.10/21 CARRIED UNANIMOUSLY

9.8 AUDIT RISK AND IMPROVEMENT ANNUAL PROGRAM 2021-2022

MOTION Moved: Chair/ Seconded: P Packham

That the Audit, Risk and Improvement Committee:

- i. Endorse the Audit, Risk and Improvement Committee Annual Program 2021-22 at Attachment A; and
- ii. Recommend that Council receive and note the Audit, Risk and Improvement Committee Annual Program 2021-22 at Attachment A.

ARIC09.10/21 CARRIED UNANIMOUSLY

9.9 SCHEDULE OF MEETINGS

MOTION Moved: Chair/Seconded: Cr Toomey

That the ARIC adopt the meeting cycle for 2022 as follows:

Thursday 10 February 2022 at 10 am

Thursday 12 May 2022 at 10 am

Thursday 11 August 2022 at 10 am

Thursday 13 October 2022 at 10 am

ARIC10.10/21 CARRIED UNANIMOUSLY

9.10 MANAGEMENT LETTER ON THE INTERIM PHASE OF THE AUDIT – YEAR ENDING 30 JUNE 2021

MOTION Moved: Chair/Seconded: Cr O'Connor

That the Management Letter on the Interim Phase of the Audit (Year Ending 30 June 2021) be received.

ARIC11.10/21 CARRIED UNANIMOUSLY

8.1 END OF FINANCIAL YEAR (EOFY) STATEMENTS

MOTION Moved: Chair/Seconded: Cr O'Connor

That the ARIC received the draft end of year financial statements at the meeting to review over the following week and members will provide any suggestions, or issues to be reviewed, to the CFO, copy to ARIC Members.

ARIC12.10/21 CARRIED UNANIMOUSLY

10 CONFIDENTIAL BUSINESS

Nil

11 NEXT MEETING

Thursday 10 February 2022 at 10 am

12 MEETING CLOSED

Meeting Closed at 1:31pm

13 CONFIRMATION OF MINUTES

COUNCIL MINUTES CONFIRMED BY:	
RESOLUTION NUMBER:	
DATE:	
CHAIR:	Mr Michael O'Connor
Presented to Council	Ordinary Meeting 26 Oct 2021

14.2 MINUTES OF THE BUNDARRA SCHOOL OF ARTS HALL S355 COMMITTEE MEETINGS HELD 26 JULY AND 27 SEPTEMBER 2021



Department:	Infrastructure and Development
Prepared by:	Director Infrastructure and Development
TRIM Reference:	UINT/21/11607
Attachments:	UINT/21/11612 - 1. Minutes of the Bundarra School of Arts Hall S355 Committee meeting held 26 July 2021
	UINT/21/12530 2. Minutes of the Bundarra School of Arts Hall S355 Committee meeting held 27 September 2021

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.2	Engage with the community effectively and use community input to inform decision making

SUMMARY:

1. This report provides the minutes from the Bundarra School of Arts Hall Committee meetings held 26 July 2021 and 27 September 2021.
2. The Charter for the committees is to:
 - (a) Manage the Bundarra School of Arts Hall; and
 - (b) Provide advice to and work the Council for the benefit of the Bundarra and its surrounding community

RECOMMENDATION:

- I. That Council receive the minutes of the Bundarra School of Arts Hall Committee meeting held on 26 July 2021 and approve the following:
 - a. that the removal of old cement pots on the existing islands in the main Street (Souter Street) be prioritised; and
 - b. That an 'Events and Promotions' working group for the purpose of promoting Bundarra and the Hall be created, with a view to increasing engagement within the community.
- II. That Council receive the minutes of the Bundarra School of Arts Hall s355 Committee meeting held 27 September 2021.

REPORT:

3. The Bundarra School of Arts s355 Committee met on 26 July 2021 and 27 September 2021.

4. At its meeting held 26 July 2021, discussions took place in relation the Bundarra Waste Management Facility:
 - There will be a 3-bay sorting system as the tip is closed and it becomes a transit location: 1 general waste and 1 recycling waste.
 - Building and construction waste will be put in a pile onsite and taken away later.
 - No plan for dead animals and for white goods noting many of these get dumped in the locality is being considered. White goods will continue to be accepted at the landfill.
5. The committee discussed the Bundarra Sewerage Scheme:
 - Monthly progress reports are being provided to Council.
 - Rain is holding up the completion date.
 - New fees and charges apply to installation of new sewerage to new lot developments. The fees and charges are available on Council's website.
6. Matters discussed at the meeting held 27 September 2021 included:
 - Treasurer's Report;
 - Bundarra Sewerage Scheme update;
 - Path upgrades update;
 - Bundarra Multipurpose Courts;
 - Illegal dumping of dead animals;
 - Impact of wet weather on road works; and
 - Upcoming Council elections.
7. The next committee meeting will be held 8 November 2021.

CONCLUSION:

8. The Bundarra School of Arts Hall s355 Committee meets regularly and the minutes of the Committee meetings held 26 July 2021 and 27 September 2021 are presented to Council.

COUNCIL IMPLICATIONS

9. Community Engagement/Communication

Consultation with Bundarra School of Arts Hall Committee and referral of Committee minutes to Council.

10. Policy and Regulation

Bundarra School of Arts Hall Committee Charter 2017.
NSW Local Government Act 1993.

11. Financial/Long Term Financial Plan

Committee collects hire fees for the Bundarra School of Arts Hall.
Resourcing required for staff to attend meetings and liaise with Committee.

12. Asset management/Asset Management Strategy

Bundarra School of Arts Hall.

13. Workforce/Workforce Management Strategy

Staff provide support to the Bundarra School of Arts Hall Committee and attend meetings.

14. Legal and Risk Management

As a Committee of Council, risks of the Committee are borne by Council. The strategic risks are assessed as low.

15. Performance Measures

As set out in the Bundarra School of Arts Hall Committee Charter 2017.

16. Project Management

Director Infrastructure & Development.



Minutes

Meeting held 26 July 2021 at 6.10pm at the Bundarra Schools of Arts Hall

PRESENT:

Mr John Layton, Mrs Theresa Layton, Mr Jeff Dezius, Mr Dave Lowe, Ms Tracey Nagle

IN ATTENDANCE:

Cr Robert Crouch

Mr Terry Seymour (Director of Infrastructure and Development)

APOLOGIES: Ms Kristi Jenkins

Moved: David Lowell

Seconded: Jeff Dezius

That apologies for Mr Angus Cooke and Cr Natasha Ledger be received.

Carried Unanimously

CORRESPONDENCE:

Outwards: Nil

Inwards: --The Chair advised that he had received a resignation from Mr Angus Cooke.

Matters Arising:

As Mr Angus Cooke resigned from the Committee, the role of secretary was vacant.

Nominations were called for the position of Committee Secretary. Ms Tracey Nagle was appointed.



1. Treasurer's Report

Moved: Dave Lowell Seconded Tracey Nagle

That the Treasurer's verbal report be accepted.

Carried Unanimously

2. Multipurpose Play/Tennis Court Area

A discussion was had regarding the removal of old cement pots on the existing islands in the main Street (Souter Street)

3. Bundarra Tip

- (a) There will be a 3-bay sorting system as the tip is closed and it becomes a transit location: 1 general waste and 1 recycling waste.
- (b) Building and construction waste will be put in a pile onsite and taken away later.
- (c) No plan for dead animals and for white goods noting many of these get dumped in the locality is being considered. White goods will continue to be accepted at the landfill.

4. Bundarra Sewerage

- (a) Monthly progress reports are being provided to Council.
- (b) Rain is holding up the completion date.
- (c) New fees and charges apply to installation of new sewerage to new lot developments. The fees and charges are available on Council's website

5. Broadcasting Licence

Cr Ledger had previously agreed to follow up on this matter. The Committee agreed to wait for her update.

6. Events and Promotions

Moved: Tracey Nagle Seconded Dave Lowell

That an 'Events and Promotions' working group for the purpose of promoting Bundarra and the Hall be created, with a view to increasing engagement within the community.

Carried Unanimously

The meeting closed at 8.30pm

Next Meeting:

Monday 27 September 2021 at 6pm in the Bundarra School of the Arts Hall.

MINUTES

Meeting held 27th September 2021 at the Bundarra School of Arts Hall

PRESENT:

John Layton, Theresa Layton, Natasha Ledger, Bob Crouch, David Lowell,
Terry Seymour, Jeff Dezius

APOLOGIES:

Kristi Jenkins

The minutes that council wrote from previous meeting were read:-
amendments are:

Kristi Jenkins was an apology

Pot plant removal was discussed but not voted on

Moved: David Lowell

Seconded: Natasha Ledger

CORRESPONDENCE:

Tracy Nagel emailed resignation on 22/09/2021

Denise Goodall letters

Tabled and forwarded to council for consideration

GENERAL BUSINESS:

1. Treasurer's Report

Treasurer closed the "Boogie @ Bundarra" account and transferred money to "Bundarra School of Arts Hall" account

2. Bundarra Sewerage

Decommission of septic tanks is owners' responsibility

Drainage: Terry to check on 5m rule as to who pays

3. Paths

Bendermeer St completed

Next will be Oliver Street to police station

4. Multipurpose Play/ Tennis Court Area

Committee would like to thank council for the amenities

Need to know how to adjust the tennis net height

Committee put forward that lighting under the barbeque area
and landscaping need to be carried out this is subject to approval

5. Dead Animal

Jeff tabled a photo of dead animals that have been dumped on stock routes
near his home. Wants a facility at the dump to take them

6. Road Works

Wet weather is playing havoc on repairing damaged roads

7. Council Elections

Being held 04/12/2021 in Bundarra School of Arts Hall

Next Meeting 8th November 2021 at 6pm

Meeting closed at 8pm

**14.3 MINUTES OF THE URALLA TOWNSHIP AND ENVIRONS s355
COMMITTEE MEETINGS HELD 10 MAY 2021, 12 JULY 2021
AND 11 OCTOBER 2021**



Department:	Infrastructure & Development		
Prepared by:	Director Infrastructure and Development		
TRIM Reference:	UINT/21/12529		
Attachments:	UINT/21/12540	1. Minutes of the Uralla Township and Environs s355 Committee meeting held 10 May 2021	
	UINT/21/12541	2. Minutes of the Uralla Township and Environs s355 Committee meeting held 12 July 2021	
	UINT/21/12542	3. Minutes of the Uralla Township and Environs s355 Committee meeting held 11 October 2021	

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.2	Engage with the community effectively and use community input to inform decision making

SUMMARY:

1. This report provides the minutes from the Uralla Township and Environs Committee (UTEC) meetings held 10 May 2021, 12 July 2021, and 11 October 2021.
2. The object of the UTEC constitution is to provide strategic advice to Council on the future development and redevelopment of the public spaces in and near the township of Uralla.

RECOMMENDATION:

That Council receive the minutes of the Uralla Township and Environs s355 Committee meetings held 10 May 2021, 12 July 2021, and 11 October 2021.

REPORT:

3. The Uralla Township and Environs Committee met on 10 May 2021, 12 July 2021, and 11 October 2021.
4. The committee discussed topics resulting in the following recommendations to Council at its meeting held 10 May 2021:
 - (a) Railway Station Mosaic
Recommendation: That the mosaic remain where it is but action to be taken to stabilise soil underneath to stop movement.
 - (b) Public Spaces Legacy Program \$2 Million Grant
Recommendation: We support Council's recommendation for the 'Constellations' as a major project at the Glen, including other projects at the Glen, and we agree with the figures Carl Merton has reported for this project.
 - (c) Fibonacci Park
 - (d) Old Bridge Timbers

Recommendation: Council retain old timbers and any other materials which may be suitable for recycling.

5. The committee discussed topics resulting in the following recommendations to Council at its meeting held 12 July 2021:

(a) Alma Park

Recommendation: Council reviews the Management Plan for Alma Park and immediately take informed professional action to ensure such a plan is in place and is fully budgeted, regarding ongoing, appropriate planning for the conservation, preservation, safety and presentation of this historic park.

(b) The Glen Noticeboard

Recommendation: That: -

- Existing weeds etc be removed in a clean-up; and,*
- We explore the possibility for Uralla Men's Shed members to help replace signage regarding Constellations of the South, incorporating photos from Michael Hull which are to be enlarged by Russ Rensch (French).*

(c) Kevin Ward's Seat at the Golf Club

Recommendation: Uralla Shire Council consult with Uralla Men's Shed about supply of street furniture.

(d) Survey regarding Hampden Park to Sunny Jim Mackay Park proposal

Recommendation: That Uralla Shire Council furnish UTEC with the results of the survey.

(e) Maitland Street to Bridge Street Gun via Under Road Pass Report

Recommendation: That UTEC request this report ASAP.

(f) Funding for "The Glen", including "Constellations of the South" project, the model boat pond and the adjacent Rotary Park upgrade and \$500,000 for Fibonacci Theme at Pioneer Park.

Recommendation 1: That UTEC congratulates USC on its support for these projects.

Recommendation 2: That USC liaise with the proponents of each project through to completion, and keeps UTEC regularly informed of progress.

(g) Fuller Memorial Park

Recommendation 1: That UTEC thanks and congratulates USC for conducting such a cordial and productive consultation.

Recommendation 2: That Council writes a letter of thanks to Ms Gwen Fuller.

Recommendation 3: That Fuller Park should be restored guided by recommendations gleaned from Ms Fuller's input for this open space strategy and that further consultation is given prior to any further decisions on the restoration of Fuller Park.

6. The committee discussed topics resulting in the following recommendations to Council at its meeting held 11 October 2021:

(a) Fuller Park Memorial

Recommendation: UTEC request that Council supply the committee with a copy of the report regarding Fuller Park when Council receives it.

(b) Uralla Court House Theatre proposal by Uralla Arts

Recommendation: UTEC fully supports this proposal for an exciting adaptive re-use of the redundant Court House.

(c) Alma Park

Recommendation 1: Council draft a Management Plan to include...Trees, Garden Beds, Rotunda, Memorials, Garbage Bins, Pathways, Toilets, Creek, Bridge and Playground, and to ensure ongoing plans for conservation, safety, and appearance of this historic park are fully budgeted and ongoing.

Recommendation 2: Council remove the concrete pots as soon as possible.

Recommendation 3: Council review the site of the garbage bins stations.

Recommendation 4: Council, Uralla Branch RSL, and UTEC discuss relocation of the Alma Park war memorials.

Recommendation 5: As a matter of urgency Council carries out repairs and repainting [to the footbridge].

(d) Bridge Street furniture

Recommendation: UTEC congratulates Council on the refurbishment of the main street furniture.

(e) Replica Kerosene Lamps at pedestrian crossing in Bridge Street

Recommendation: As a matter of urgency, Council repaint the posts.

(f) Redundant rubbish bin posts

Recommendation: As a matter of urgency, Council remove the redundant rubbish bin posts.

7. At its meeting held 12 July 2021 the Committee resolved to meet quarterly unless matters of urgency arise.

8. The next committee meeting will be held 10 January 2022.

CONCLUSION:

9. The Uralla Township and Environs s355 Committee meets regularly and the minutes of the Committee meeting held 10 May 2021, 12 July 2021, and 11 October 2021 are presented to Council.

COUNCIL IMPLICATIONS

10. Community Engagement/Communication

Consultation with Uralla Township and Environs Committee and referral of Committee minutes to Council.

11. Policy and Regulation

Uralla Township and Environs Committee Constitution 2020.
NSW Local Government Act 1993.

12. Financial/Long Term Financial Plan

Resourcing required for staff to attend meetings and liaise with Committee.

13. Asset management/Asset Management Strategy

N/A

14. Workforce/Workforce Management Strategy

Staff provide support to the Uralla Township and Environs Committee and attend meetings.

15. Legal and Risk Management

As a Committee of Council, risks of the Committee are borne by Council. The strategic risks are assessed as low.

16. Performance Measures

As set out in the Uralla Township and Environs Committee Constitution 2020.

17. Project Management

Director Infrastructure & Development

URALLA TOWNSHIP & ENVIRONS COMMITTEE

MINUTES: Monday May 10, 2021 6 – 7 pm

Uralla Shire Council Chambers

Meeting Opened 6.02 pm

Present

UTEC Committee: Kent Mayo, Annie Mayo, Louis van Ekert, Bob Anderson, Noelene Porter, Karen Johnston.

USC UTEC Members: Isabel Strutt, Tara Toomey

Council Officers Observing: Bob Crouch, Terry Seymour.

Apologies_ No apologies [But repeated failed attempt at video conference access (Uralla end) for Jim Sinclair.]

[Please note: In order for secretary (Karen) to set up video link for Jim Sinclair's participation (as requested by Wendy Westbrook) access needs to be provided to the meeting room before scheduled meeting time, for this to happen. Otherwise someone else needs to confirm the functionality of the link before the meeting proceeds.]

Moved: Kent Mayo Seconded: Louis van Ekert Carried

Minutes of Previous Meeting 12/4/21

Moved: Kent Mayo Seconded: Louis van Ekert Carried

Matters Arising

1. Railway Station Mosaic
Committee discussion on whether this mosaic needs remedial stabilisation.

Recommendation: That the mosaic remain where it is but action to be taken to stabilise soil underneath to stop movement.

Moved: Bob Anderson Seconded: Kent Mayo Carried

2. Updates from Council
 - a. CBD gardens in street blisters
 - b. Rationalisation of Main Street Signage
 - c. Main Street Lighting
 - d. Main Street Furniture

Councillor Strutt advised that there will be a report to Council at their next meeting including recommendations on the above items, from the minutes of the past three UTEC meetings.

Correspondence Outgoing

- 1) Karen Johnston: Email to Council NEWA representative Mark Disting, requesting his input on the privet situation in Uralla regarding any negative impact on users of public spaces.

Moved: Annie Mayo Seconded: Kent Mayo Carried

General Business

1. Public Spaces Legacy Program \$2 Million Grant

It was noted that the April 22nd 2021, public meeting (arranged by Councillor Toomey) held at the Uralla Bowling Club, was a truly successful exercise in community consultation. Many high calibre ideas were suggested from Uralla townsfolk about how grant money might be utilised, to our community's greatest advantages.

Councillor Toomey advised the UTEC May 2021 meeting, that the Open Space Strategy document has not yet been presented to Council and the draft still has a long way to go. Therefore, issues such as the Sculptural Symposium and estimated budget have not yet been presented to Council.

Recommendation:

We support Council's recommendation for the 'Constellations' as a major project at the Glen, including others projects at the Glen, and we agree with the figures Carl Merton has reported for this project.

Moved: Kent Mayo Seconded: Annie Mayo Carried

2) Fibonacci Park

Discussion: Mosaic artist, Guy Crossley will be presenting his ideas to Council at the June 8, 2021 meeting. So until these, and other ideas contained in the Open Spaces Strategy document have been considered by Council, UTEC members have thought it best to just "wait and see what happens" with this, and other projects (Fuller Park) previously discussed.

3) Old Bridge Timbers

Discussion: Disappointment was noted that that these timbers have already been sold by Council.

Recommendation: Council retain old timbers and any other materials which may be suitable for recycling.

Moved: Kent Mayo Seconded: Annie Mayo Carried

Meeting Closed 6.46 pm

Next Meeting June 14th 2021

URALLA TOWNSHIP & ENVIRONS COMMITTEE

MINUTES: Monday July 12, 2021 5 – 6 pm

McCrossin's Mill Uralla

Meeting Opened 5.03 pm

Present

UTEC Committee: Bob Anderson, Jim Sinclair, Louis van Ekert, Kent Mayo, Annie Mayo, Karen Johnston

USC UTEC Members: Isabel Strutt

Apologies: Noelene Porter, Phillip Smith, Tara Toomey

Moved: Annie Mayo Seconded: Louis van Ekert Carried

Minutes of Previous Meeting 10/5/2021

Moved: Kent Mayo Seconded: Annie Mayo Carried

Matters Arising

1) The matter of nominating a UTEC member, other than the Chairman or Secretary, to secure adequate **remote access to UTEC meetings at Council** (ten minutes before scheduled start time) was moved to General Business, and not yet resolved. Thank you, Louis for arranging this access for Jim Sinclair at the Mill.

2) **The Privet Management report** provided to the June Ordinary Meeting of Council at item 10.1 (p. 38) by Councillor Dusting. delegate to New England Weeds Authority (NEWA) was highlighted by Cr Strutt. who brought a hard copy of this report to the UTEC meeting, which yielded no further committee discussion.

Correspondence Incoming:

1. Email May 20, 2021 – Invitation to UTEC Committee members from Wendy Westbrook to attend Council's June 15, 2021 "Developing Designs for Fuller Park workshop.

2. Email June 20, 2021 – Terry Seymour – summary of Council resolution at May 11, 2021 regarding February – April UTEC Minutes recommendations and Council comments.

3. Phone call June – Rachel Betts (NEWA) regarding privet inspections in Uralla. Rachel's subsequent visit confirmed that plantings around the town swimming pool are not problematic privet.

4. Forwarded email July 5 – Louis van Ekert – regarding Natasha Ledger's request to have a discussion about a bamboo water tower design, which might be considered in the open space strategy. Councillor Strutt advised that this request needs to be a submission to Council from Cr Ledger.

5. Email July 7 – Kent Mayo – regarding \$2 million Council Grant breakdown of funding details.

Correspondence Outgoing:

1. Email RSVP to Wendy Westbrook confirming that seven UTEC members would be attending the "Developing Designs for Fuller Park" workshop.

Correspondence Moved: Annie Mayo Seconded: Kent Mayo Carried

Matters Arising from Correspondence

1. Possible Council Grant breakdown of funding details

Recommendation:

That UTFC invite our committee members to formulate some generalisations (and send them to Kent by July 20) about the priorities for the projects. And that we invite further suggestions for other projects, as the Fibonacci Park item needs to be added also."

Moved: Kent Mayo

Seconded: Jim Sinclair

Carried

General Business

1. Noelene Porter highlights **Alma Park** as one of Uralla's largest valuable open spaces and states that UTEC should be raising concerns with Council and requesting a copy of Council's Management Plan for this park, in helping to discern more concentrated management regarding present condition and future direction for maintenance (see report attachment 6, July agenda.)

Recommendation: Council reviews the Management Plan for Alma Park and immediately take informed professional action to ensure such a plan is in place and is fully budgeted, regarding ongoing, appropriate planning for the conservation, preservation, safety and presentation of this historic park.

Moved: Karen Johnston

Seconded: Kent Mayo

Carried

Recommendation: That UTEC Secretary writes to Noelene Porter and congratulates her on her extensive efforts on behalf of the committee.

Moved: Kent Mayo

Seconded: Karen Johnston

Carried

2. The Glen Noticeboard – Bob Anderson

Recommendation: That: -

- Existing weeds etc be removed in a clean-up; and,
- We explore the possibility for Uralla Men's Shed members to help replace signage regarding Constellations of the South, incorporating photos from Michael Hull which are to be enlarged by Russ Rench.

Moved: Bob Anderson

Seconded: Kent Mayo

Carried

3. Kevin Ward's Seat at the Golf Club has been produced by the Uralla Men's Shed, maybe varieties of seats (and tables?) such as these could be made for Uralla's street furniture?

Recommendation: Uralla Shire Council consult with Uralla Men's Shed about supply of street furniture.

Moved: Kent Mayo

Seconded: Bob Anderson

Carried

4. Uralla Shire Council carried out a survey to gauge support for the change of name of Hampden Park to Sunny Jim Mackay Park, a suggestion from Uralla Historical Society supported by a UTEC recommendation.

Recommendation: That Uralla Shire Council furnish UTEC with the results of the survey.

Moved: Annie Mayo Seconded: Louis van Ekert Carried

5. Noelene Porter Request – “Outstanding is the formal reply from Director Terry Seymour regarding the “**Maitland Street to Bridge Street Gun via Under Road Pass Report**” originally submitted 20.02.2020 with a detailed report later provided by UTEC as requested by Council. I was assured by Mr Seymour personally at a meeting held early this year that he would formally reply to our report. This walkway still requires ongoing maintenance and graffiti still remains under the bridge.”

Recommendation: That UTEC request this report ASAP.

Moved: Bob Anderson Seconded: Karen Johnston Carried

6. Kent Mayo – It was very pleasing to read that the USC allocated \$1.5 million to “The Glen”, apparently including “Constellations of the South” project, the model boat pond and the adjacent Rotary Park upgrade and \$500,000 for Fibonacci Theme at Pioneer Park.

Recommendation: That UTEC congratulates USC on its support for these projects.

Moved: Kent Mayo Seconded: Annie Mayo Carried

Recommendation: That USC liaise with the proponents of each project through to completion, and keeps UTEC regularly informed of progress.

Moved: Kent Mayo Seconded: Annie Mayo Carried

7. **Fuller Memorial Park** – (Kent Mayo) – This was one of the first matters raised at the very first meeting of UTEC three years ago. Council recently called a meeting with UTEC members, and Gwen Fuller, daughter-in-law of Mr Fuller, to discuss suggestions for the park’s restoration.

Recommendation: That UTEC thanks and congratulates USC for conducting such a cordial and productive consultation.

Moved: Kent Mayo Seconded: Annie Mayo Carried

Recommendation: That Council writes a letter of thanks to Ms Gwen Fuller.

Moved: Kent Mayo Seconded: Louis van Ekert

Recommendation: That Fuller Park should be restored guided by recommendations gleaned from Ms Fuller’s input for this open space strategy and that further consultation is given prior to any further decisions on the restoration of Fuller Park.

Moved: Bob Anderson Seconded: Kent Mayo Carried

8. Council receipt of February, March and April UTEC Minutes with comments (attachment 5 July Agenda, pp. 1 – 2)

Noted by UTEC

9. Owing to significantly increased family duties over the past three months, **Karen has agreed to stay on as Secretary for UTEC** only if UTEC meets quarterly rather than monthly.

Recommendation: That UTEC meets quarterly unless matters of urgency arise.

Moved: Bob Anderson Seconded: Kent Mayo Carried

Other

1. Correct email recipient list for UTEC members was checked.
2. Councillor Strutt advised that UTEC members who want to be supplied with hard copies of Agendas and Minutes for quarterly meetings can liaise with her and she will inform UTEC of the outcome.

Meeting Closed 5.55 pm

Next Meeting August 9th, 2021

URALLA TOWNSHIP & ENVIRONS COMMITTEE

MINUTES: Monday October 11, 2021 6 – 7 pm

Uralla Shire Council Meeting Room

Meeting Opened 6.04 pm

Present

UTEC Committee: Bob Anderson, Karen Johnston, Jim Sinclair, Louis van Ekert, Kent Mayo, Annie Mayo, Andrew Parker

Council Staff: Terry Seymour

USC UTEC Members: Isabel Strutt, Tara Toomey

Councillors observing: Bob Crouch

Apologies: Noelene Porter

Moved: Annie Mayo Seconded: Kent Mayo Carried

Minutes of Previous Meeting 10/5/2021

Moved: Kent Mayo Seconded: Annie Mayo Carried

Matters Arising

1) Uralla Shire Council Privet Management Strategy

Confirmation from Terry Seymour that the New England Weeds Authority (NEWA) operates under that registered trading name on behalf of the New England County Council which now incorporates Glen Innes as part of the jurisdiction regarding the management of privet.

Karen Johnston passed on the advice from Rachel Betts (NEWA) that if any member of Uralla Shire has concerns about the existence of illegal privet, they are welcome to personally contact NEWA for assistance.

Moved: Louis van Ekert Seconded: Annie Mayo Carried

2) Noelene Porter request for formal response from Terry Seymour re the "Maitland St to Bridge St Gun via Under Road Pass Report"

Terry Seymour responded that Council Minutes containing pertinent responses to this matter have been forwarded to UTEC. Mr Seymour also reported that the recent work to repair graffiti has now been replaced with new graffiti.

It was recommended that this matter be revisited at the next meeting.

Moved: Kent Mayo Seconded: Annie Mayo Carried

3) Fuller Park Memorial

UTEC request that Council supply the committee with a copy of the report regarding Fuller Park when Council receives it.

Moved: Kent Mayo Seconded: Andrew Parker Carried

Correspondence Incoming:

1. Tara Toomey emails:

a) 4/8/2021 forwarded Terry Seymour's email providing information on Council's privet management involvement in Uralla.

Ongoing general information to members of UTEC:

b) 11/8/2021 requesting any UTEC input on Black Summer Bushfire Recovery Grant.

c) 15/8/2021 providing information on projects to be considered at Council's August 17, 2021 Extraordinary Meeting relating to Black Summer Bushfire Recovery Fund application.

d) 27/8/2021 providing information on Council's August 17 workshop regarding the Black Summer Bushfire Recovery Fund application including Tara's vote for projects:

1. "Mobile generators for emergency power to support essential services for up to \$120,000"

And project 4. "McMaugh Gardens Expansion Stage 1 (scope within grant for up to \$1.6m) including a dementia wing capability. "

Correspondence Outgoing:

1. 4/8/2021 – UTEC Email to Uralla Shire General Manager and Councillors containing a synthesis of UTEC members' views on prioritising the 57 projects listed by the Council Officers for consideration regarding Capital Grant funding.

Correspondence Moved: Kent Mayo Seconded: Louis van Ekert Carried

General Business

1. Uralla Court House Theatre

Bob Anderson sent a letter to Council General Manager Kate Jessep on behalf of Uralla Arts, who have prepared a novel proposal to convert the Uralla Court House building and environs to cater for Theatre, other Live Performances, Special Events, Meetings, and Cinema.

Recommendation: UTEC fully supports this proposal for an exciting adaptive re-use of the redundant Court House.

Moved: Kent Mayo Seconded: Bob Anderson Carried

2. Alma Park

Karen Johnston noted at this meeting, an email inquiry from Noelene Porter questioning if Council has received a copy of her Alma Park report through the UTEC meeting process. As Karen thought this report had already been received by Council, and this is not the case, Karen will send the report to Council on behalf of UTEC stating the importance of the contents for Uralla and members of UTEC.

Several separate recommendations are the result of Noelene's report:

Recommendation:

a) Council draft a Management Plan to include...Trees, Garden Beds, Rotunda, Memorials, Garbage Bins, Pathways, Toilets, Creek, Bridge and Playground, and to ensure ongoing plans for conservation, safety, and appearance of this historic park are fully budgeted and ongoing.

Moved: Louis van Ekert Seconded: Jim Sinclair Carried

b) Concrete Pots

These were "dumped" on the park, with no prior planning. They are most unattractive, and clutter what could be a lovely section of the park.

Recommendation: Council remove the concrete pots as soon as possible.

Moved: Louis van Ekert Seconded: Annie Mayo Carried

c) Garbage Bins

These bins intrude on the only level playing area for children.

Recommendation: Council review the site of the garbage bins stations.

Moved: Annie Mayo Seconded: Jim Sinclair Carried

d) Memorials

The two large rock memorials appear inappropriate as they intrude on and dominate the open level space, about the children's playground, and restrict the use of that space for public events. These memorials could be relocated closer to the more respectful site of the Memorial Gates, and for easier access during remembrance events.

Terry Seymour reported that the RSL actually identified this location for placement of the Memorials as the organisation did not want them in a dark part of the park.

Recommendation: Council, Uralla Branch RSL, and UTEC discuss relocation of the Alma Park war memorials.

Moved: Andrew Parker Seconded: Louis van Ekert Carried

e) Footbridge

The wonderful old footbridge is a feature of this historic park, but is in poor condition.

Recommendation: As a matter of urgency Council carries out repairs and repainting.

Moved: Annie Mayo Seconded: Jim Sinclair Carried

3. Bridge St Furniture

Council has recently refurbished the main street tables and seats, giving the place a real lift.

Recommendation: UTEC congratulates Council on the refurbishment of the main street furniture.

Moved: Annie Mayo

Seconded: Kent Mayo Carried

4. Replica Kerosene Lamps at pedestrian crossing in Bridge St.

These posts, handcrafted by Brian Christie, are now exposed to the weather due to deterioration of the paint.

Recommendation: As a matter of urgency, Council repaint the posts.

Moved: Kent Mayo

Seconded: Annie Mayo Carried

5. Redundant rubbish bin posts.

When the bins were replaced with the new enclosed bins, three of the posts were inadvertently left in situ. A visitor might well perceive them as "hitching posts for horses", a la the old cowboy movies. They simply don't belong in our well conserved historic streetscape.

Recommendation: As a matter of urgency, Council remove the redundant rubbish bin posts.

Moved: Kent Mayo

Seconded: Jim Sinclair Carried

6. Alma Park

UTEC thanks Noelene Porter for her comprehensive and insightful report on Alma Park.

Karen reported that Noelene Porter has been formally thanked on behalf of UTEC via email for her substantial efforts as a member of UTEC.

Recommendation: Karen will forward the email of thanks to Noelene, with her response to members of UTEC.

Moved: Bob Anderson Seconded: Karen Johnston

Meeting Closed 6.55 pm

Next Meeting January 10th, 2022

15 REPORTS TO COUNCIL



15.1 CASH AT BANK AND INVESTMENTS

Department:	Finance
Prepared by:	Chief Financial Officer
TRIM	Container U21/167
Attachments	Council's Investments as at 30 September, 2021 Schedule of loans as at 30 September, 2021

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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

RECOMMENDATION:

That Council note:

- i. The cash position as at 30 September, 2021 consisting of cash and overnight funds of \$3,391,869, term deposits of \$13,912,580 totalling \$17,304,449 of readily convertible funds; and
- ii. The loan position as at 30 September, 2021 totalling \$1,915,664; and
- iii. The projected unrestricted cash position as at 30 June, 2021 totalling \$2,395,000.

BACKGROUND:

In accordance with Regulation 212 of the Local Government (General) Regulations 2005, the following report is prepared about monies not currently required for use by Council and invested in forms of investment approved by Order of the Minister.

REPORT:

Current term deposits of \$13,912,580 spread over the next twelve months will receive a range of interest from .24% to .9% with an average rate of .42%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 30 September, 2021.

KEY ISSUES:

The official interest rate remains at 0.25% and the Reserve Bank has set a target of 0.10% for the cash rate and the 3-year Australian Government bond. They also noted that "The Board is committed to maintaining highly supportive monetary conditions to achieve a return to full employment in Australia and inflation consistent with the target. It will not increase the cash rate until actual inflation is sustainably within the 2 to 3 per cent target range". The current low interest rates will continue to result in reduced investment returns over the coming year.

Restricted and Unrestricted Cash, Cash Equivalents and Investments

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

As at 30 June, 2020, Restricted and Unrestricted funds were fully funded by Cash and Investments (see Note 7(c) of the Annual Financial Statements).

Based on the third Quarterly Budget Review Statement for the quarter ended 31 March, 2021, it is projected that the Restricted and Unrestricted cash at the end of the financial year will be follows:

	30 June, 2020	Projected 30 June, 2021
Externally restricted	9,365,000	7,711,000
Internally restricted	4,583,000	3,623,000
Unrestricted	1,410,000	2,395,000
Total Cash & Investments	15,358,000	13,729,000

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

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations

Order of the Minister re Investments

3. Financial (LTFP)

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

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

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

7. Performance Measures

N/A

8. Project Management

N/A

	Uralla Shire Council			
	Investments at 30 September, 2021			
	Cash at Bank – Operating Accounts:			
	Institution	Account	Bank Statement	
	National Australia Bank	Main Account	\$47,953.89	
	National Australia Bank	Trust Account	\$31,296.33	
	Regional Australia Bank	USC Bundarra	\$26,183.73	
	Total		\$105,433.95	
	Business Investment (Cash Management) Account			
	Institution	Interest rate	Balance	
	Professional Funds	0.15% above RBA cash rate	\$3,286,434.72	
	Total		\$3,286,434.72	
Term Deposits:				
Institution	Term	Interest rate	Maturity	Balance
National Australia Bank	9 months	0.40%	12/10/2021	\$700,000.00
Suncorp	12 months	0.90%	22/10/2021	\$1,000,000.00
Suncorp	12 months	0.90%	26/10/2021	\$1,300,000.00
National Australia Bank	10 months	0.39%	22/11/2021	\$500,000.00
Commonwealth Bank	6 months	0.35%	30/12/2021	\$1,350,000.00
Westpac Banking Corporation	8 months	0.24%	8/01/2022	\$500,122.61
Bank of Queensland	10 months	0.35%	17/01/2022	\$800,000.00
Bank of Queensland	11 months	0.35%	10/02/2022	\$800,000.00
National Australia Bank	11 months	0.33%	8/03/2022	\$500,000.00
National Australia Bank	12 months	0.37%	1/04/2022	\$600,000.00
Suncorp	12 months	0.40%	15/04/2022	\$600,000.00
Suncorp	12 months	0.40%	22/04/2022	\$500,000.00
National Australia Bank	12 months	0.35%	21/05/2022	\$1,000,000.00
Commonwealth Bank	9 months	0.31%	20/06/2022	\$1,000,000.00
Commonwealth Bank	12 months	0.41%	20/07/2022	\$500,000.00
Westpac Banking Corporation	12 months	0.25%	25/07/2022	\$609,716.33
Suncorp	12 months	0.45%	20/08/2022	\$400,000.00
Westpac Banking Corporation	12 months	0.37%	25/08/2022	\$252,741.34
Commonwealth Bank	12 months	0.39%	6/09/2022	\$1,000,000.00
0	0	0.00%	0/01/1900	\$0.00
Total				\$13,912,580.28

	Uralla Shire Council			
	Loans at 30 September, 2021			
Loans:				
Loan no.	Purpose	Balance		
165	MGH Property	\$36,433.68		
168	Community Centre	\$16,974.79		
176	Library Extensions	\$88,403.39		
177	Grace Munro Centre	\$70,757.33		
181	Creative Village Works	\$0.00		
186	Public Toilets Pioneer Park	\$0.00		
187	Undergrounding Power and Main Street Upgrade	\$94,712.14		
188	Paving and Power Undergrounding	\$25,951.76		
189	Bridge Construction	\$177,421.10		
190	Bridge construction & industrial land development	\$1,405,010.26		
Total		\$ 1,915,664.45		

15.2 MEMBERSHIP OF THE GENERAL MANAGER PERFORMANCE REVIEW COMMITTEE



Department: Corporate Services
Prepared by: Manager Governance
TRIM Reference: UINT/21/12355

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: A strong, accountable and representative Council
Strategy: Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance

SUMMARY:

1. This report seeks to confirm the General Manager Performance Review Committee membership until the end of the term of Council (local government elections rescheduled from 4 September 2021 to 4 December 2021).
2. The deferral of the Council elections combined with the election for the Deputy Mayor last month has created a vacancy on the membership of the General Manager Performance Review Committee.

RECOMMENDATION:

- I. That the General Manager Performance Review Committee membership remain as Cr Pearce, Cr Crouch and Cr Strutt until the end of the term of Council.

OR

- II. That the Chair call for nominations for appointment to the General Manager Performance Review Committee.

IF MORE THAN ONE NOMINATION:

- III. The General Manager be appointed as returning officer and conduct an open voting process.
- IV. That Council nominate Cr _____ to the General Manager Performance Review Committee until the end of the term of Council.

REPORT:

3. The Performance Review Committee is comprised of:
 - Mayor
 - Deputy Mayor
 - One Councillor appointed by the Council
 - One Councillor may be nominated by the General Manager (optional). The intent of the inclusion of the General Manager's appointment of a Councillor is to allow procedural fairness and balance on the Committee

4. At the 22 September 2020 Council meeting the following was resolved:

OM29.09/20 MOTION: Moved: Cr Strutt / Seconded: Cr Bell

That:

- 1) Council adopt the General Manager Performance Review Committee Charter with the addition of a mid-term review.*
- 2) Council note that in accordance with the General Manager Performance Review Committee Charter the Mayor and Deputy Mayor are appointed to the General Manager Performance Review Committee.*
- 3) A councillor be appointed to the General Manager Performance Review Committee for a one-year term, by ballot.*
- 4) Cr R Crouch is appointed to the General Manager Performance Review Committee.*

CARRIED

5. At the time of the resolution, the Council elections were scheduled for 4 September 2021 and the newly elected Council would have had time to appoint a Councillor to the General Manager Performance Review Committee in its first three months of office in time for a mid-year performance review process with the General Manager.
6. Following the deferral of the Council election to 4 December 2021 and recent changes in Deputy Mayor, this report is presented to Council to seek the appointment of a Councillor to the General Manager Performance Review Committee noting this process will have to be repeated early next year following the election of the new Council.
7. An option for Council, noting the necessary change to the Committee membership following the elections, is to provide continuity for the General Manager by retaining the current Councillors on the Committee until the next Local Government elections.
8. An Interim Performance Review Meeting has been arranged to take place in November 2021.

CONCLUSION:

9. The General Manager Performance Review Committee has been established following consideration of the Office of Local Government Guidelines for the Appointment and Oversight of General Managers.
10. The Charter provides for procedural fairness for the General Manager in the performance review process.

COUNCIL IMPLICATIONS

11. Community Engagement/Communication

N/A

12. Policy and Regulation

Local Government Act 1993 (NSW)

General Manager Performance Review Committee Charter

13. Financial/Long Term Financial Plan

This report relates to the membership of a Committee; there are no significant financial issues.

14. Asset management/Asset Management Strategy

N/A

15. Workforce/Workforce Management Strategy

The performance of the General Manager must align with Council's Community Strategic Plan goals

16. Legal and Risk Management

The establishment and implementation of the General Manager Performance Review Committee provides for Council to risk manage the performance of the general manager. The Charter facilitates fairness and balance on the Committee.

17. Performance Measures

General Manager Performance management.

18. Project Management

Council.

15.3 COUNCIL DELEGATION TO THE GENERAL MANAGER

Department:	Corporate Services
Prepared by:	Manager Governance
TRIM Reference:	UINT/21/12602
Attachments:	1. UINT/21/1476 Instrument of Delegation - General Manager 2. UINT/20/5794 Delegation to the General Manager

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	Strong, accountable and representative Council
Strategy:	Provide open, accountable and transparent decision making for the community

SUMMARY

1. The introduction of the *Local Government Amendment (Governance and Planning) Bill 2016* resulted in changes to Section 377 of the *Local Government Act 1993* (the Act) regarding the general power of the Council to delegate.
2. As the Act now provides Council with the ability to delegate acceptance of most types of tenders to the General Manager, it is appropriate to review the delegations to the General Manager.
3. A report was presented to the Audit, Risk and Improvement Committee meeting held 9 February 2021. A further report was presented to Council at its meeting held on 24 August 2021 (Minute Number: 09.08/21). The following was resolved:

That Council request the General Manager have the Manager Governance prepare a report to Council on delegations to the General Manager and to bring the report back to Council for consideration.

RECOMMENDATION

That:

- I. All previous delegations to the General Manager be revoked; and**
- II. Council delegate to the General Manager the “Instrument of Delegation - General Manager” attached.**

REPORT

4. This report presents a revised Instrument of Delegation for the General Manager for consideration by Council – see attachment 1.
5. An internal review of the General Manager’s delegation was undertaken as part of the Governance Gap Analysis.

6. As part of a dashboard review with Councils, including neighbouring Councils, it was noted that Councils have the ability to delegate acceptance of most types of tenders to the General Manager.
7. Council's general power to delegate its functions is contained within Section 377 of the Act. Section 377 of the Act also expressly exempts specific functions from being delegated.
8. It would appear that Council's current delegation to the General Manager (attachment 2) has been amended over time, as a consequence it lacks clarity, repeats what the General Manager is authorised to do under the Act and in some cases clauses are at odds with one another.
9. Some references to legislation are now redundant.
10. The NSW Parliament in 2016 passed amendments to the Act by the proclamation of the *Local Government Amendment (Governance and Planning) Act 2016*. The amendments in relation to the delegations for the acceptance of tenders for goods and services (refer to Section 377(1)(i)) commenced on 23 September 2016.
11. The threshold for mandatory tendering is now \$250,000 (Section 55 of the Act).
12. Section 68 of the *Noxious Weeds Act 1993* states that:

A local control authority may delegate to a person any of the local control authority's functions under this Act (other than this power of delegation) but only under this power of delegation.
13. Accordingly, a Council may not delegate any of its functions as a local control authority using the Council's power of delegation under the *Local Government Act 1993*. To delegate the functions of the *Noxious Weeds Act 1993*, Council must articulate the power separately as noted in the proposed Instrument of Delegation to the General Manager.

CONCLUSION

14. The current Delegation is outdated, making reference to positions that no longer exist, repeats matters the General Manager is authorised to do under the Act and has not been amended since legislation has been updated. It is appropriate for Council to revoke the current Delegation and resolve a new Instrument of Delegation as attached.

COUNCIL IMPLICATIONS

15. Community Engagement/ Communication (per engagement strategy)

The amendment to the delegations in relation to acceptance of tenders was the subject of extensive industry consultation and was proposed in order to facilitate the more efficient and effective delivery of services by Council and thus enabling the Council to focus on strategic issues.

A report on the General Manager's delegation was presented to the Audit Risk and Improvement Committee in February 2021.

16. Policy and Regulation

A review of the General Manager's delegation falls within the good governance framework. Section 377 of the Act allows Council to delegate to the General Manager other than those items specified in the section.

17. Financial (LTFP)

The administration and implementation of Council's delegations is the responsibility of the governance program utilising existing resources.

18. Asset Management (AMS)

Not Applicable.

19. Workforce (WMS)

Delegations are attached to positions within the organisation and provide clarity for the relevant staff member.

20. Legal and Risk Management

Corporate Governance – the delegation complies with legislative requirements. This risk is assessed as *low*.

Financial Management – the tenders approved by the General Manager will need to be presented to Council in a quarterly report **for information**. This risk is assessed as *low*.

21. Performance Measures

Currently, a tender process takes about 3 to 4 months to complete. The delegation of authority to the General Manager to accept tenders up to \$500,000 will shorten the tender process by approximately 4-6 weeks. This then has a positive impact on the service providers and operational activities, by enabling a more efficient and timely process, where appropriate.

22. Project Management

Council.

Instrument of Delegation – General Manager

Contents

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1. Purpose

To provide clear direction to the Council and General Manager in regard to the functions and powers of delegation authorised in accordance with the legislation.

2. Scope

This policy applies to the Council and the General Manager in the conduct of their duties.

3. Delegations to the General Manager

Pursuant to Section 377 of the *Local Government Act 1993* and a resolution of the Council at its meeting held on 26 October 2021, Council:

1. Revokes all previous delegations granted to the position of General Manager prior to the date of this instrument; and
2. Delegates to the position of General Manager, or to the person who acts in that position, all of the functions, powers, duties and authorities of the Council that it may lawfully delegate under the *Local Government Act 1993*, any other Act, Regulation, instrument, rule or the like (including any functions powers, duties and authorities delegated to the Council by any authority, body, person or the like), other than those functions prescribed in Section 377 of the *Local Government Act 1993* as functions which may not be delegated; subject to:
 - a. The acceptance of tenders being limited to a contract value of up to \$500,000 (GST inclusive) where all other tender requirements of the *Local Government Act 1993* and the *Local Government (General) Regulation 2005* are met.
 - b. These delegations and authorities being exercised in a manner consistent with relevant legislation and any applicable resolution of Council.
3. Pursuant to Section 68 of the *Noxious Weeds Act 1993* delegates to the position of General Manager or to the person who acts in that position, all the functions under the *Noxious Weeds Act 1993*, including but not limited to, the function of appointing inspectors in accordance with the Act.
4. These delegations and authorities are effective from the date of the Resolution of the Council and remain in force until amended or revoked by a further resolution of Council.

4. Council Resolution

Pursuant to a Resolution (Minute Number #) of the Council at its meeting held on Tuesday 26 October 2021.

Signature:

Date:

<Insert Name>

Mayor

5. Acknowledgement of Delegations of Authority

I, Kate Jessep, currently employed by the Council in the position of General Manager, do hereby acknowledge that I have read and understood this Instrument of Delegation and referenced legislation and that I will perform the functions of the position of General Manager in accordance with the delegations and authorities in this Instrument of Delegation, legislation and resolutions of Council.

Signature:

Date:

<Insert Name>

General Manager

UINT/21/1476

Delegation to the General Manager

Kate Jessep

Dated: 6 July 2020

Resolution: X02.04/20

Signed:



Kate Jessep, General Manager



Cr Michael Pearce, Mayor

FUNCTIONS OF THE GENERAL MANAGER

The function of the General Manager, as set out under Section 335 of the *NSW Local Government Act 1993*, is as follows:

- a) To conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,
- b) To implement, without undue delay, lawful decisions of the council,
- c) To advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,
- d) To advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,
- e) To prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,
- f) To ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,
- g) To exercise any of the functions of the council that are delegated by the council to the general manager,
- h) To appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,
- i) To direct and dismiss staff,
- j) To implement the council's workforce management strategy,
- k) Any other functions that are conferred or imposed on the general manager by or under this or any other Act.

Council confirms the roles and duties of the General Manager as set out in her current employment contract.

DELEGATIONS OF AUTHORITY TO GENERAL MANAGER

In accordance with the provisions of Sections 377, 378, 379 and 381 of the *Local Government Act 1993*, as amended, Council delegates to the General Manager the functions as set out in the *Delegations of Authority Register* in accordance with Council's adopted *Delegations of Authority to the Mayor and General Manager Policy*:

1. To carry out the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with the resolutions of the Council. To authorise variations of expenditure on individual line items and jobs which make up voted project/program items in Council's adopted budget, subject to the total voted expenditure in the project/program items not being exceeded.
2. To exercise and implement the powers, authorities, duties and functions of the Council under the Local Government Act and any other Act of Parliament or any rule, regulation, ordinance or by-law under or pursuant to any such Act but subject to Section 377 of the Local Government Act.
3. To determine the matters which are to be included in the business papers, subject to the inclusion of the following items whenever they arise, namely:
 - (i) Reports on matters which cannot be determined under delegated authority.
 - (ii) Reports required to be submitted under any Act or Regulation.
 - (iii) Reference to any deputation which the Council has agreed to receive.
 - (iv) Matters requiring a determination of policy.
 - (v) Reports directed by Council to be submitted.
 - (vi) Matters essential for the Council's information.
 - (vii) Matters requiring a vote of expenditure.
 - (viii) Matters for consideration of Council to be in closed session of the meeting.
4. To sign and affix, in accordance with the requirements of the Local Government Act and in the presence of the Mayor, the Seal of Council or to otherwise sign:
 - (i) Any Mortgage, Deed, Contract of Sale or other necessary document in connection with the sale of land, purchase of land, lease of land and/or buildings, and loans, in order to give effect to a decision of Council.
 - (ii) Any legal agreement, contract, deed of indemnity or any other document, as required, to give effect to a decision of the Council.
 - (iii) Letters of introduction, where such are considered desirable and warranted.
 - (iv) Any document, in order to give effect to a decision of Council or member of staff authorised to act on behalf of the Council.
 - (v) Any statement of defence or any other document prepared in connection with any legal or other proceedings against the Council, its members or staff.
5. Where Council has resolved to purchase or sell land, to negotiate and execute the purchase or sale, within a maximum tolerance of 10% of the purchase or sale price adopted by Council and subject to any other conditions the Council may require. In the case of small areas of land involved in road realignment and similar actions, to determine and approve the purchase price for land, in accordance with Council's policy, subject to that price not exceeding \$5,000, to ensure quick resolution of these matters, yet allow for significant purchase prices to be determined by the Council. To extend for a period of not more than four (4) weeks the date of completion set down in a contract for sale where deemed appropriate.

6. To approve the attendance of staff at any seminar, conference, meeting or training course, provided that funds are available within Council's training or seminar budgets and subject to consultation with Council's Consultative Committee when time permits.
7. To sign all outgoing correspondence on behalf of the Council, except for that specifically reserved for the Mayor, and to delegate to the Directors and Managers the authority to sign appropriate correspondence relating to their direct activities.
8. To enter upon any land or building at all reasonable hours and to make any inspections, of premises, matter or thing, in accordance with the provisions of Part 2, Chapter 8 of the Local Government Act 1993 or Section 118A of the Environmental Planning and Assessment Act or any other current relevant legislation.

To authorise any member of staff or any other person to enter upon any land or building at all reasonable hours and to make any inspections of premises, matter or thing, in accordance with the provisions of Part 2, Chapter 8 of the Local Government Act 1993 or Section 118A of the Environmental Planning and Assessment Act or any other current relevant legislation.

9. To authorise any member of staff to serve penalty notices on people who fail to comply with orders or fail to comply with Council's Conditions of Approval, as outlined in Part 3 (Orders) and Part 12 (Penalty Notices) of the Local Government (General Regulations) 2005 – Orders; but only in accordance with Council's current associated policies.
10. To declare a dog to be dangerous, under the provisions of the Companion Animals Act as amended or current relevant legislation.
11. To authorise staff under the provisions of the Impounding Act 1998 and the Companion Animals Act 1998 to act on Council's behalf.
12. To authorise staff under the provisions of relevant legislation to act on Council's behalf to implement approved programs and policies.
13. To arrange inspections and correspondence in accordance with a resolution of the Council or as otherwise deemed appropriate.
14. To sign legally binding agreements on Council's behalf in accordance with a resolution or stated policy of the Council.
15. To authorise the institution of legal proceedings, the laying of any information, summons or complaint for the recovery of any penalty or the making of any order for or in respect of any offence, nuisance or other matter or thing whatsoever under the Local Government Act 1993, or any other relevant legislation, Ordinance or Regulation.
16. To advise and respond to enquiries from the media in the absence of the Mayor and Deputy Mayor or at the request of the Mayor.
17. To deal with and settle industrial disputes provided that such action is reported to the Council at the next available meeting.
18. To authorise action to be taken to comply with any policy or code of the Council or any provision of the Local Government Act 1993, the Regulations thereunder or any other law, statutory or otherwise, rule or regulation, affecting the Council.
19. To approve subdivision applications where survey plans have been lodged substantially in conformity with a plan of subdivision previously approved.
20. To be Council's Local Emergency Management Officer, to delegate this position to the relevant Director, to appoint deputies to those positions from among its existing staff members and to commit appropriate Council resources in emergency situations.
21. To, in conjunction with the Mayor, authorise any work or activity which in his or her opinion is urgent, at a cost not exceeding \$150,000, subject to the work being reported to the next succeeding Ordinary Meeting.

22. To accept functions under Section 381 of the Local Government Act 1993 conferred or imposed on Council under other Acts (e.g., noise control, dog control, environmental clean-ups) when those functions are in accordance with Council's approved plans, programs, objectives or policies and to subdelegate those functions to appropriate employees.
23. To concur, with the concurrence of the Director-General, in the making of a direction under Section 82(3) of the Local Government Act 1993, when determining an application for approval, where the General Manager is satisfied that an objection lodged with the Council under Section 82(1) of the Local Government Act 1993, to a Local Approvals Policy of Council is well founded.
24. To accept quotations for the supply and delivery of goods and services under \$150,000 net of GST, within funds allocated in current budgets, when referred by the relevant staff.
25. To authorise implementation of recommendations from Council's EEO Committee and Work Health and Safety Committee which don't involve expenditure outside voted amounts (but see also Item 20 above).
26. To accept offers of grants involving expenditure levels of Council's fund covered by approved votes.
27. Approve plant and vehicle sales and purchases in accordance with Council's adopted policies and resolutions.
28. To process all requests for a review of a decision made by the Director of Administrative Services concerning requests for information under the Government Information (Public Access) Act 2010.
29. To sign Council cheques and authorise electronic payments drawn on authorised vouchers.
30. To complete the Annual Returns for the Environment Protection Licences associated with the Uralla Landfill, Uralla and Bundarra Water and Uralla Sewer operations.
31. To approve all associated consents necessary to give effect to a decision of Council so that the general intention of the Council involved in that decision can be implemented without unnecessary delay.
32. To grant development consent in respect of Development Applications for Development Applications of value less than \$2,000,000 and Subdivisions Applications creating less than four additional lots, subject to there being no objections.
33. To waive the necessity for a development application and fee where a building alteration or addition is of a minor nature and is to provide for the proper connection of sewerage lines and in cases where no impact on adjoining neighbours is perceived in accordance with Council's Policy, subject to compliance with the Uralla Development Control Plan 2011.
34. To waive or negotiate the payment method of Cemetery fees in Special Circumstances, effectively allowing the burial to proceed.
35. To grant development consent in respect of Development Applications prepared by staff involved in giving effect to a decision of Council to implement projects as part of Council's works program where such Applications involve works on land either owned by Council or under Council's care and control, subject to changes to the approved development being referred to Council.
36. To authorise overexpenditure on approved budget items within a limit of 10% of the allocated funds or \$15,000 (whichever is the greater) on occasions where it is not practical or efficient to wait to obtain such approval until the next Council meeting and subject to:
 - a. compensating savings being identified.
 - b. the matter being reported in the next budget review.
37. To implement Council's Privacy Management Plan and Equal Employment Management Plan.

38. To approve all proposals advised by Council's Advisory Committees which do not involve specific staff members with specific management responsibilities for service functions, subject to the Minutes being received to support the advice and the General Manager being satisfied that funds are available for the proposal and is a matter of urgency.
39. That in accordance with Sec. 25 Heritage Act 1977 Council delegates to the General Manager the following:

Ministerial Order

Authorisations for local councils to make Interim Heritage Orders Section 25 of the Heritage Act 1977

I, Minister for Urban Affairs and Planning, by s.25 (1) Heritage Act 1977, make this order to authorise the local councils identified in Annexure A1 to make Interim Heritage Orders for items in the local council's area in accordance with s.25 of the Heritage Act 1977, and subject to the conditions listed in Schedule 1.

Ministerial Consent

Section 169(3) of the Heritage Act 1977

I, Minister for Urban Affairs and Planning consent to the determination of the Heritage Council of NSW, in accordance with s.169(3) and s.21 of the Heritage Act 1977, at its meeting of 7 December 2000:

1. to delegate to all local councils in NSW, the functions of the Heritage Council listed in Column 1 of Schedule A, subject to the conditions listed in Column II Schedule A, and the general conditions in Schedule B.
40. To organise and facilitate the annual Thunderbolt Festival and Christmas Lights Event within the funding provided by the annual budget and contribution provided by sponsors.
41. To carry out other functions and duties as Council may delegate from time to time.

Authorised by:

Cr Michael Pearce, Mayor

Acknowledged by:

Kate Jessep, General Manager

15.4 DISCLOSURES OF INTEREST BY COUNCILLORS AND DESIGNATED PERSONS 2021



Department: Corporate Services
Prepared by: Manager Governance
TRIM Reference: UINT/21/11561

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council

Strategy: 4.1.5 Undertake the civic duties of Council with the highest degree of professionalism and ethics

SUMMARY:

1. The purpose of this report is to table the Declaration of Interest Returns in compliance with the provisions of Section 450A of the *NSW Local Government Act 1993* in relation to the keeping a register of, and the tabling of, pecuniary interest form by Councillors and designated persons.

RECOMMENDATION:

That Council:

- I. **Note the Register of Disclosures by Councillors and designated persons for the period July 2020 – June 2021, as tabled; and**
- II. **Publish returns of interest made by Councillors and designated persons to the Uralla Shire Council website after redacting any information that applies the public interest test factors listed in the Table in section 14 of the *Government Information (Public Access) Act 2009***

REPORT:

2. Section 449(3) of the *Local Government Act 1993* requires Councillors (and designated persons), who hold that position on 30 June in each year, to lodge a "Disclosures by Councillors and Designated Persons Return".
3. All Councillors who held office at 30 June and designated persons were required to lodge such a return with the General Manager by 30 September 2021.
4. Designated persons are also required to lodge an annual register of interest by 30 September each year.
5. The purpose of these provisions is to facilitate transparency and accountability in local government decision making.
6. The obligations upon Councillors, the General Manager, Senior Staff and other designated persons to complete the annual Register of Interests is as much a protection for them as it is for the community should any decision they are involved be subject to a review process.
7. The Register of Disclosures is one of the important mechanisms in enhancing public confidence in local administration.

CONCLUSION:

8. Under the *Local Government Act 1993*, the returns are to be tabled at the first Council meeting following the last day for lodgement.

COUNCIL IMPLICATIONS

9. Community Engagement/Communication

The information provided will be redacted by applying the public interest test factors listed in the Table in section 14 of the *Government Information (Public Access) Act 2009* and the forms will be uploaded on to the Council's website.

10. Policy and Regulation

Sections 449 and 450A of the *Local Government Act 1993* cover the compulsory lodgement of pecuniary interest annual returns.

Section 14 of the *Government Information (Public Access) Act 2009* public interest consideration against disclosure.

11. Financial/Long Term Financial Plan

Not applicable.

12. Asset management/Asset Management Strategy

Not applicable.

13. Workforce/Workforce Management Strategy

Not applicable.

14. Legal and Risk Management

Sections 449 and 450A of the *Local Government Act 1993* cover the compulsory lodgement of pecuniary interest annual returns. The Act details specific responsibilities of the General Manager in relation to the collection, reporting, tabling and public accessibility of the returns. This report manages Council's compliance risk.

15. Performance Measures

Meeting statutory deadlines.

16. Project Management

Public Officer.

15.5 POLICY UPDATE FOLLOWING FEEDBACK FROM COUNCILLORS

Department:	Corporate Services
Prepared by:	Manager Governance
TRIM Reference:	UINT/21/11956
Attachments:	1. UINT/19/24 Election of Mayor, Deputy Mayor 2. UINT/19/82 Work In Lieu and In Kind 3. UINT/19/83 Aged Care Facilities – Quarantining Funds 4. UINT/18/6198 Continuous Improvement Policy 2013 5. UINT/19/20 Council Meetings - Matters for Closed Session

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: Strong, accountable and representative Council

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

SUMMARY:

1. Policies are in the process of being reviewed by staff and Councillors.
2. Policies have been circulated via email to Councillors for their consideration. A table within the report provides the feedback received from Councillors.

RECOMMENDATION:

That Council formally revoke the following policies:

- i. Election of Mayor, Deputy Mayor and Delegates to Committees Following General Election
- ii. In Lieu and In Kind
- iii. Aged Care Facilities - Quarantining of Funds
- iv. Continuous Improvement
- v. Council Meetings – Matters for Closed Session of Council

REPORT:

3. Councillors provided feedback to the Manager Governance which is included in the table below:

Title: Election of Mayor, Deputy Mayor and Delegates to Committees Following General Election		
Councillor	Comment	Management Comment
Cr O'Connor	This policy pre-dates that election of Mayor at large that commenced with the General council election in September 2016. With the election at large the policy needs the references to the Mayor removed. The policy should be retained, after amendment,	The policy relates to the timing of an extraordinary meeting to elect Deputy Mayor/Delegates. Council does not have to elect a Deputy Mayor.

	for the selection of the Duty Mayor and Committee Members	S 231 of the Local Government Act applies to election of Deputy Mayor. Schedule 7 of the Local Government Regulation makes reference to the Returning Officer, the nomination process and the election process. Timing does not allow for the Terms of Reference for Committees to be considered by new Council.
Cr Dusting	As we have a popularly elected mayor this area is covered by the local government act, but I believe that there should be an election of office bearers , eg ,Deputy Mayor, committee members ,at an extraordinary meeting called for three working days after the election declaration	
Cr Strutt	I am in favour of deleting the existing policy because the Mayor is now popularly elected and the election of a Deputy Mayor is covered by the Act.	
Recommendation: Revoke this policy		

Title: In Lieu and In Kind Policy		
Councillor	Comment	Management Comment
Cr Pearce	I have NO issue with the Work – In Lie and In Kind Policy. In my opinion the definitions are relevant and appropriate.	This policy does not support good governance and could be considered to circumvent appropriate tax and accounting law. It may also understate costs for projects, especially those that are grant funded.
Cr Crouch	I am not in favour of “in kind” or “in lieu” work. All work should be agreed in writing, costed and appropriately paid for by the relevant parties. As always, I am open to discussion.	
Cr Dusting	I am not in favour of “in kind” or “in lieu” work. All work should be agreed in writing, costed and appropriately paid for by the relevant parties. As always, I am open to discussion	
Cr Strutt	Provisions in the 7.11 and 7.12 Plans address In Lieu and In Kind circumstances and a separate policy allowing In Lieu and In Kind other types of In Lieu and In Kind will cause confusion and the risk of misuse. Council’s fees and charges cover all other works. I recommend that the existing In Lieu and In Kind Policy be deleted	
Recommendation: Revoke this policy		

Title: Aged Care Facilities - Quarantining of Funds		
Councillor	Comment	Management Comment
	No longer required	Have a Prudential Compliance Policy 2020
		<p>Comply with Grant Funding guidelines for funds raised for aged care facilities</p> <p>General fundraising by Friends of McMaugh Gardens for their determination of use for McMaugh Gardens</p>
Recommendation: Revoke this policy		

Title: Continuous Improvement Policy		
Councillor	Comment	Management Comment
		Communication, engagement and continuous improvement form part of the everyday activities of Council. This is more a value statement which may sit better within the IPR documents, or internal protocol.
Recommendation: Revoke this Policy		

Title: Council Meetings – Matters for Closed Session of Council		
Councillor	Comment	Management Comment
Cr Crouch	<p>I don't see the need for this policy. Policies should enhance and clarify, or provide a local interpretation of, legislation and regulation (where a local interpretation is relevant). The Local Government Act, 1993, spends some three pages going into detail about closing meetings to the public.</p> <p>Without repeating the words in the Act it is difficult to capture the subtleties contained in the wording of the Act and as the Act (as interpreted by the courts) is the dominant authority on the subject I believe we should</p>	<p>S10A applies to Council meetings and a Committee of Council of which all members are Councillors.</p> <p>This is reflected in the Code of Meeting Practice. Terms of Reference should align with Council's Code of Conduct and Code of Meeting Practice.</p>

	not attempt to develop a local policy in this area.	
Recommendation: Revoke this Policy and that Terms of Reference for Council Committees be reviewed to provide clarity in relation to the Code of Conduct and the Code of Meeting Practice		

CONCLUSION:

4. The review has identified a number of policies that are redundant due to changes in legislation and other Council policy decisions and for completeness it is advised that Council formally revoke them.
5. The review of Council policies will continue with the intention of removing the current governance backlog.

COUNCIL IMPLICATIONS

6. Community Engagement/Communication

Relevant staff have provided feedback in relation to the report.

Councillors have provided feedback to the Manager Governance via email.

Councillors attended a briefing (open to the public) on the progress of this review with the opportunity to ask questions on 12 October 2021.

Council's public website is updated as relevant during the review process.

7. Policy and Regulation

A schedule for policy review has been prepared and a report will be presented to new term of Council recommending amending, endorsing and repealing relevant policies over the next nine months.

8. Financial/Long Term Financial Plan

Staff resources in terms of reviewing policies.

9. Asset management/Asset Management Strategy

Not Applicable.

10. Workforce/Workforce Management Strategy

Staff resources in terms of reviewing policies. This exercise of policy review forms part of Council's normal business. This area is now resourced; however, staff vacancies and/or capacity issues have created a backlog which is forecast to be addressed by September 2022.

11. Legal and Risk Management

Corporate Governance – A review of all policies should take place regularly to ensure that the policies remain relevant. A schedule has been developed and work on this project is currently on track. This risk is assessed as low/medium.

12. Performance Measures

That the policies be reviewed in accordance with the review schedule.

13. Project Management

Manager Governance.

Subject **ELECTION OF MAYOR, DEPUTY MAYOR AND DELEGATES TO COMMITTEES FOLLOWING GENERAL ELECTION**

Description: This document describes Council's policy toward election of the Mayor, Deputy Mayor and Delegates to Committees following the Declaration of the Poll. All Councillors, except the Mayor, cease to hold office on the date of a general election. New Councillors take office when the Poll is declared. The incumbent Mayor continues to hold that office, whether or not he or she is elected to the new Council, until such time as an election is held for the new Mayor. Further, there is no Deputy Mayor until that election is held.

Objective: To avoid any concern or misunderstandings regarding the timing of the Mayoral election and those associated with the election of Councillors to Committees

PART 1 – POLICY

Following Declaration of the Poll by the Returning Officer for the Ordinary Local Government Election, the General Manager will immediately issue a notice of an extraordinary meeting, providing three working days notice. The purpose of the extraordinary meeting will be to hold the election of the Mayor, the Deputy Mayor and positions on Committees. The meeting is to be held on the first working day after that period of notice.

PART 2 – EXEMPTIONS

Nil

PART 3 – CRITERIA

Nil

PART 4 – OTHER MATTERS

Nil

Review: This policy is to be reviewed as necessary or every four (4) years in accordance with Section 165, Local Government Act, 1993.

Resolution **No:498/99; Reviewed September 03; March 05: 94/05; Revised September 09; Reviewed and Revised February 2011 (45/11), Adopted without Change August 2013 (249/13).**

Section:	3.1.8 – Engineering Services – Transport
Subject :	Work 'In Lieu' and 'In Kind'
Description:	This document sets out the manner in which work ' <i>in lieu</i> ' and ' <i>in kind</i> ' is carried out by Council.
Objectives:	To ensure that staff and recipients of work ' <i>in lieu</i> ' or work ' <i>in kind</i> ' understand the definitions of such work.

Policy:**Definitions:**

- *Work "in lieu"* refers to work carried out by Council in lieu of the payment of specific amounts of money by Council to the landowner. Circumstances when these occasions would arise would include the situation where Council is working in a gravel pit and owes royalty rates to the landowner or in which the landowner has carried out any other service for Council and wishes not to be compensated in cash but in terms of work carried out to the value of the amount owed to the landowner.
- *Work "in kind"* refers to work carried out by Council for private individuals and organisations in return for benefits which have been extended to the Council by those people but in which case the benefits have not been specifically costed. An example of this type of benefit would involve a landowner permitting Council to use a private road to gain access to a creek or a waterhole, rather than Council needing to travel longer distances to an alternative source of water, thereby saving Council money. In return for the landowner granting this permission to Council, Council might agree to grade the landowners private road when the work has been completed. The work could have the element of "returning a favour" to the landowner and also an element of restoring damage which may have been done to the road.

Policy Statement:

- **Work "in lieu"**

When strict records are kept of the funds owed to the landowner for services rendered to Council and the work carried out in lieu of payment for that service is accurately costed, Council is fully accountable for the work done on the landowner's property. As a matter of policy, Council agrees to the principle of carrying out this work "in lieu" of paying cash, where the landowner requires this arrangement. All income and expenditure must be fully accounted for

- **Work "in kind"**

When work is carried out "in kind", there is no strict record of the value of the work done in relation to the benefits extended to Council. Council's policy is that it will agree to carry out work "in kind" in special circumstances, but that it recognises the need to take care when work is carried out "in kind", as it may appear that some landowners achieve more favourable arrangements than others, without that fact being properly recorded. All decisions to carry out work "in kind" must be made by the Director of Engineering Services. The Director Engineering Services will be required to document on file the reasons for carrying out the work "in kind" and to make an estimate of the savings gained by Council as a result of the landowner granting some benefits to Council and an estimate of the cost of the work done by Council for the landowner. A clear link needs to be established between benefits incurred to Council and costs expended on carrying out the work "in kind".

In both cases of work being carried out "in lieu" and "in kind", Council's staff are to accurately record on their timesheets that the work was carried out on private property, so that the cost of the work is able to be identified. When work carried out "in kind" is to be allocated not as a charge to the landowner but as a charge to a job which has benefited by the benefit extended to the landowner, that fact is to be noted on the timesheet when the cost allocations are made.

- **Records**

It is important that the fact of whether work is to be carried out "in lieu" or "in kind" is agreed in writing between the landowner and the Council prior to any work being carried out. Council's policy is that in almost every case the agreement will include a sunset clause which will specify the time period within which the work will be carried out either in terms of a fixed date or in terms of stages in the progress of the work being carried out on private property. For example, the owner may wish to accumulate royalties owed to him/her until such times as those royalties reach a specified value when they will then be used to carry out work "in lieu".

- **Taxation Information**

Council has been advised by the Australian Taxation Office that the value of work "in lieu", as described in this policy, would be considered to be assessable income for taxation purposes while the value of work "in kind" would not.

- **Goods and Services Tax (GST)**

Council shall calculate the value of the benefits it receives on each occasion under this policy and remit the appropriate amount of GST.

Exemptions: Nil

Other Matters: Nil

Responsibility: **Councillors** are responsible for adopting the Policy and ensuring that appropriate resources are allocated.

The **General Manager** has the responsibility to authorise the Policy.

Directors and Managers are responsible for reviewing, updating and implementing the Policy.

Employees are responsible for following the Policy.

Related Documents:

- Nil

Review: This Policy will be reviewed as necessary or at least every four (4) years from date of adoption.

Last review: October 2013

Reviewer: Director of Engineering Services

Resolution # 526/97, 94/05 (March 2005), 419/09 (September 2009), 249/13 (August 2013),

Authorised by:

General Manager

.....

Date

Subject **AGED CARE FACILITIES – QUARANTINING OF FUNDS**

Description: This document describes Council's policy towards funds raised for a specific facility

Objectives: To recognise the contribution by Community organisations and individuals towards the aged care facilities in Bundarra and Uralla.

PART 1 - POLICY

That Council adopt a policy (to apply to both the Uralla and Bundarra aged care facility sites) that funds which have been specifically donated to a particular site and funds which have been specifically raised by the local community for a specific facility will be quarantined and utilised specifically for the intended aged care facility.

PART 2 - EXEMPTIONS

Nil

PART 3 - CRITERIA

Unconditional policy

PART 4 - OTHER MATTERS

This Policy is listed as well in the Community Services Section of Council's Operating Policies as it relates to funds raised for the McMaugh Gardens Aged Care Centre and Grace Munro Aged Care.

Review: This policy is to be reviewed as necessary or every four (4) years in accordance with Section 165, Local Government Act, 1993.

Resolution No: **620/01; Reviewed March 05: 94/05; Reviewed September 2009: 419/09; Revised June 2011: 207/11; Adopted without Change August 2013 (249/13).**

Continuous Improvement Policy 2013

- Subject :** Continuous Improvement
- Description:** This policy ensures that the Uralla Shire Council actively pursues and demonstrates continuous improvement in all aspects of service management and delivery.
- Applies to:** All Council
- Objectives:**
- To collect information from key stakeholders and staff.
 - To collate and analyse information.
 - To implement and evaluate changes.

Policy:

Overview:

Continuous improvement is an ongoing process of striving to improve outcomes for service users, staff, volunteers and the organisation through leadership, research, monitoring, consultation and evaluation. The Uralla Shire Council is committed to ensuring that the services it provides are underpinned by continuous improvement processes.

Policy Statement:

The Uralla Shire Council will implement processes that will ensure ongoing consultation with stakeholders (including consumers, consumer representatives, staff, volunteers, contractors and the community) to facilitate continuous improvement.

Stakeholders will be encouraged to provide feedback on service delivery, and will be informed of actions taken in response to their feedback.

Managers will ensure that data collected during the continuous improvement process is recorded and analysed, and that changes are planned, implemented and evaluated.

The Council will ensure that staff and volunteers are included in the planning and management of the improvement process, and are directly involved in monitoring and reporting change.

Staff will follow relevant procedures and will be provided with adequate training to ensure that they understand the continuous improvement process and can identify and report on necessary improvements.

Consumers with special needs will be assisted to understand and contribute feedback toward the continuous improvement process.

Exemptions: Nil

Other Matters: Nil

Responsibility: **Councillors** are responsible for adopting the Policy and ensuring that appropriate resources are allocated.

Directors and Managers are responsible for analysing information, planning improvements, and evaluating change.

Employees are responsible for identifying and reporting necessary improvements, and engaging in the planning and implementation of improvements.

Review: This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

Last review:

Reviewer:

Resolution # 248/13: 27 August 2013

- Section:** 1.2.3 – Governance
- Subject :** Council Meetings - Matters for Closed Sessions
- Description:** This document supports Council’s Code of Meetings Practice – Part 5 (Closed Parts of the Meeting)
- Applies to:** All Council Departments
- Objective:**
- To ensure that reporting procedures are well documented.

Policy:**Policy Statement:**

Council may close the Council meeting to the public and the press in circumstances provided for by Section 10A of the Local Government Act 1993. Matters of a personal or confidential nature, which do not come within the grounds provided under Section 10A of the Act, cannot be discussed in the closed part of a Council or Committee meeting, where the committee consists entirely of Councillors.

Committee meetings consisting of councillors and other persons are not bound by Section 10A of the Act and can be delegated to consider matters of a personal or confidential nature not covered by Section 10A (2) of the Act.

The decision to determine that a matter is to be discussed during the closed part of the meeting is to be made by resolution of Council. The initial determination to have an item listed on the Council Agenda as being “to be considered in closed session” will be made by the General Manager in preparing the meeting agenda, however the determination to consider the matter in closed session can only be made by Council.

Exemptions: Nil

Other Matters: Nil

Responsibility: **Councillors** are responsible for adopting the Policy.

The **General Manager** has the responsibility to review, update, authorise and implement the Policy.

Directors and Managers are responsible for implementing the Policy.

Related Documents:

- Local Government Act 1993

Review: This Policy will be reviewed as necessary or at least every four (4) years from date of adoption.

Last review: August 2013

Reviewer: General Manager and Councillors

Resolution # 265/97, 410/03 (September 2003), 94/05 (March 2005), 419/09 (September 2009), 45/11 (February 2011), 249/13 (August 2013).

Authorised by:

General Manager

.....

Date

15.6 REPORT ON COMPLAINTS



Department: Corporate Services
Prepared by: Coordinator Governance & Risk
TRIM Reference: UINT/21/4004
Attachment: UINT/21/3998 Report on Complaints – previous six months to initial biannual report

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: Strong, accountable and representative Council

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

SUMMARY

1. Reporting on the complaints received from 1 January 2021 to 30 June 2021.

RECOMMENDATION:

That the report relating to complaints from 1 January 2021 to 30 June 2021 be received and noted.

REPORT

2. Within the Complaint Management Policy 2019, a complaint is defined as:

For the purpose of this policy a complaint is any expression of dissatisfaction with:

- *Level and quality of service or policies or procedures.*
- *Service provided by Council staff, contractors and systems.*
- *Impact of a particular policy and procedure.*
- *Council's decision making process.*
- *Corrupt conduct or failure to declare pecuniary interest/conflict of interest.*
- *Breach of Code of Conduct.*
- *Wrong or misleading advice.*

Additionally, a valid complaint is one where Council has or would appear to have failed to respond appropriately to a request for a service or a report. A complaint for the purpose of this policy does not include:

- *Matters or services not related to Council, Council staff or Councillors*
- *A request for services*
- *A request for information or explanation of policies or procedures or decisions of Council*
- *Reports of damaged or faulty infrastructure (e.g. road pothole)*
- *Reports of hazards (e.g. fallen tree branch)*
- *Reports concerning neighbours or neighbouring property (e.g. noise or unauthorised building works)*

- *Lodgement of an appeal to a Council decision, policy or procedure (e.g. a complaint about an approved development or draft policy or plan – unless this is a recorded as a complaint about Council’s decision making process)*
3. On 27 August 2019 Council resolved to receive a biannual report.
 4. There was no staffing resource to address this until August 2020.
 5. The first biannual report was presented to Council in March 2021 covering the reporting period July – December 2020.
 6. Council requested a report on the complaints received in the previous six month period January 2020-June 2020 – see attachment 1.

Complaints, issues, and management January – June 2021

7. During the six months January – June 2021 an outstanding complaint from the previous period and six new complaints were received and managed as follows:

Tier	Number	Management
1b	3	Internal review by Public Officer
2	2	1 internal review by Public Officer, 1 external reviewer
3	2	External reviewer

8. The complaints related to:
 - a. Leachate and stormwater issue (1);
 - b. Alleged breaches of the Code of Conduct (3)
 - c. Development matters (2); and
 - d. Comments made on social media (1).

Systemic Improvement

9. Code of Conduct training has been facilitated and presented to the leadership team in March 2021. Councillors were also provided with Code of Conduct training at a workshop in April 2021. The slides of the presentation are available to the Councillors on NextCloud. Staff were provided Code of Conduct training in June and July 2021.
10. A media policy has been developed and endorsed.
11. Development application information for Council decisions have been improved by:
 - a. Attaching all of the information submitted regarding the development application (DA) to the DA report.
 - b. Providing, where relevant, the alternate option for Council e.g. if approval is recommended with conditions, if there might be a basis for refusal provide that in the conclusion of the

report (and vice versa with recommendations to refuse, include the conditions that would be recommended if approval is permissible/decided by Council).

- c. Reinstated site visits the day prior to Council meetings.
- d. Increase detail / record keeping in pre-DA meetings
- e. Increased building inspector service to two days per week (on a booking basis) and commence negotiations with neighbouring Councils on possible shared building inspector service option(s).

CONCLUSION

- 12. Council's complaint management process is important to both provide a mechanism for review, resolution and/or escalation as well as providing an important opportunity to review and improve the organisation's systems.

COUNCIL IMPLICATIONS

13. Community Engagement/ Communication (per engagement strategy)

Public policy: Complaints Management on the Council website.

Contact Council includes clear option to submit complaints and links customers to Council's policy.

The format of this report has been modified to better meet complaints management confidentiality obligations per Council's policies.

14. Policy and Regulation

Complaints Management Policy 2019

Code of Conduct Policy 2020

15. Financial (LTFP)

Complaint management consumes staff resources and on occasion independent investigation costs; however, as a regulatory authority and service provider Council is required to resource this.

16. Asset Management (AMS)

Not Applicable.

17. Workforce (WMS)

Council has staff able to undertake some complaint management. Where complaint issues require independent and/or specialist review that is sourced externally.

18. **Legal and Risk Management**

Reputation risk: As a regulatory authority and service provider there is a significant risk to Council if it does not facilitate complaint submissions, reviews and rights to external review. To manage this risk, it is important that Council has a publicly available Complaints Management Policy which is appropriately implemented. Transparency via a biannual report to Council provides good management of this risk and demonstrates to the community that Council is committed to continuous improvement.

19. **Performance Measures**

In line with the Complaints Management Policy

20. **Project Management**

Manager Governance

15.6 ATTACHMENT 1

Report on Complaints – previous six months to initial biannual report

Department: Corporate Services
Prepared by: Coordinator Governance & Risk
TRIM Reference: UINT/21/3998

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: Strong, accountable and representative Council
Strategy: Provide open, accountable and transparent decision making for the community

REPORT

Complaints, issues, and management January – June 2020

1. During the six months January – June 2020 six new complaints were received and managed as follows:

Tier	Number	Management
1b	1	Internal review
2	1	External review
3	4	External review

2. The complaints related to:
- a. Alleged unauthorised expenditure by Council (1)
 - b. Alleged breach of Code of Conduct (4); and
 - c. Allegation of cover up (1).

Systemic Improvement

- 3. Reformed processes and redrafted documents for declaring conflicts of interest.
- 4. External consultant provided Code of Conduct training for Councillors and staff.

15.7 CODE OF CONDUCT ANNUAL STATISTICAL REPORT SEPTEMBER 2021

Department: Corporate Services
Prepared by: Manager Governance
TRIM Reference: UINT/21/11957

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

1. This report provides a statistical summary of Code of Conduct complaints for 2020-2021 in accordance with Sections 11.1 and 11.2 of Council's "Procedures for the Administration of the Code of Conduct 2020".

RECOMMENDATION:

That Council:

- I. Receive and note this report; and
- II. Provide the Office of Local Government with the Code of Conduct Annual Statistical Report for the period 1 September 2020 to 31 August 2021, by 31 December 2021.

REPORT:

2. Council is required to report annually to the Office of Local Government on Code of Conduct complaint statistics for the period 1 September of the previous year to 31 August of the current year.
3. Council's Procedures for the Administration of the Code of Conduct 2020 advises as follows:
Section 11.1
The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:
 - a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)
 - b) the number of code of conduct complaints referred to a conduct reviewer during the reporting period
 - c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints
 - d) the number of code of conduct complaints investigated by a conduct reviewer during the reporting period

- e) *without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period*
- f) *the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and*
- g) *the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.*

Section 11.2

The council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year.

4. Code of Conduct statistical summary for the period 1 September 2020– 31 August 2021 to be reported to the Office of Local Government (OLG) is shown in Table 1 below:

Annual Reporting Requirement Descriptor	Annual Statistic
a) <i>the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)</i>	Councillors - 2 General Manager - 0
b) <i>the number of code of conduct complaints referred to a conduct reviewer during the reporting period</i>	2
c) <i>the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints</i>	2 Training was undertaken
d) <i>the number of code of conduct complaints investigated by a conduct reviewer during the reporting period</i>	2
e) <i>without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period</i>	Undertaking not to repeat the behaviour
f) <i>the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and</i>	0
g) <i>the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, not including staff costs.</i>	\$6,558.00

CONCLUSION:

5. Council meets its statutory reporting requirements by filing its annual statistical report on Code of Conducts with the Office of Local Government.

COUNCIL IMPLICATIONS

6. Community Engagement/Communication

Not applicable.

7. Policy and Regulation

Code of Conduct statistical reporting is prepared in accordance with Sections 11.1-11.2 of the Procedures for the Administration of the Code of Conduct 2020.

8. Financial/Long Term Financial Plan

There are no financial implications in presenting the Annual Report. However, complaint management consumes staff resources and on occasion independent investigation costs; as a regulatory authority and service provider Council is required to resource this. Estimated staff costs would have exceeded \$2,000.

9. Asset management/Asset Management Strategy

Not applicable.

10. Workforce/Workforce Management Strategy

The Code of Conduct forms part of the staff and Councillor induction package.

11. Legal and Risk Management

The report complies with the Procedures for the Administration of the Code of Conduct 2020.

12. Performance Measures

Council meets its statutory deadlines.

13. Project Management

Manager Governance

15.8 OFFICE OF LOCAL GOVERNMENT PROPOSED RISK MANAGEMENT AND INTERNAL AUDIT FRAMEWORK



Department: Corporate Services
Prepared by: Manager Governance
TRIM Reference: UINT/21/12473

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.2 An effective and efficient organisation
Strategy: 4.2.6 Identify and manage risk associated with all Council activities and ensures a safe and healthy

SUMMARY:

1. The Office of Local Government (OLG) is seeking the views and feedback of Councils and other stakeholders on the draft *Guidelines for Risk Management and Internal Audit for Local Councils in NSW* prior to finalising the Guidelines.
2. The Guidelines can be accessed on the OLG's website
<https://www.olg.nsw.gov.au/councils/governance/risk-management-audit-and-internal-controls/risk-management-and-internal-audit-framework-for-local-councils-in-nsw/>
3. Councillors would be aware of the development of this new framework from Office of Local Government Circular 21-26 (24 August 2021). The above links were also brought to Councillor's attention via the report to ARIC for the 14 October 2021 meeting and in the Councillor Bulletin on 15 October 2021.

RECOMMENDATION:

- I. **That Council note the report on the proposed Risk Management and Internal Audit Framework.**
- II. **That Council make the following submission to the Office of Local Government:**
 - a. <insert at the meeting if required>

REPORT:

4. In 2016 the *Local Government Act 1993* (the Act) was amended requiring Councils to appoint an Audit, Risk and Improvement Committee (ARIC).
5. A discussion paper, *A New Risk Management and Internal Audit Framework for Local Councils in NSW* was released in 2019 on the proposed model.

6. The Office of Local Government (OLG) considered over 150 submissions in relation to the proposal.
7. A summary of the proposed changes includes:
 - (a) Less prescriptive approach; a more 'principles based' approach; more flexibility to shape ARIC's role to Council's needs.
 - (b) Reduced prequalification requirements for regional/rural Councils to better reflect needs of the Council and to attract ARIC Members. That said, all Chairs must be prequalified. Uralla would fall under the Regional category and in addition to the Chair, it is proposed that the membership include one prequalified member and one independent un-qualified member.
 - (c) The aspects covered under Section 428A of the Act fall within the Committee's portfolio and are to be reviewed over the term of Council as opposed to annually; the focus being on the following systems and controls:
 - compliance
 - risk management
 - fraud control
 - financial management
 - governance
 - implementation of the strategic plan, delivery program and strategies
 - service reviews
 - collection of performance measurement data by the council
 - any other matters prescribed by the regulations.
 - (d) Clearer links between ARIC and the governing body so that the governing body receives maximum value through:
 - Work plans developed by ARIC and noted by the governing body
 - Annual and four yearly assurance meetings to discuss ARIC opinions, work plans, Charters and Terms of Reference.
 - Council may appoint a non-voting Councillor to the ARIC (optional).

The guidelines articulate the independence requirements (P23):

All audit, risk and improvement committee voting members must be independent to ensure they have no real or perceived bias or conflicts of interest that may interfere with their ability to act independently and can provide council with robust, objective and unbiased advice about how the council is functioning.

Each council must ensure that the chair and any voting member appointed to the council's audit, risk and improvement committee meets the following independence criteria.

The independent voting committee member cannot:

- currently be a councillor of any NSW council
- be a non-voting representative of the board of a joint organisation
- be a candidate at the last election of the council
- be a person who has held office in the council during its previous term
- be currently employed by the council or a joint organisation, or been employed during the last 12 months
- conduct audits of the council on behalf of the Audit Office of NSW
- have a close personal or business relationship with a councillor or a person who has a senior role in the council that may lead to a real or perceived conflict of interest

- currently, or within the last three years, provided any material goods or services (including consultancy, legal, internal audit and advisory services) to the council which directly affect subjects or issues considered by the audit, risk and improvement committee
- be (or have a close family member who is) a substantial shareholder, owner, officer or employee of a company that has a material business, contractual relationship, direct financial interest or material indirect financial interest with the council or a related entity which could be considered a real or perceived conflict of interest, or
- currently or have previously acted as an advocate of a material interest on behalf of the council or a related entity which could be considered a real or perceived conflict of interest.

Both the governing body of the council and the general manager must ensure that adequate procedures are in place to preserve the independence of the chair and members of the audit, risk and improvement committee.

Likewise, the chair and members must notify the governing body and/or general manager if a real or perceived threat to their independence arises.

- (e) The ARIC term aligns with Council terms.
- (f) There is a stronger ARIC member appointment and induction process.
- (g) There is more flexibility for council regarding confidentiality of ARIC agendas and minutes.
- (h) ARIC is provided with unrestricted access to the General Manager and senior staff; access to other staff requires the General Manager's approval.
- (i) The Risk Management Framework to be reviewed each Council term and high risks reviewed as required.
- (j) A helpful resources section is included which provides templates and information regarding risk management implementation.
- (k) For internal reporting there are dual reporting lines to ARIC and the General Manager.
- (l) Councils can share all or part of their ARIC, Chief Audit Executive, Internal Audit function and secretariat.

8. In terms of timeline:

- (a) All Councils must appoint an ARIC by June 2022. Council currently has an ARIC.
- (b) All Councils are to establish their Risk Management Framework by 2024. Council currently has a Framework. The Framework will be reviewed following finalisation of the OLG's proposal.
- (c) An internal audit function must be established by 2024. Council currently has an internal audit function.
- (d) Council has until 2027 to align its membership with the Guidelines.

9. An annual attestation is a key requirement of the guidelines. The attestation commences in 2027. ARIC member details are to be published in the certificate.

10. A report similar to this one was presented to ARIC at its meeting on 14 October 2021. The following was recommended by ARIC:

1. ***That the ARIC advise Council the Committee has reviewed the Office of Local Government's Risk Management and Internal Audit Framework and considered the following:***
 - I. ***Proposed membership and qualifications***
 - II. ***The role of the Councillor(s) on ARIC in providing local, Council specific, content for the independent members***
2. ***That ARIC recommend that Council consider making a submission regarding the Office of Local Government's Risk Management and Internal Audit Framework regarding the following:***
 - I. ***The Councillor member should have voting rights; and***
 - II. ***There should be two Councillor members***

CONCLUSION:

11. Submission to the draft *Guidelines for Risk Management and Internal Audit for Local Councils in NSW* can be made before close of business on 26 November 2021 should Council resolve to do so. Individuals, including Councillors and local government professionals (including independent members of ARICs) can make their own submissions as well.

COUNCIL IMPLICATIONS

12. Community Engagement/Communication

The Office of Local Government is seeking feedback on its draft *Guidelines for Risk Management and Internal Audit for Local Councils in NSW*.

13. Policy and Regulation

OLG Internal Audit Guidelines
 Risk Register
 Enterprise Risk Framework
 Enterprise Risk Management Policy 2021
Local Government Act 1993

14. Financial/Long Term Financial Plan

The proposal suggests that the ARIC member fees are at Council's discretion and that there are reduced external review requirements, potentially reducing costs for Council. At the same time, the requirement for independent members of ARICs to have a certain level of pre-qualification may result in higher sitting fees being driven by the market.

Appointment and induction of members would incur some costs. In addition to this there may be implementation costs; for example advertising and induction.

15. Asset management/Asset Management Strategy

Nil.

16. Workforce/Workforce Management Strategy

The Risk Management element is now considered to be a function and can be shared across Councils.

17. Legal and Risk Management

Local Government Act 1993

Risks include: ability to attract ARIC members, Internal Auditors and Risk Management staff. Resources to pay for ARIC fees and staff fees. The risk is considered to be low.

18. Performance Measures

Meet standards set by the Office of Local Government.

19. Project Management

Manager Governance

15.9 URALLA COMMUNITY PARTICIPATION PLAN 2021

Department: Infrastructure & Development
Prepared by: *Manager of Development and Planning*
TRIM Reference: UINT/21/12202
Attachment: UINT/21/12203 Uralla Community Participation Plan 2021

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: Growing diversified employment, education and tourism opportunities
Strategy: 2.2.1 Provide land use planning that facilitates employment creation
Activity: 2.2.1.1 Optimise land use planning instruments to support employment creating business and industries

SUMMARY:

1. The purpose of this report is to recommend that Council endorse, and resolve to publicly exhibit, the draft Uralla Community Participation Plan 2021 for a period of 28 days.

RECOMMENDATION:

That Council:

- i. **Endorse the draft Uralla Community Participation Plan 2021 and place on public exhibition for a period of not less than 28 days; and**
- ii. **Adopt the Uralla Community Participation Plan 2021 if no submissions are received from the public or the Department of Planning, Industry and Environment.**

REPORT:

2. Community Participation Plans (CPPs) are a current requirement under division 2.6 of the Environmental Planning and Assessment Act 1979 (the Act). A CPP outlines how and when planning authorities engage the community across their planning functions.
3. The purpose of the CPP is to provide a single document that the community can access that sets out all of Council's community participation requirements under the planning legislation, including all minimum mandatory exhibition timeframes.
4. The expectation is councils will eventually transfer all community participation requirements (sometimes referred to as notification, advertising or submission periods) from development control plans to their CPP or incorporate the requirements into the council's Community Engagement Strategy.
5. The draft CPP was provided to Council at a General Manager's briefing session on 13 July 2021 and Councillors were invited to ask questions and to provide out-of-session feedback on the document.
6. Following internal review of the draft policy, some amendments have been made including;

- In Part 3 – *Site plans and elevations will be provided in the notification and the full application can be viewed on request at Council. Note that for residential development or some sensitive development, (such as a police station or women’s refuge), access to floor plans will not be provided.*
 - In Part 4 - *Development applications that have had a written objection submitted will be referred to Council for determination.*
 - In Part 5 - *Depending on the nature of the development, Council may use a range of engagement techniques to notify key stakeholders and the community of the proposed development.*
7. The draft Uralla Community Participation Plan 2021 was presented to Council recommending public exhibition at the July 2021 Council meeting. At OM 24.07/21 it was resolved that the draft Uralla Community Participation Plan 2021 be referred to a workshop.
 8. The draft Uralla Community Participation Plan 2021 was presented to Councillors at the General Manager’s workshop on 14 September 2021 and has been subsequently amended to provide clarity on what documentation will be sent with notifications and what information is available on request from Council customer service.

CONCLUSION:

9. It is recommended that Council adopt the draft CPP subject to no feedback being received from DPIE and the public exhibition process.

COUNCIL IMPLICATIONS:

10. Community Engagement / Communication

The draft CPP to be placed on public exhibition for a minimum of 28 days.

11. Policy and Regulation

Uralla Development Control Plan 2011

Environmental Planning & Assessment Act 1979

The recommendation is not a division decision as it is a strategic planning/policy decision of Council not a planning decision under the *Environmental Planning and Assessment Act 1979*.

12. Financial / Long Term Financial Plan

Nil

13. Asset Management / Asset Management Strategy

Nil

14. Workforce / Workforce Management Strategy

No change

15. Legal and Risk Management

The recommendation addresses a legislative requirement – *low risk*.

16. Performance Measures

Community consultation of planning matters in accordance with the Community Participation Plan.

17. Project Management

Manager Planning & Development



Community Participation Plan 2021

Draft v0.3

Date Endorsed by General Manager		Document Reference Number of Endorsement	
Document Owner	<i>Director of Infrastructure and Development</i>		
Document Development Officer	<i>Manager of Development and Planning</i>		
Review Timeframe	<i>4 years</i>		
Last Review Date:	N/A	Next Scheduled Review Date	29.6.2025

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
CPP001	19.2.2020	First draft v0.1
	27 July 2021	Second draft presented to Council v0.2
	11 October 2021	Third draft v0.3

Related Legislation*	Environmental Planning and Assessment Act 1979 (NSW), Local Government Act 1993 (NSW), Uralla Local Environmental Plan 2012
Related Plans	Uralla Community Strategic Plan 2017-2027, Uralla Local Strategic Planning Statement 2020
Related Procedures/ Protocols, Statements, documents	Uralla Community Engagement Strategy 2017

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1. WHAT IS COMMUNITY ENGAGEMENT?

Community engagement is a process with a specific purpose to identify and work with groups of individuals with an interest in addressing issues affecting the community's well-being. The International Association for Public Participation (IAP2) developed the 'IAP2 public participation spectrum' to assist in defining the public's role in any public participation process.

Community engagement by Uralla Shire Council will be made up of one or more of the IAP2 five strategies:

- Inform;
- Consult;
- Involve;
- Collaborate, and
- Empower.

Collaboration will be the most significant part of the Uralla Shire Council's engagement. It involves working with key stakeholders and the community to find solutions and alternatives. This stage comes after all the information has been sought through consultation and understood clearly during the involving stage.

2. WHAT IS A COMMUNITY PARTICIPATION PLAN (CPP)?

Community Participation Plans (CPPs) are a requirement under the Environmental Planning and Assessment Act 1979 and are designed to make participation by the public in planning matters clearer.

Community participation is a vital aspect for planning and development across Uralla Shire. The CPP is an invitation to the community to communicate with Council about planning decisions, to achieve better economic, environmental and social outcomes for present and future stakeholders.

2.1 Objectives of the CPP

- To provide the community with appropriate information;
- To capture community input;
- To work on an ongoing basis with the community to ensure that ideas, concerns and aspirations are listened to and understood;
- To partner with the public to ensure the decision-making process considers alternatives and identifies, minimises or avoids negative impacts.

2.2 CPP principles

The Environmental Planning and Assessment Act 1979 NSW (the EP&A Act) guides councils to ensure that it will be clearer and easier for communities to understand how and when to participate in planning decisions. The principles of a Community Participation Plan as outlined by the EP&A Act are as follows:

- a) The community has a right to be informed about planning matters that affect it.
- b) Planning authorities should encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning.
- c) Planning information should be in plain language, easily accessible and in a form that facilitates community participation in planning.

- d) The community should be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered.
- e) Community participation should be inclusive and planning authorities should actively seek views that are representative of the community.
- f) Members of the community who are affected by proposed major development should be consulted by the proponent before an application for planning approval is made.
- g) Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions (including how community views have been taken into account).
- h) Community participation methods (and the reasons given for planning decisions) should be appropriate having regard to the significance and likely impact of the proposed development.

2.3 How will the CPP be used?

The CPP explains the level of engagement the community can have for the different types of development, planning and assessment projects. It also provides transparency and accountability in the development, planning and assessment process within Uralla Shire.

2.4 Where does this CPP apply?

The CPP only applies to the Uralla Shire Council Local Government Area (LGA) and Council's exercise of its planning functions under the Environment Planning and Assessment Act 1979 (NSW) and the Local Government Act 1993 (NSW) (the LG Act).

2.5 What are Council's Planning responsibilities?

Development Assessment

- a) **Local Development** (other than Complying Development Certificates, Designated Development and State Significant Development): The Uralla Local Environmental Plan (LEP) outlines those types of development and land uses that require development consent before development can take place.
- b) **Integrated Development:** Integrated development is development (not being State significant development or complying development) that, in order for it to be carried out, requires development consent and one or more approvals.
- c) **Designated Development:** Designated developments are generally high impact developments or located in environmental sensitive areas. Designated developments are listed in Schedule 3 of the Environmental Planning and Assessment Regulations 2000 or can also be declared in a Local Environmental Plan or State Environmental Planning Policy.

Strategic Planning

- a) **Community Participation Plan** - The CPP sets out when and how Council will engage with the community across all planning functions and the minimum requirements for community participation.
- b) **Regional or District Plans** - The New England North West Regional Plan applies to the Uralla Shire and as developed by the NSW Department of Planning, Industries and Environment to plan for future infrastructure, housing, employment and health needs for the region.

- c) **Local Strategic Planning Statements** - The Local Strategic Plan is a long term visionary document which plans for future land use based on where the shire will be or would like to be in 20 years.
- d) **LEP** -The Uralla LEP guides planning decisions for Uralla Shire. It provides a framework for the use of land and the main planning tool used to shape the Uralla community and ensure that local development is achieved in an appropriate and sustainable way. Local Environmental Plans are generally reviewed every 5 years.
- e) **Development Control Plan** - A Development Control Plan provides detailed guidelines and specific controls that apply to development proposals in the Gwydir Shire. A Development Control Plan may be periodically reviewed to amend or introduce new controls relating development types, legislative changes or to clarify intent.
- f) **Developer and Infrastructure Contribution Plans** - Contribution plans allow Council to levy contributions on developments to assist in the provision or maintenance of community facilities or infrastructure on which the development impacts.

3. WHAT ARE THE PUBLIC EXHIBITION TIMEFRAME AND NOTIFICATION REQUIREMENTS?

There are both mandatory and non-mandatory requirements that apply to public exhibition of a development application or plan. Mandatory requirements legally protect the community's right to make submissions on planning decisions that affect them. Non-mandatory requirements reflect best practice approaches in ensuring that there is an intention to actively involve the community in the planning process.

3.1 What are the requirements for public exhibition of planning documents?

Council endorsement is required before public exhibition of a draft planning document can be released for comment.

Engagement for these planning documents will include:

- Public exhibition at Council service centres;
- Notice on Council's website;
- Notice on Facebook;
- For advertised development, a sign exhibited on the land and on a Council notice board, visible from a public space.

Table 1 - Mandatory plan making public exhibition timeframes

Planning Document	Mandatory Timeframes
Draft Development Control Plan	28 days
Planning proposals for LEPs, subject to a gateway determination	28 days – unless otherwise specified in the gateway determination
Draft Contribution Plans	28 days
Local Strategic Planning Statements	28 days
Draft Community Participation Plan	28 days

Planning Agreements	28 days
State Significant Development and Designated Development	28 days
Local Approvals Policy	14 days
Reclassification of land	28 days and a public hearing

3.2 Notification procedures and guidelines for Development Applications

Adjoining landowners will be given notice of an application if, in the opinion of Council, the enjoyment of land adjoining the development may be detrimentally affected by the proposed development. Upon the lodgement of an application, the Planning Manager will determine who may be detrimentally affected. Site plans and elevations will be provided in the notification and the full application can be viewed on request at Council. Note that for residential development or some sensitive development, (such as a police station or women's refuge), access to floor plans will not be provided.

The following Applications will not be notified as per the provisions of this document:

Exempt and Complying Development:

- Exempt or complying development as set out in *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* (the Codes SEPP).

Subdivisions:

- Minor boundary adjustments, which do not require physical works; and
- Strata subdivision proposals.

Commercial or Industrial Uses:

- The change of use of buildings (in a commercial and industrial zone), except at Council's discretion.

Houses and Extensions:

- Detached single-storey dwellings in a Residential Zone (other than second-hand dwellings);
- Ancillary structures associated with residential developments, including carports, pergolas, garden sheds and the like, which are sited 1m from any boundary, sited behind or in-line with the existing building line and comply with Council's building setbacks;
- Alterations to an existing residential building where the works will not result in any change to the height, external configuration or external façade of the existing building;
- Single rural dwellings on properties of greater than 10 hectares, where the proposed dwelling is located a minimum of 20m from the boundaries of the property;
- Alterations and extensions to rural dwellings on properties of greater than 10 hectares, where the proposed dwelling is located a minimum of 20m from the boundaries of the property; and
- Rural workers accommodation on properties greater than 100 hectares where the proposed accommodation is located a minimum of 20 m from the boundaries of the site.

Swimming Pools:

- Private swimming pools.

Persons to be Notified

Written notice of a Development Application will be sent to those persons who appear to the Council to own or occupy adjoining land and neighbouring land if, in the Council's opinion, the enjoyment of the land may be detrimentally affected by the development proposal. This could include land opposite or otherwise distanced from the application site.

Notification Period

A person may inspect a plan and make a submission within the notification period which will be a minimum of 14 days. The submission period is the same as the notification period.

Form of Submissions from Persons Notified and the General Public

Submissions made in respect of applications must be in writing and addressed to the General Manager. Submissions must clearly indicate the name and address of the person making the submission and details of the proposal to which the submission relates. Should an objection be part of the submission, the reasons for the objection are to be provided. All submissions are to be accompanied by a form declaring any donations or gifts to an elected member of Council or a Council staff member (as set out in the form available for such declarations available from Council or Council's website). Names of submission makers are published in Council reports for transparency and accountability reasons, however addresses and other contact details are not.

4. CONSIDERATION OF SUBMISSIONS

Consideration of Submissions

Council will consider all submissions received within the specified time period before determining a Development Application. In making a determination the content of a submission must be balanced with the Council's statutory obligations. Submissions form a part of the assessment of an application and each application will be assessed on its merits.

When determining a development application, Council will take into consideration any submissions it has received during the notification period. Delegated authority will not be used to determine a development application that has received a written objection to the proposal. Development applications that have had a written objection submitted will be referred to Council for determination.

Applicant to be advised of Objections

Written submissions cannot remain confidential as they may be used to assist in negotiations with the owner/applicant of the proposal or be included in Council business papers. The applicant will be advised of the terms of any objection and is entitled to read all submissions received. Where applications are amended in response to objections received, comments may be sought from previous objector/s.

5. WHAT TYPE OF ENGAGEMENT TECHNIQUES MAY BE USED FOR DIFFERENT COMMUNITIES IN THE URALLA SHIRE?

Depending on the nature of the development, Council may use a range of engagement techniques to notify key stakeholders and the community of the proposed development.

Table 2 – Engagement techniques

Media	Advertise engagement opportunities via local newspapers, newsletter and media releases.
Social Media	Engage with and inform the community via Council's Facebook page.

Mail drops	Newsletters and leaflets to keep the community informed: will be targeted to the area of development.
Information Brochures	Provide information brochures at Council's offices and other relevant buildings, such as the library.
Schools	Connecting and engaging with both primary and high school students will gather insights from younger members of the community. This will also establish a good relationship with youth in order to increase effective community engagement in the future.

15.10 CLOSE OF RESOLUTION 34.12/18

Department: Infrastructure & Development
Prepared by: Director Infrastructure & Development
TRIM Reference: UINT/21/11966

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.2 An effective and efficient organisation
Strategy: 4.2.1 Provide a range of services that meets benchmarks determined with the community, having regard to quality and cost

SUMMARY:

1. This report provides information to Council on the formal closure of resolution 34.12/18.

RECOMMENDATION:

That Council receive and note the close of resolution 34.12/18 report.

REPORT:

2. At its Ordinary meeting held 18 December 2018, Council received a Notice of Motion relating to the High Pedestrian Activity Area – Bridge Street Design Project and resolved as follows:
That;
Should funding be received for the High Pedestrian Activity Area-Bridge Street Detailed Design, Council resolve to;
 - 1) *As part of the community engagement strategy for the project:*
 - a) *Publicise proposed designs of the project to the Uralla Shire community via Council's newsletter and Facebook page and other print media where relevant.*
 - b) *Provide relevant additional information to any address where street frontage is impacted by the design.*
 - c) *Give consideration to suggestions and/or ideas which come from community consultation activities and provide feedback to the community which articulates that consideration.*
 - 2) *Give consideration to the design intent of the Creative Village project and confirm to the design consultant the elements of the Creative Village project Council would like to see incorporated into the detailed design.*
 - 3) *Request the design consultant address the potential for the project to increase traffic on local streets parallel to Bridge Street.*
 - 4) *Refer the draft detailed design to the UTEC committee for comment.*
 - 5) *Review traffic and accident data for local streets parallel to Bridge Street to determine if there has been an increase in traffic numbers and accidents over time.*

- 6) *Receive advice from the General Manager about the arrangements for the planting and maintenance of those blisters in Bridge Street not currently maintained by the generosity of volunteers.*
- 7) *Define the impact of any proposed project design on our Long Term Financial Plan and the next annual budget after implementation of the design is commenced.*
3. The 40km/h High Pedestrian Activity Area Concepts - Bridge Street, Uralla NSW report ("the report") was considered by Council at its Ordinary meeting held October 2018, in which Council ratified the recommendations of the Traffic Committee contained in the report.
4. The recommendation by the Traffic Committee was to receive and note the High Pedestrian Activity Area-Bridge Street Detailed Design contained in the report and the subject of Council resolution 34.12/18 as written above.
5. To date, Council has not received funding for the High Pedestrian Activity Area-Bridge Street Detailed Design to progress points 1-9 of Council resolution 34.12/18.
6. Three years have passed since the report was presented to Council for ratification.
7. It is appropriate that future funding opportunities to upgrade the Uralla main street commence with a re-design process and the current design as contained in the report not be relied upon.
8. Should Council obtain grant funding in the future for projects relating to safety upgrades or street beautification of Bridge Street, these projects will not rely upon the existing design as specified in the resolution, and therefore it is appropriate that resolution 34.12/18 be closed.

CONCLUSION:

9. Since resolution 34.12/18 was passed by Council, no grant funding has been successfully obtained and as such the resolution is unable to be progressed further.
10. It is appropriate that future funding opportunities to upgrade the Uralla main street commence with a re-design process and not rely upon the existing design. Therefore it is appropriate the resolution be closed.

COUNCIL IMPLICATIONS

11. **Community Engagement/Communication**
N/A
12. **Policy and Regulation**
Local Government Act 1993 (NSW)
13. **Financial/Long Term Financial Plan**
N/A
14. **Asset management/Asset Management Strategy**
N/A
15. **Workforce/Workforce Management Strategy**
N/A
16. **Legal and Risk Management**
N/A

17. Performance Measures

N/A

18. Project Management

Director Infrastructure & Development

15.11 CLOSE OF RESOLUTION 34.12/19

Department: Infrastructure & Development
Prepared by: Director Infrastructure & Development
TRIM Reference: UINT/21/11978

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.2 An effective and efficient organisation
Strategy: 4.2.1 Provide a range of services that meets benchmarks determined with the community, having regard to quality and cost

SUMMARY:

1. This report provides information to Council on the formal closure of resolution 34.12/19.

RECOMMENDATION:

That Council receive and note the close of resolution 34.12/19 report.

REPORT:

2. At its Ordinary meeting held 17 December 2019, Council received a report relating to Treated Sewerage Effluent Options and resolved as follows:
That Council approve funding from the Water Fund reserves of \$50,000 to fund a study to investigate effluent reuse and determine optimal options for reuse of the Uralla Sewage Treatment Plant effluent. Councillors thank the staff for the preparation of the report.
3. Following the resolution, Council was approached by a third party regarding a proposal to access discharge water from the Uralla Sewage Treatment Plant (STP) and commenced discussions on developing a reuse scheme.
4. The study as resolved by Council resolution 34.12/19 above was deferred with the progression of the reuse scheme being developed.
5. The reuse scheme as proposed did not eventuate and has not progressed.
6. The Integrated Water Cycle Management Strategy (IWCM) under development will contain forward planning strategies to reduce water demands, including the potential reuse for effluent from the Uralla STP.
7. Council expects the IWCM Strategy will receive significant funding from the NSW Government and therefore, these funds from the Water Fund reserves will not be required.
8. As the study resolved by Council at 34.12/19 will be progressed through other channels, it is therefore appropriate that the resolution be closed and no further action taken.

CONCLUSION:

9. The investigation into effluent reuse will be progressed through other channels and as such it is appropriate that resolution 34.12/19 be closed.

COUNCIL IMPLICATIONS

- 10. Community Engagement/Communication**
N/A
- 11. Policy and Regulation**
Local Government Act 1993 (NSW)
- 12. Financial/Long Term Financial Plan**
Reduction in expenditure
- 13. Asset management/Asset Management Strategy**
N/A
- 14. Workforce/Workforce Management Strategy**
N/A
- 15. Legal and Risk Management**
N/A
- 16. Performance Measures**
N/A
- 17. Project Management**
Director Infrastructure & Development

Department:	Infrastructure & Development	
Prepared by:	Project Manager	
TRIM Reference:	UINT/21/12194	
Attachments:	UINT/21/12200	1. Bundarra Sewerage Scheme Program October 2021
	UINT/21/12209	2. Bundarra Sewerage Scheme Cashflow October 2021
	UINT/21/12224	3. Section 67 Electrical and Plumbing upgrade variation – progressive claim spreadsheet (A3 paper)

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3.4	Secure sustainable and environmentally sound water-cycle infrastructure and services
Strategy:	2.4.2	Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services
Activities:	3.4.2.1	Provide Sewerage Services
Action:	3.4.2.1.3	Undertake the project management of the construction phase of the Bundarra Sewerage Scheme through the engagement of project management staff or consultant

SUMMARY:

1. Uralla Shire Council has entered into a contract with Ledonne Constructions to install a Low Pressure sewerage system within the village of Bundarra. This will provide reticulated sewerage to 174 developed properties within the village.
2. The construction contract was awarded in December 2020, with a 12 month construction timeframe.

RECOMMENDATION:

That Council:

- I. Receive the Bundarra Sewerage Scheme – Project Update Report, and
- II. Note the private works undertaken in the months of August and September 2021, (Attachment 3) for works carried out under the Local Government Act 1993 Section 67 Private Works Agreement Part (2)(b) and (4).

REPORT:

3. The project is in the construction phase and is 80% complete overall as per the program Gantt Chart – see Attachment 1. The programmed completion is early February 2022.

4. The Sewer Treatment Plant (STP) is nearing completion, with only entry pipework from the barometric loop to the first oxidation pond to be completed. There are other finishing-minor items, a section of footpath at the pump shed, and graveling and grading the access road to complete, however these will be planned suitably so that they are freshly constructed prior to the contractor finishing.
5. The sewer rising main from the corner of Oliver and Bombelli Streets to the Sewerage Treatment Plant is in place. Vents and valves have been installed and the rising main has been pressure tested and is commissioned for use. The pumping station is connected to mains power, and the electrical control cabinet is connected using phone link telemetry to provide warning to staff should there be an outage.
6. Throughout the village of Bundarra, south of the Lone Pine Bridge, the low pressure sewer street mains have been under-bored throughout all the streets. All the air vents and valves are in. These mains set for testing in this month. The sewer main in North Bundarra is also nearing completion. A short section of 150m is required to be conventionally trenched due to rock impeding the drilling machines. This is programmed to be completed this month and will conclude the town's sewerage mains system.
7. The sewer main installation on Lone Pine Bridge is set to commence this month, this will connect the north side to the pumping station at the corner of Oliver and Bombelli Streets.
8. Installation of the Pressure Sewerage Units (PSU's) has commenced, and as at October 6, 2021, 93 of the 174 installations have been carried out. Pump control panels (PCPs) for the PSU's have been affixed to 120 of the 174 residential buildings. The boundary kits have been installed at 236 of the 342 lots. The electricians have started on the upgrade work, and will finish all the Level 2 qualified work in the next month.
9. The Section 67 Agreement, for the Private Works Electrical and Plumbing Upgrades with Uralla Shire Council has been signed off by all property owners.
10. The Section 67 Private Works are progressively validated by Council staff as they are completed against the tabled works as required. (See attachment 3)The plumbing component of the Section 67 variation will be completed when the connection works commence in January 2022.
11. At Council's extraordinary meeting on the 2 July 2021 at X06.07/21 it was resolved

That Council:

I. enter into agreements with the owners of the assets on the Bundarra properties that are expected to connect to the Bundarra Sewer Scheme (currently under construction) to undertake the necessary electrical and plumbing upgrades (the private works) necessary to allow the connection to take place;

II. not charge the Bundarra property owners for the private works by setting the fee for the works at \$0.00;

III. authorise the private works costs to be met from the current project budget; and

IV. receive a report in accordance with the requirements of section 67 (4) of the Local Government Act 1993 (NSW), subsequent to the works being completed;

V. include details or a summary of any resolutions made under section 67 for work carried out under subsection (2)(b) of the Act in the next annual report; and

VI. seek legal advice to determine if there is any permissible method for Council to pay for the private works that may have been undertaken by the owners of the assets since the Council's letter to residents, 8 April 2021, to the date of this resolution and report back to Council.

12. Attachment 3 details the works completed for the individual properties for the months of August and September and satisfies the reporting requirements for section 67(4) of the Local Government Act 1993 (NSW).
13. Additional funding contingency was approved at last month's meeting, at \$85,000, for the provision of security fencing at the Sewerage Pumping Station and USC staff ablution facilities at the Sewerage Treatment Plant.

CONCLUSION:

14. The anticipated completion date for the scheme is 7 March 2022. There is currently adequate funds to progress the private works variation providing for the upgrades to the non-compliant electrical and drainage of the buildings to be connected. There is also currently adequate approved funding to progress the provision of security fencing at the Sewerage Pumping Station and provision of toilet and cleaning facilities at the Sewerage Treatment Plant pump shed.

COUNCIL IMPLICATIONS:

15. Community Engagement / Communication

Progress updates have been provided to the community using the Uralla Shire Council Website and Councillor Bulletin on a monthly basis. There is a segment on USC webpage on major projects which provides details on the progress of the Bundarra Sewerage Scheme. A Frequently Asked Questions section has been created on Council's website which provides specific information to residents about enquiries related to their situation.

There are regular reports to Council, informing of progress and budgetary status.

A community meeting is now possible due to COVID regulation relaxation, and Ledonne Construction Management and USC Project Management will be available when this is ready to be reconvened.

16. Policy and Regulation

Section 67, NSW local Government Act, 1993

17. Financial / Long Term Financial Plan

	GST EXC	\$
Total Ledonne Contract Tendered (\$7,767,506 GST INC)	7,061,369	\$7,061,369
Approved Variations		
Rock (Rate item)	130,925	
v1. Additional PU & BK various locations 4 lots at \$13K+GST	52,000	
v2. Electrical extra items in SPS cabinet	2,322	
v3. Alternative spin klin filter	8,496	
v4. Vegawell 52 in irrigation well	6,169	
v5. Valve change at irrigation pump shed to rising stem type	545	
v6. Additional dismantling joints	1,573	
v7a. Electrical upgrades	281,486	
v7b. Plumbing upgrades	192,767	
v8. Security Fencing at SPS	15,000	
v9. Toilet and hand basin at STP	57,568	
Total Variations (Rounded sum)	748,853	748,853
Ledonne Contract + Variations		\$7,810,222
Council costs including project management to date.		87,166
Council total expenditure and commitment to date		\$7,897,388
Council costs project management to finish @\$10,000/month (6 months)		\$60,000
Total expenditure and commitments projected to complete		\$7,957,388
Council Commitment		\$1,785,113
Grant funding capped maximum with contingency.		\$6,113,220
Additional funding for contingency USC OM September 2021		\$85,000
Total Available		\$7,983,333
Remaining uncommitted contingency		\$25,945

Tabulated financial position October 2021, USC contract with RFT10031531 with Ledonne Constructions

Uralla Shire Council has engaged Ledonne Constructions for the above Tender price plus additional variations noted to date. The residual funding available for contingencies as at October 2021 is \$25,945. It should be noted the contingency is less than last month inclusive of the additional funding approved at last month's meeting for variations. This is due to additional project management costs; managing the Section 67 Private Works variations. Ledonne have however progressed the program shortening the period by 3 weeks.

Attachment 2 is the cash flow document, which shows the claims to date at \$5,606,564.79 with the September claim \$859,678.62 equals \$6,466,243.41 (All GST INC). Financially 75.98% of the approved Ledonne contract including the private works variation has been paid to date.

The value of the grant is \$6,113,220 from the Department of Planning, Industry and Environment from the Safe and Secure Water Program and \$1,785,113.79 from Council.

Any additional costs will need to be met by Council (from its sewerage fund or other approved source) as occurred in the USC September 2021 meeting.

18. Asset Management / Asset Management Strategy

Uralla Shire Council will take on additional infrastructure as a result of the installation of the system. This requires "Capitalising of the Sewerage Assets" and inclusion in Council's Asset Management system which will be depreciated as per normal Council accounting practises. The individual lots will continue to be charged for the sewer connection as per Council's Revenue Policy.

19. Workforce / Workforce Management Strategy

Additional staffing will be required to undertake normal operations and maintenance work and has been included in the 2021/22 Operational Plan and Budget. Council staff will require up-skilling to monitor and operate the scheme. There are some automated systems which provide remote warnings of systems which require maintenance.

20. Legal and Risk Management

The sewer scheme will address the health and environmental risks for the Bundarra urban environment.

21. Performance Measures

The project is planned to be completed in March 2022. Attachment 1 is a Gantt chart showing the projected Milestone completions.

22. Project Management

Uralla Shire Council has a Project Manager assigned to this construction project. Reporting is carried out on a monthly basis, to the Department of Planning, Industry & Environment -Water. Claims are submitted in accordance with the Funding Deed, specified Milestone Payments.

The Section 67 approval by Uralla Shire Council, has extended the work scope for the Project Manager on this project, both in surveillance and administration.

15.12 ATTACHMENT #1

Attachment 1 – Bundarra Sewerage Scheme – Program – October 2021

	Task Name	Duration	Start	Finish	% Comp	Aug '21	Sep '21	Oct '21	Nov '21	Dec '21	Jan '22	Feb '22	Mar '22	Apr '22												
						2	9	16	23	30	6	13	20	27	3	10	17	24	31	7	14	21	28	4	11	18
1	Construction of Bundarra Sewerage Scheme - RFT 10031531	308.2 days	Mon 23/11/20	Mon 7/02/22	80%																					
2	Pre-Construction	223 days	Mon 23/11/20	Fri 8/10/21	99%																					
17	Construction	280.2 days	Mon 11/01/21	Mon 7/02/22	74%																					
18	Milestone 1 - STP & Irrigation System	204 days	Mon 11/01/21	Thu 21/10/21	96%																					
38	Milestone 2 - Transfer Pump Station & Rising Main	197 days	Wed 3/02/21	Thu 4/11/21	79%																					
57	Milestone 3 - On-Property Works	266.5 days	Mon 11/01/21	Tue 18/01/22	59%																					
69	Milestone 4 - Property Connections	30 days	Fri 24/12/21	Fri 4/02/22	0%																					
72	Post Construction Activities	1 day	Fri 4/02/22	Mon 7/02/22	0%																					

October 2021 - Attachment 2 - Bundarra Sewerage Scheme - Cashflow

BUNDARRA SEWERAGE SCHEME - CONTRACT RFT 10031531																		
	ITEM	VALUE	PC 1 Jan-21	PC 2 Feb-21	PC 3 Mar-21	PC 4 Apr-21	PC 5 May-21	PC 6 Jun-21	PC 7 Jul-21	PC 8 Aug-21	PC 9 Sep-21	PC 10 Oct-21	PC 11 Nov-21	PC 12 Dec-21	PC 13 Jan-22	PC 14 Feb-22	PC 15 Mar-22	PC 16 Apr-22
1	BUNDARRA SEWERAGE SCHEME	\$7,767,506.00																
1	PRELIMINARIES & PROJECT MANAGEMENT establishment, docs, Survey,O&M, WAE	\$242,445	\$60,900	\$26,033	\$8,505	\$2,245	\$2,245	\$9,766	\$7,049	\$7,049	\$4,683	\$10,000	\$20,000	\$20,000	\$10,000	\$10,000	\$20,000	\$20,000
		\$242,445																
2	RETICULATION SYSTEM & ON PROPERTY WORKS streetsmans incl bridge crossing, ezydump Bks & BK-main poly - ALL ON PROPERTY WORKS incl PU-BK poly	\$3,765,454	\$20,000	\$5,200	\$13,200	\$47,130	\$221,900	\$211,787	\$217,716	\$94,560	\$167,464	\$180,000	\$183,000	\$150,000	\$150,000	\$183,000		
		\$1,344,932			\$7,732	\$0	\$12,075	\$11,592	\$34,482	\$93,429	\$215,263	\$150,000	\$150,000	\$150,000				
		\$754,352			\$37,951	\$154,100	\$67,518	\$108,029	\$110,064	\$162,043	\$223,038	\$200,000	\$200,000	\$170,000	\$183,000			
		\$1,666,170																
3	TRANSFER PUMPING STATION Obrien Electrical / Ledonne Xylem / ledonne other - construct	\$637,087		\$5,000	\$11,267	\$46,077	\$74,606	\$11,223	\$17,924	\$20,246	\$909	\$21,000						
		\$207,870		\$18,000	\$123,717	\$10,000	\$32,619	\$18,083	\$39,169	\$1,000	\$6,038	\$16,000						
		\$336,766			\$7,492	\$53,150	\$7,492	\$32,309	\$8,189	\$10,944	\$1,057							
		\$92,451																
4	SEWER RISING MAIN Ledonne	\$783,211	\$20,000	\$49,000	\$114,345	\$211,869	\$99,600	\$62,452	\$9,438	\$97,742	\$100,250	\$10,000	\$9,000					
		\$783,211																
5	CONSTRUCTION OF STP Ponds Fencing Pipelines & flow structures Effluent irrigation system Electrical - Obrien & Solar Depot & ledonne	\$2,227,511																
		\$839,499		\$141,000	\$126,467	\$302,422	\$362,517	\$42,917	\$10,975	\$3,181								
		\$155,132	\$45,000	\$2,000		\$0	\$0	\$0	\$45,098	\$65,001								
		\$136,629		\$0	\$11,036	\$22,098	\$18,175	\$30,612	\$28,279	\$12,139								
		\$803,526		\$0	\$53,310	\$76,522	\$120,443	\$265,063	\$188,107	\$3,000	\$7,234							
		\$292,725	\$30,000	\$11,000	\$0	\$78,622	\$46,665	\$145,031	\$15,228	\$2,466								
6	PROVISION OF SPARES spares	\$44,240																
		\$44,240										\$20,000	\$24,240					
7	RATE ITEMS Extra over rock at SPS Extra over unsuitable trench foundation Extra over rock at STP	\$48,550				\$0	\$0	\$0	\$0	\$0								
		\$9,550				\$0	\$0	\$0	\$0	\$0								
		\$30,000				\$30,000												
8	SCHEDULE OF OPTIONAL WORK Access rd off MT DRUMMOND to Irrigation Pump Shed	\$19,008				\$9,504	\$7,604	\$0	\$0	\$0								
		\$19,008																
	Total	\$7,767,506.00																
9	VARIATIONS Variation - rock at rate offered - above tendered qty	\$598,694.73	\$0	\$0	\$0	\$0	\$17,073	\$467	\$1,145	\$0	\$102,019	\$115,000	\$115,000	\$115,000	\$50,000	\$50,000	\$33,000	
		\$144,018					\$119,694	\$24,324	\$0	\$0								
	Actual Monthly Claim		\$179,114	\$367,375	\$517,991	\$1,039,170	\$1,216,556	\$962,219	\$735,197	\$588,941	\$659,678	\$0	\$0	\$0		\$0	\$0	
	Predicted Cashflow @ January 2021		\$175,900	\$755,000	\$1,453,000	\$1,438,275	\$1,353,025	\$952,856	\$563,211	\$414,352	\$321,102	\$120,000	\$195,000	\$25,785	\$479,240	\$243,000	\$70,000	\$20,000
	Predicted Cashflow @ September 2021																	
	Revised Contract Sum (incl. GST)	\$8,510,218.73																
	Payment to date	\$5,606,564.79																
	This Claim	\$859,678.62																
	Balance to Complete	\$2,043,975.32																
	% Complete	75.98%																

15.12 ATTACHMENT #3

Attachment 3 - Bundarra Sewerage Scheme - S67 Private Works Claim - October 2021																	
parcel_title	property_address	owners	Replace Earth Stake & Wire	Replace Consumer Mains 1 phase	Replace Consumer Mains 2/3 phase	Replace Service Mains 1 phase	Replace Service Mains 2/3 phase	Replace Main Switch (1 Phase current limiter)	Replace Main Switch (2/3 Phase current limiter)	Install service fuse	Meter service fuse & wiring	Complete new meter box	Supply & install POA Bracket	other	Nature of the work	Type & Qty materials used	Total cost incl. materials
	Baker Street																
	4 Baker Street	Mr H B Dwyer	1	0	0	0		1				1		1 Check POA	replace earth stake & wire, replace service fuse & wire	Electrical materials. 1 x earth stake, 1 x earth wire, 1 x service fuse, 1 x fuse wire	\$501
	7 Baker Street	Mr T R Hollis	1	0				1				1			replace earth stake & wire, replace service fuse & wire	Electrical materials. 1 x earth stake, 1 x earth wire, 1 x service fuse, 1 x fuse wire	\$501
	8 Baker Street	Ms K M Hunt	1	0		1		1				1			replace service mains, main switch	Electrical materials. 1 x service mains Ave. 15m, 1 x Current limiter main switch	\$1,228
	19 Baker Street	Mr R J Moffatt & Mrs D H Moffatt	1	0	0	0		1				1			replace earth stake & wire, replace service fuse & wire	Electrical materials. 1 x earth stake, 1 x earth wire, 1 x service fuse, 1 x fuse wire	\$501
	12 Baker Street	Mr A J Cooke & Ms R M Garreno	1	1	1	1		1					1		replace service mains, replace consumer mains, renew main switch	Electrical materials. 1 x service mains Ave. 15m, 1 x consumer mains Ave. 10m, 1 x Current limiter main switch	\$2,383
	Bendermeer Street																
	1 Bendermeer Street	Ms J D Shbbard & Mrs S L Johnson	1	0	0	0		1				0			renew main switch	Electrical materials. 1 x Current limiter main switch	\$150
	5 Bendermeer Street	Mr J R Andrews						1							renew main switch, replace consumer mains, install neutral link, install complete new meter box	Electrical materials. 1 x Current limiter main switch	\$150
	7 Bendermeer Street	Ms P A Nowland	1	1	1	1		1				1	1		replace consumer mains, install complete new meter box with submains to existing meter box	Electrical materials. 1x service mains Ave. 15m, 1 x consumer mains Ave. 10m, 1x neutral link, 1 x new meter box	\$3,823
	10 Bendermeer Street	Mr S A Groth	1	3 phase	0	1		3 phase		3 ph					replace consumer mains, install complete new meter box with submains to existing meter box	Electrical materials. 1 x Current limiter main switch	\$3,406
	11-13 Bendermeer Street	Mr S B Hall	1					1							renew main switch	Electrical materials. 1 x Current limiter main switch	\$150
	12 Bendermeer Street	Ms G P Pearson	1	1	1	1		1		1					replace service mains, replace consumer mains, renew main switch	Electrical materials. 1 x service mains Ave. 15m, 1 x consumer mains Ave. 10m, 1 x Current limiter main switch	\$2,383
	14 Bendermeer Street	Mr V Panuccio	1					1							renew main switch	Electrical materials. 1 x Current limiter main switch	\$150
	18 Bendermeer Street	Bundarra Community Purpose Reserve Trust	1	3 phase	1	1		3 phase				1	1		replace service mains, replace 3ph service mains, install complete new meter box	Electrical materials. 1x service mains Ave. 15m, 1x consumer mains Ave. 10m, 1x new meter box	\$3,848
	34 Bendermeer Street	Anglican Church	1	1	0	1		1				1			replace consumer mains, main switch	Electrical materials. 1 x consumer mains Ave. 10m, 1 x Current limiter main switch	\$1,305
	35 Bendermeer Street	Mrs H M Febrey						1							renew main switch	Electrical materials. 1x Current limiter main switch	\$150
	41 Bendermeer Street	Mrs U J M Gleeson	1	1	1	1		1				1			replace service mains, replace consumer mains, install complete new meter box with submains to existing meter box	Electrical materials. 1 x service mains Ave. 15m, 1 x consumer mains Ave. 10m, 1 x new meter box & submains Ave. 15m	\$4,134
	61 Bendermeer Street	Ms K M Hunt	0	0	0	0		1			1	0			replace main switch, install service fuse	Electrical materials. 1 x Current limiter main switch, 1 x service fuse	\$519
	64 Bendermeer Street	Anglican Special District of Bundarra	1	1	0	1		1				1	1		replace consumer mains, install complete new meter box	Electrical materials. 1 x consumer mains Ave. 10m, 1 x new meter box	\$2,605
	69-71 Bendermeer Street	Mr S J Skemith & Mrs H L Skemith		0				1		0		1			replace main switch, install service fuse & wire	Electrical materials. 1 x Current limiter main switch, 1 x service fuse & wire	\$519
	73 Bendermeer Street	Ms J M Egghs						1							replace service mains, main switch, earth stake, service fuse & wire	Electrical materials. 1 x service mains Ave. 15m, 1 x Current limiter main switch, 1 x earth stake & wire, 1 x service fuse & wire	\$1,729
	81 Bendermeer Street	Mr V Panuccio						1							renew main switch	Electrical materials. 1 x Current limiter main switch	\$150
	82 Bendermeer Street	Ms C A Crago						1							renew main switch	Electrical materials. 1 x Current limiter main switch	\$150
	Bombell Street																
	2 Bombell Street	Mr J T Shbbard	1	1	1	1		1				1			replace service mains, replace consumer mains	Electrical materials. 1 x service mains Ave. 15m, 1 x consumer mains Ave. 10m	\$2,233
	Bowline Street																
	2 Bowline Street	Mr G L Hollis & Mrs C M Hollis	0	0	0	0		1				1			replace main switch, install service fuse & wire	Electrical materials. 1 x Current limiter main switch, 1 x service fuse & wire	\$519
	8 Bowline Street	Mr P R Edwards		0	0	1		1				1			replace service mains, replace main switch	Electrical materials. 1 x service mains Ave. 15m, 1 current limiter main switch	\$1,228
	12 Bowline Street	Mr L J Betts & Mrs S Betts	1	0	0	0		1				1			replace main switch, earth stake, service fuse & wire	Electrical materials. 1 x earth stake & wire, 1 x service fuse & wire	\$651

Attachment 3 - Bundarra Sewerage Scheme - S67 Private Works Claim - October 2021

parcel_title	property_address	owners	Replace Earth Stake & Wire	Replace Consumer Mains 1 phase	Replace Consumer Mains 2/3 phase	Replace Service Mains 1 phase	Replace Service Mains 2/3 phase	Replace Neutral Link	Replace Main Switch (1 Phase current limiter)	Replace Main Switch (2/3 Phase current limiter)	Install service fuse	replace Meter service fuse & wiring	Complete new meter box	Supply & install POA Bracket	other	Nature of the work	Type & Qty materials used	Total cost incl. materials
Lot: 2 DP: 1111216	19-23 Bowline Street Clerk Street	Ms P A Harvey	1	1	1	1	1	1	1	1		1	1			replace service mains, replace consumer mains, renew main switch	Electrical materials. 1 x service mains Ave. 15m, 1 x consumer mains Ave. 10m, 1 x Current limiter main switch	\$2,383
Lot: 13 Sec: 55 DP: 758181	13 Clerk Street Court Street	Mr T D O'Brien	1	1	0	1	1	1	1	1		1	1			replace consumer mains, install complete new meter box	Electrical materials. 1 x consumer mains Ave. 10m, 1 x new meter box	\$2,605
Lot: 9 DP: 3689	1 Court Street	Ms T M Layton		0	1	1	1	1	1	1						replace service mains	Electrical materials. 1 x service mains Ave. 15m	\$1,078
Lot: 4 Sec: 60 DP: 758181	3 Court Street	Mr R F Layton	1	0	1	1	1	1	1	1		1	1			replace service mains, replace main switch	Electrical materials. 1 x service mains Ave. 15m, 1 current limiter main switch	\$1,228
Lot: 6 Sec: 60 DP: 758181	7 Court Street	Mr P G Heyman	1	1	1	1	1	1	1	1		1	1			replace service mains, replace consumer mains	Electrical materials. 1 x service mains Ave. 15m, 1 x consumer mains Ave. 10m	\$2,233
Lot: 7 Sec: 60 DP: 758181	9 Court Street	Bundarra Pre-School	1	1	0	1	1	1	1	1		1	1			replace POA bracket	Electrical materials. 1 x POA bracket	\$350
Lot: 9 Sec: 60 DP: 758181	13 Court Street	Mrs M J Gregory & Mr P J Gregory	1	0	0	1	1	1	1	1		1	1			replace earth stake & wire, service fuse & wire	Electrical materials. 1 x earth stake & wire, 1 x service fuse & wire	\$501
Lot: 1 Sec: 59 DP: 758181	10 Court Street Dawkins Street	Mr A T Dezilus & Mrs R B Dezilus		0	0	1	1	1	1	1		1	1			replace main switch, install service fuse & wire	Electrical materials. 1 x Current limiter main switch, 1 x service fuse & wire	\$519
Lot: 4 Sec: 1 DP: 758181	12 Dawkins Street	Mr B J Wilkes & Mrs K L Wilkes	1	0	1	1	1	1	1	1						replace service mains, replace main switch	Electrical materials. 1 x service mains Ave. 15m, 1 current limiter main switch	\$1,228
Lot: 1 Sec: 55 DP: 758181	1 Dawkins Street Hill Top Lane	Ms C M Edwards	1	1	0	1	1	1	1	1		1	1			replace consumer mains, install complete new meter box with submains to existing meter box	Electrical materials. 1 x consumer mains Ave. 10m, 1 x new meter box & submains Ave. 15m	\$3,056
Lot: 1 Sec: 3 DP: 758181	9 Hill Top Lane Muirhead Street	Mr S W Jackson & Mrs G J Jackson	1	0	1	1	1	1	1	1		1	1			replace earth stake & wire, service fuse & wire	Electrical materials. 1 x earth stake & wire, 1 x service fuse & wire	\$501
Lot: 5 Sec: 30 DP: 758181	3 Muirhead Street Oliver Street	Mr A J Smith & Mrs K Smith	0	0	1	1	1	1	1	1		1	1			replace service mains	Electrical materials. 1 x service mains Ave. 15m	\$1,078
Lot: 1 DP: 535551	4 Oliver Street	Mr E Lea & Mrs M Lea	1	1					1	1						renew main switch	Electrical materials. 1 x Current limiter main switch	\$150
Lot: 1 DP: 850639	6 Oliver Street	Ms D J Robinson	1	1					1	1		1	1			replace consumer mains, install complete new meter box	Electrical materials. 1 x consumer mains Ave. 10m, 1 x new meter box	\$2,605
Lot: 3 Sec: 59 DP: 758181	9 Oliver Street	Mr D J Wooster	1						1	1						renew main switch	Electrical materials. 1 x Current limiter main switch	\$150
Lot: 1 DP: 378746	14 Oliver Street	Ms T D Ingilby							1	1						replace earth stake & wire, service fuse & wire	Electrical materials. 1 x earth stake & wire, 1 x service fuse & wire	\$501
Lot: 5 Sec: 59 DP: 758181	15 Oliver Street	Estate of M J Strahle	1	0	0	1	1	1	1	1		1	1			replace service mains, replace consumer mains, renew main switch	Electrical materials. 1 x service mains Ave. 15m, 1 x consumer mains Ave. 10m, 1 x Current limiter main switch	\$2,383
Lot: 9 Sec: 59 DP: 758181	23 Oliver Street	Mr M V Fox	1	1	1	1	1	1	1	1		1	1			replace service mains, replace main switch	Electrical materials. 1 x service mains Ave. 15m, 1 current limiter main switch	\$1,228
Lot: 1 Sec: 14 DP: 758181	28 Oliver Street	Ms J L McLennan	1	0	1	1	1	1	1	1		1	1			renew neutral link	Electrical materials. 1 x neutral link	\$140
Lot: 5 Sec: 14 DP: 758181	32 Oliver Street	Mr J T Mueller						1	1	1		1	1			replace main switch, install service fuse	Electrical materials. 1 x Current limiter main switch, 1 x service fuse	\$519
Lot: 6 Sec: 14 DP: 758181	38 Oliver Street Rowe Street	Mr L J Betts							1	1		1	1			replace service mains, replace main switch	Electrical materials. 1 x service mains Ave. 15m, 1 current limiter main switch	\$1,228
Lot: 4 Sec: 33 DP: 758181	2 Rowe Street Souter Street	Mr F Panuccio	1	0	1	1	1	1	1	1		1	1			renew main switch	Electrical materials. 1 x Current limiter main switch	\$150
Lot: 3 Sec: 18 DP: 758181	4 Souter Street	Mr J R Nelson & Mrs M Nelson	0						1	1		1	1			replace service mains, replace main switch	Electrical materials. 1 x service mains Ave. 15m, 1 current limiter main switch	\$1,228
Lot: 3 DP: 986236	1 Souter Street	Ms K T Casimir	1	0	1	1	1	1	1	1		1	1			replace main switch, install service fuse & wire	Electrical materials. 1 x Current limiter main switch, 1 x service fuse & wire	\$519
Lot: 2 DP: 535551	3 Souter Street	Mr B J Egings		0				1	1	1		1	1			renew main switch & neutral link	Electrical materials. 1 x Current limiter main switch, 1 x neutral link	\$290
Lot: 2 DP: 850639	5 Souter Street	Mr L R Byfield & Mrs D J Byfield						1	1	1						replace service mains	Electrical materials. 1 x service mains Ave. 15m	\$1,078
Lot: 4 Sec: 18 DP: 758181	6 Souter Street	Ms J A Ridgewell			1	1	1	1	1	1						renew main switch	Electrical materials. 1 x Current limiter main switch	\$150
Lot: 5 Sec: 18 DP: 758181	8 Souter Street	Ms C Panuccio		0	0				1	1		1	1			replace main switch, install service fuse	Electrical materials. 1 x Current limiter main switch, 1 x service fuse	\$519
Lot: 5 Sec: 19 DP: 758181	22 Souter Street	Ms L M Harper		0	0				1	1		1	1			replace service mains, replace main switch	Electrical materials. 1 x service mains Ave. 15m, 1 current limiter main switch	\$1,228
Lot: 2 Sec: 37 DP: 758181	36 Souter Street Thunderbolts Way	Estate of M J Fox	1	0	1	1	1	1	1	1		1	1			replace earth stake & wire, service fuse & wire	Electrical materials. 1 x earth stake & wire, 1 x service fuse & wire	\$501
Lot: 1 Sec: 2 DP: 758181	3 Thunderbolts Way Tomline Street	Mr G A Sinclair	1	0	0	1	1	1	1	1		1	1					

15.13 CONTINUANCE OF ALCOHOL FREE ZONES IN URALLA



Department: Infrastructure & Development
Prepared by: Executive Support Officer Infrastructure & Development
TRIM Reference: UINT/21/12217

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.2	A safe, active and healthy shire
Strategy:	1.2.4	Partner with police, community organisations and the community to address crime, anti-social behaviour and maintain community safety
Activity:	1.2.4.1	Preserve community safety
Action:	1.2.4.1.1	Provide support to police, emergency services, and community groups to preserve community safety

SUMMARY:

1. The Alcohol Free Zones in various localities in Uralla expired on 1 October 2021. This report recommends the continuance of the Alcohol Free Zones for another four (4) years.

RECOMMENDATION:

That Council, pursuant to section 644B (4) of the Local Government Act 1993:

- I. Continue with the Alcohol-Free Zones in Uralla for a further four (4) years, and advise the Uralla Police and Uralla Licensed Premises of this decision, and
- II. Issue a public notice on Council's website and place a notice of the resolution to continue the Uralla Alcohol Free Zones in the Uralla Shire Council Newsletter.

REPORT:

2. The current four year Alcohol-Free Zones expired 1 October 2021.
3. A previous enquiry into whether Council continue with the alcohol-free zones was received from the Crimes Prevention Officer for the New England Local Area Command in 2017 resulting in an extension of the alcohol-free zones in Uralla. In prior years the police supported the continuance of this program as it assists them in 'moving on' people consuming alcohol in public areas.
4. Enforceable Alcohol-Free Zones exist in Apex Park; Attwood/McMillan Park; Fuller Park; Library and Visitor Information Centre Precinct; Porter Park; Hampden Park and the Central Business District.
5. Permanent signage advises the community that these areas are designated Alcohol-Free Zones.
6. The Central Business District alcohol free zones are bounded by Bridge Street from Wood Street to Park Street and includes the Library/VIC precinct, and Hill Street from Alma Park Bridge to the Uralla Railway Station, including Hampden Park and the skatepark.

CONCLUSION:

7. Should Council resolve to continue the alcohol-free zones, Council will advise the New England Local Area Command Crimes Prevention Officer and Uralla Licensed Premises, will issue a public notice on Council's website, and place a notice in the Uralla Shire Council Newsletter advising the Alcohol Free Zones in Uralla.

COUNCIL IMPLICATIONS

8. **Community Engagement/Communication**
Not required in order to continue the current alcohol free zones.
9. **Policy and Regulation**
Local Government Act 1993 (NSW) – ch 16 pt 4.
10. **Financial/Long Term Financial Plan**
Within Budget (less than \$500).
11. **Asset management/Asset Management Strategy**
N/A
12. **Workforce/Workforce Management Strategy**
N/A
13. **Legal and Risk Management**
Continuation of the alcohol-free zones is assessed as *low risk*.
14. **Performance Measures**
Safe enjoyment of public spaces
15. **Project Management**
Infrastructure and Development Department.

15.14 RECOMMENDATIONS OF WORKSHOP – UPGRADES AND BEAUTIFICATION OF FULLER PARK, BRIDGE STREET URALLA



Department:	Infrastructure & Development		
Prepared by:	Executive Support Officer, Infrastructure & Development		
TRIM Reference:	UINT/21/12286		
Attachments:	UI/21/5950	1.	Letter from Gwen Fuller - received 22 January 2020
	UI/21/5946	2.	Letter from UTEC in Support of Gwen Fuller Letter - received 13 February 2020
	UI/21/5951	3.	Letter from Gwen Fuller enclosing photograph – received 11 May 2020

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.1	A proud, unique and inviting community
Strategy:	1.1.2	Embellish our community with parks, paths, cycleways, facilities and meeting place
Activity:	1.1.2.1	Prepare open space strategy
Action:	1.1.2.1.1	Engage with the community and key stakeholders in developing the Open Spaces Strategy

SUMMARY:

1. A workshop was held on 15 June 2021, to discuss upgrades and beautification of Fuller Park, 154A Bridge Street, Uralla, in response to a request received from Mrs Gwen Fuller (Attachment 1).
2. In attendance at the workshop were Mrs Gwen Fuller, members of the Uralla Township and Environs Committee, Uralla Shire Councillors, the Manager Development and Planning, and the Director Infrastructure and Development.
3. The Fuller Park upgrades and beautification project is estimated to cost up to \$16,600 and is not currently budgeted. To proceed the Council will need to approve both the project and a budget variation.

RECOMMENDATION:

That Council:

- I. Approve the upgrades, improvements and budget allocations to Fuller Park, Uralla, as raised in the workshop and noted below:
 - a) Planting of a few trees and removal of selected trees (see photo) \$1,000;
 - b) Garbage bin or plaque relocation – to provide separation distance between the bin and plaque \$300;
 - c) Removal of the 2 large Concrete pots \$500;
 - d) Demolition and removal of the shelter \$500;
 - e) Provision of two additional picnic shelters on the shelter slab \$12,000;
 - f) Information inserts on picnic tables \$2,000; and
 - g) Plaques to be cleaned and relocated together \$300.
- II. Approve a variation to the original budget, to be taken from reserves, for additional funding of \$16,600 for the Fuller Park Upgrades and Beautification Project.

REPORT:

4. Council received a letter from Mrs Gwen Fuller on behalf of the Fuller family on 21 January 2020, drawing attention to the condition of Fuller Park (Attachment 1).
5. On 13 February 2020, Council received a letter from UTEC in support of Gwen Fuller's letter (Attachment 2).
6. At the April 2020 Council meeting, it was resolved at 17.05/20 that Council:
 2. c) convene a workshop of councillors, Mrs Gwen Fuller, Uralla Garden Club, UTEC members and James Sinclair to develop options for Fuller Park.
7. At the workshop held 15 June 2021 (when COVID19 restrictions allowed for such a forum), the following suggested improvements to Fuller Park were requested:

Project scope	Estimated cost
Planting of a few trees and removal of selected trees (see photo)	\$1,000
Garbage bin or plaque relocation – to provide separation distance between the bin and plaque	\$300
Removal of the 2 large Concrete pots	\$500
Demolition and removal of the shelter	\$500
Provision of two additional picnic shelters on the shelter slab	\$12,000
Information inserts on picnic tables	\$2,000
Plaques to be cleaned and relocated together	\$300
Total project budget:	\$16,600

8. Photos







CONCLUSION:

9. That Council receive and consider the requested improvements and budget implications for the beautification of Fuller Park as raised in the Workshop held 15 June 2021.

COUNCIL IMPLICATIONS

10. Community Engagement/Communication

Consultation with Mrs Gwen Fuller, the Uralla Township and Environs Committee and Councillors.

11. Policy and Regulation

N/A

12. Financial/Long Term Financial Plan

Total cost of works estimated at \$16,600. There is no provision for this project within the 2021/22 budget. The project cannot proceed unless Council approve the resources to fund the project. Council can fund the project from unrestricted cash reserves.

13. Asset management/Asset Management Strategy

Realises additional assets

14. Workforce/Workforce Management Strategy

Additional maintenance for new picnic tables

15. Legal and Risk Management

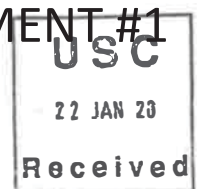
The recommendation is consistent with Council core business and is a low cost project with minimal effect on future operating costs - *low risk*.

16. Performance Measures

Fuller Park maintained to community expectations.

17. Project Management

Council staff



Mr David Aber
Acting General Manager
Uralla Shire Council
20th January, 2020

Dear Sir,

I would like to draw your attention to the condition that Fuller Park is in at present. This park, back in 1971, won the Sydney Morning Herald Garden Competition – New England Zone. It has been disappointing to see it go from a beautiful area to almost an eyesore over time.

This park was dedicated to Arthur Fuller who was a driving member of the team that was in charge of the town beautification committee – including parks and gardens in Uralla. He was employed in this position for many years.

The family of Arthur Fuller are deeply concerned by the fact that so little has been done over the years to maintain the original presentation of this park.

There has been the addition of the concrete pots – sadly, these were the same pots that were rejected from other parts of the district. Also a bus shelter, which has been subject to vandalism and consequently not the ideal structure to highlight the plaque, which is situated close by.

We would like to see a positive outcome as a result of our concerns. Very little effort would be needed to restore this area – bringing it back to its original state and serving its original purpose – a pleasant view as you approach, or leave our town – pending which way you are travelling.

On behalf of the Fuller family



Gwen Fuller (daughter-in-law)



15.14 ATTACHMENT #2

Mr David Aber
Acting General Manager
Uralla Shire Council
URALLA NSW 2358

12 February 2020

Dear Mr Aber (David)

On 11 February 2020, the UTEC Committee discussed a copy of a letter received from Mrs Gwen Fuller and addressed to you regarding Fuller Memorial Park.

UTEC Committee agreed to endorse the Fuller family's concerns for the current state of Fuller Memorial Park. As Chairperson, I write to you.

Fuller Memorial Park is a high profile open space, bidding "welcome" to northbound travellers and "see you next time" to those heading south on the New England Highway.

In days gone by, the idyllic Park frequently attracted large numbers of tourists stopping for a break to lunch in the picnic shelter or under the trees. Children enjoyed climbing over the brightly painted steam traction engine in the eastern corner of the park.

The Park had recently won a Sydney Morning Herald Garden Award, and was considered an asset to the townscape. A plaque gives testimony to the townsfolk's pride and joy.

However, in early 1980's, Council relocated two large concrete garden pots to Fuller Park, originally installed to beautify the high

street. Public outcry saw them hastily dispersed around the Shire to Bundara, Kingstown, The Sporting Complex, Alma Park, Fuller Park, et al.

Fuller Park also received a redundant Street Stall in 2005, now used as the bus shelter, but originally designed to complement a replica awning installed on the building currently occupied by Subway.

Mrs Fuller recently spoke to me about the Fuller clan's disappointment with what they described as "disrespectful" additions to the park, and the neglected state of its gardens and trees. The family felt powerless to do anything about it.

On behalf the Fuller family, UTEC requests Council to take steps to rehabilitate Fuller Memorial Park.

UTEC has agreed to coordinate a scoping design for presentation to Council, in consultation with Mrs Gwen Fuller, Uralla Gardening Club, Council's Heritage Advisor and James Sinclair who is keen to design a practical Uralla-identifiable shelter installation worthy of Fuller Memorial Park.

These recommendations can be found in the UTEC Minutes Item 20.06 dated 11 February 2020.

Sincerely
Kent Mayo
Chairperson
UTEC

[REDACTED]

Gwen Fuller
[REDACTED]
[REDACTED]

UO/20/626
Terry Seymour
Director Infrastructure and Development



Re Fuller Park

Dear Terry,

In answer to my letter dated 20th January you requested suggestions plus a photo, which I have enclosed. This photo would have been taken after Arthur Fuller's time but the garden itself was original formation with different plantings.

I feel the bus shelter is too close to the monument and the Plaque for the Sydney Morning Herald State Competition for gardens has a garbage bin beside it – not the best site.

Most trees need to be replaced with appropriate ones – maybe evergreen and some deciduous. The existing trimmed golden pines are looking OK. There is a rock edged garden in the photograph that wouldn't take a lot to maintain – maybe two of those would be an idea. Also, the ideas that work well in Alma Park could be utilised to suit Fuller Park.

The photo is by courtesy of....

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



15.15 PROPOSED RECLASSIFICATION OF THUNDERBOLTS WAY (MR73) FROM REGIONAL ROAD TO STATE ROAD



Department: Infrastructure & Development
Prepared by: Director Infrastructure & Development
TRIM Reference: UINT/21/12482

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycle ways that are adequate, interconnected and maintained

Strategy: 2.3.1 Provide an effective road network that balances asset conditions with available resources and asset utilisation

Activity: 2.1.3.1 Enhance infrastructure to support regional education, transport and health development.

Goal: 4.2 An effective and efficient organisation

Strategy: 4.2.2 Operate in a financially responsible and sustainable manner.

Activity: 4.2.2.3 Maximise grant and funding partnership opportunities

SUMMARY:

1. This report proposes that Council participate in a joint application with neighbouring councils for the reclassification of Thunderbolts Way from a Regional Road to a State Road.

RECOMMENDATION:

That Council:

- I. endorse the proposed reclassification request of Thunderbolts Way from a Regional Road to a State Road; and
- II. participate in the joint application with neighbouring councils for the reclassification of Bucketts Way/Thunderbolts Way from a Regional Road to a State Road.

REPORT:

2. Applications have opened for the full round of the Regional Road Transfer and Road Classification Review, which includes provisions for Regional Councils to submit applications for reclassification or transfer of Regional Roads to State Roads.
3. Council has been approached by Walcha Council regarding a proposal to submit an application to reclassify Thunderbolts Way from a Regional Road to a State Road.
4. The proposed reclassification would result in management changes of the road.
5. State-classified roads are managed by the State, therefore the reclassification of Thunderbolts Way from a Regional Road to a State Road will result in the State assuming management of the road.
6. The objective of the proposed reclassification is to provide councils with sections of Thunderbolts Way under their care, access to increased financial resources to sustainably maintain and upgrade Thunderbolts Way to a higher standard than the councils are currently able to provide.

7. Should the application be successful, the road may continue to be maintained by Council under agreement, or may be handled under contract by others.
8. The proposed reclassification would result in greater efficiency of staff resources, with substantially less time spent by staff across the organisation to seek grant funding for the required maintenance of the road.
9. Additionally, the proposed reclassification would provide access to greater financial resources for road maintenance through the State Government's Road Maintenance Council Contracts and potentially generate revenue for Council.
10. The reclassification of the Thunderbolts Way as a Regional Road to a State Road would have the effect of reducing Council's net capital asset value by approximately \$49 million and reduce Council's annual depreciation by approximately \$809,089.
11. It is recommended that Council support the reclassification proposal given the potential benefits listed above.
12. The reclassification proposal will be evaluated against the strategic principles and objectives of the Road Classification Review and Regional Road Transfer Program set out in the table below.

Strategic Principles	Outcomes	Objectives
Aligns with the six outcomes for NSW identified in Future Transport 2056	Program Outcome 1: The project lightens the load on regional councils	<ul style="list-style-type: none"> The project improves sustainable asset management The project considers council hardship and the ongoing viability of undertaking significant upgrade and maintenance of key transport assets
Aligns with a 20-year economic vision for regional NSW and related regional plans and strategies	Program Outcome 2: The project provides network improvements	<ul style="list-style-type: none"> The project improves network safety and resilience The project improves network efficiency and condition The project improves regional connectivity of people to services
Aligns with the movement & place, Hub & spoke and 30 minute city framework underpinning Future Transport 2056	Program Outcome 3: The project supports regional employment	<ul style="list-style-type: none"> The project improves network productivity, economic growth and development Project enables accessible connectivity to services, health, education and employment The project considers Council's ability to retain jobs and provide ongoing employment
Aligns with Freight Policy		
Supports and promotes the economic productivity in the region		
Supports or enhances the resilience of the network		
Aligns with Emergency management planning		
Enhances road safety outcomes		

13. Thunderbolts Way (MR73) is currently classified as a Regional Road and comprises of 102.85 km within the Uralla Shire LGA.
14. The prioritisation of maintenance and renewals for the Regional Roads within the Uralla Shire LGA is determined by Uralla Shire Council.

15. Thunderbolts/Bucketts Way stretches across five local government areas and Walcha Council is requesting either letters of support from neighbouring councils to support the application, or that councils submit a joint application.
16. The reclassification proposal may extend to the entirety of Thunderbolts Way or in part, dependent upon the endorsement of the regional councils which sections of the road pass through.
17. Discussions with staff at Port Stephens and Mid-Coast Councils have confirmed their support for the proposed reclassification of Bucketts/Thunderbolts Way from a Regional Road to a State Road.
18. Walcha Shire Council has contacted Inverell Shire Council to determine whether it supports the proposal for the reclassification of Thunderbolts Way as it extends from Uralla to Inverell.
19. Should Inverell Shire Council not wish to proceed with the proposed reclassification, the reclassification would pertain to Bucketts/Thunderbolts Way from the Pacific Highway to the New England Highway, subject to Council's endorsement of same.
20. Special consideration and agreement would have to be given to transferring any remaining debt associated with Emu Crossing Bridge.

CONCLUSION:

21. The reclassification of Thunderbolts Way from a Regional Road to a State Road will enable Council to maintain the road to a higher standard through access to greater financial resources, and increased efficiency of staff resources.

COUNCIL IMPLICATIONS

22. Community Engagement/Communication

The recommendation is consistent with the Community Strategic Plan and Delivery Program as outlined at the beginning of this report under linkage to integrated planning and reporting framework.

23. Policy and Regulation

Infrastructure Asset Management Policy; and other applicable Civil Infrastructure and Works policies of Council.

Local Government Act 1993

Roads Act 1993

Work Health & Safety Act 2011

24. Financial/Long Term Financial Plan

The proposed reclassification is likely to result in Council's decreased maintenance and depreciation costs.

The proposed reclassification would result in decreased block grant funding however provide access to greater financial resources through the State Government's Road Maintenance Council Contracts and potentially generate revenue for Council.

25. Asset management/Asset Management Strategy

Will remove the asset and associated responsibility from Council.

26. Workforce/Workforce Management Strategy

Staff at Walcha Council have advised they will undertake the preparation of the application. The proposed reclassification may impact staff undertaking road works and maintenance as Council maintenance of the road might continue under agreement or be undertaken by others under contract to transport for NSW.

27. Legal and Risk Management

Maintaining Council assets to minimise legal and risk exposure.

28. Performance Measures

Works completed to appropriate standards.

29. Project Management

Not applicable.

15.16 NEW ENGLAND REGIONAL ENERGY ZONE DRAFT DECLARATION ON PUBLIC EXHIBITION



Department:	General Manager
Prepared by:	General Manager
TRIM Reference:	UINT/21/12492
Attachments:	<ol style="list-style-type: none">1. UINT/21/6726 Letter to New England Renewable Energy Zone Reference Group 6 July 20212. UINT/21/12496 New England Renewable Energy Zone draft declaration consultation webpage information3. UI/21/6038 Draft New England Regional Energy Zone declaration4. UI/21/6045 New England Regional Energy Zone refinement methodology

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.2	Growing and diversified employment, education and tourism opportunities
Strategy:	2.2.2	Support and encourage existing business and industry to develop and grow
Strategy:	2.2.3	Support the attraction of new businesses, including sustainable employment generating projects.
Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.4	Provide strong representation for the community at the regional, state and federal levels.
Action	4.1.4.1.1	Advocate the needs of the Shire to State Government

SUMMARY:

1. Renewable Energy Zone (REZ) declaration is currently on exhibition for four weeks until Friday 12 November 2021.
2. The purpose of this report is to facilitate Council's consideration of the draft New England Renewable Energy Zone (REZ) declaration and determine any feedback on the draft during the consultation period. A start point of possible feedback is provided in the recommendation based on Council's 7 May 2021 workshop on the REZ (attachment 1).
3. Details of the public exhibition are at attachments 2 (webpage) and 3 (draft declaration), also available here: <https://www.energy.nsw.gov.au/renewables/renewable-energy-zones/new-england-renewable-energy-zone-draft-declaration>.

RECOMMENDATION:

That Council make a submission to NSW Government EnergyCo regarding the New England Renewable Energy Zone (REZ) draft declaration to advise as follows:

That Uralla Shire Council:

- I. acknowledges the proposed declaration of the New England REZ which includes a considerable portion of the Shire;
- II. notes EnergyCo key stakeholder engagement to date and the proposed future engagement steps;
- III. has no specific feedback on the boundary of the proposed REZ; and,
- IV. has identified a range of opportunities and issues arising in relation to the development of the New England REZ which have been communicated to the New England REZ Reference Group.

REPORT:

4. In May 2021 Council hosted a Joint Forum on the New England Renewable Energy Zone with neighbouring Councils. The details and outcomes of this forum were summarised in a report to the 29 June 2021 Ordinary Council meeting with the following resolved:

OM31.06/21 That Council thank the General Manager for conducting a very successful workshop and share the outcomes of the Joint Forum on the New England Renewable Energy Zone (NEREZ) held 7 May 2021 at the Uralla Memorial Hall with the Chair of the New England Regional Reference Group, Mr James Hay, requesting that the outcomes be considered as a submission forming part of the Regional Reference Group's community engagement commitment.

5. A copy of the communication to the Chair of the New England Regional Reference Group is attachment 1.
6. The NSW Government has finalised the draft declaration of the New England Renewable Energy Zone (REZ) for public exhibition. Attachment 4 provides an overview of boundary refinement methodology – this has not been included by the NSW Government as part of the public exhibition information so in.
7. The declaration is the first step in formalising the REZ under the *Electricity Infrastructure Investment Act 2020*.
8. The declaration sets out the intended network capacity (size), geographical area (location) and infrastructure that will make up the REZ. This enables and sets the scope of key legislative functions under the Act, including access schemes and REZ network solutions.
9. EnergyCo NSW has worked with a range of stakeholders to prepare the draft declaration in a way that considers local priorities and values, land use planning, investor interest and the legislative requirements.
10. The draft declaration is now on exhibition for four weeks until Friday 12 November and can be viewed on the NSW Government's website here:
<https://www.energy.nsw.gov.au/renewables/renewable-energy-zones/new-england-renewable-energy-zone-draft-declaration>
11. The draft declaration is for public exhibition and feedback only. The actual declaration will be made by the Minister for Energy and Environment and published in the NSW Gazette.
12. Once the REZ has been declared, EnergyCo NSW will begin the next phase of engagement on detailed design and development of the New England REZ.
13. Feedback on the draft declaration is invited via email to EnergyCo NSW's REZ team:
REZ@planning.nsw.gov.au.

CONCLUSION:

14. It is recommended that Council make a submission on the New England REZ draft declaration without taking a stance on the merits of the proposal.
15. Council could consider, if it is relevant, to also highlight the key strategic opportunities and issues with the commencement of the New England REZ which might be summarised as follows:
 - (a) effect on Council owned roads and opportunity to upgrade roads

- (b) effect on local supplies for construction (such as gravel for concrete and recycled water)
- (c) effect on housing supply and demand costs for short-term (10-15 years) worker influx
- (d) waste management methods and recycling opportunities during construction and maintenance
- (e) Council contribution to development approval processes without any cost recovery process.
- (f) effect of new REZ infrastructure on local fire fighting requirements and access (e.g. wind turbines restricting aerial fire fighting).

COUNCIL IMPLICATIONS:

16. Community Engagement/Communication

The NSW Government's EnergyCo is currently consulting on the draft New England REZ declaration – closes 12 November 2021.

Council issued a Public Notice on 15 October 2021 to highlight the engagement opportunity to the community.

17. Policy and Regulation

Local Government Act 1993 (NSW)

Electricity Infrastructure Investment Act 2020

18. Financial/Long Term Financial Plan

Advocacy on behalf of the community is included in the 2021/22 Operational Plan.

19. Asset management/Asset Management Strategy

Development under the New England REZ is anticipated to be a State Significant Development(SSD) and Council will need to work with the Department of Planning, Infrastructure and Environment regarding the effect of SSD on the community and Council owned infrastructure.

20. Workforce/Workforce Management Strategy

n/a

21. Legal and Risk Management

A submission in line with existing Council strategy and policy is *low risk*.

22. Performance Measures

Continued engagement with EnergyCo through the New England REZ Reference Group

23. Project Management

General Manager

6 July 2021

15.16 ATTACHMENT #1

Chair

New England Renewable Energy Zone Reference Group

Attn: James Hay

Deputy Secretary Energy Climate Change,

Sustainability & Waste at Department of Planning, Industry & Environment

Via email: James.Hay@dpie.nsw.gov.au

Dear James,

Summary of outcomes from USC Joint Forum on the New England Renewable Energy Zone (NEREZ) held 7 May 2021 – Uralla Memorial Hall

Over 40 councillors and staff from the five regional Councils, as well as a representative of the Department of Regional NSW, participated in the USC Joint Forum on the New England Renewable Energy Zone (NEREZ) held 7 May 2021 at the Uralla Memorial Hall.

Armidale Regional Council, Glen Innes Severn Council, Uralla Shire Council, Tamworth Regional Council and Walcha Council participated in the forum.

Following a series of presentations, the forum moved into workshops with the key issues and opportunities identified for both solar and wind energy developments.

The following presentations were given at the forum:

- a. ZNET Uralla overview of the ZNET Blueprint – Dr Sandra Eady
- b. NSW Government, Department of Planning, Industry and Environment: Planning and Approvals Process – Nicole Brewer (via zoom)
- c. Glen Innes Shire Council – insights from recent Regional Energy Zone (REZ) projects experience – Craig Bennett, Graham Price and Keith Appleby - Wind Power Generation DCP - White Rock & Wind Farm Case Study
- d. UNE Smart Region Incubator – incubating business opportunities from REZ – Dr Lou Conway
- e. NSW Government, Department of Planning, Industry and Environment: NEREZ Overview – Chloe Hicks

The forum identified key opportunities and issues and these are **attached** showing the ranking attributed by the participants during the workshop.

Also **attached** are screen shots of the opportunities and issues identified by each workshop group.

In summary, the priorities that the forum participants identified for the NEREZ included opportunities for:

- a. community benefit funds to be established and distributed with annual consumer price index increases, to continue for the life of each project
- b. community benefit funds being channelled into the delivery of strategic outcomes for the whole of the community, e.g. batteries for electric vehicles, attracting GPs to the region
- c. use of recycled water (purchased from local Councils)
- d. employment opportunities (waste, construction, maintenance + flow-on employment)
- e. upgrading of road infrastructure

Top issues associated with the NEREZ included:

- a. waste management (construction, operation/maintenance, and end-of-life decommissioning)
- b. no direct fees to local government (Councils) for the development process
- c. development requirements for water and gravel
- d. community division
- e. visual impact (particularly with wind energy)
- f. effect of transport on road infrastructure

Council is pleased to share the outcomes of the Joint Forum on the New England Renewable Energy Zone (NEREZ) the New England Regional Reference Group, Mr James Hay and requests that the outcomes be considered as a submission forming part of the Regional Reference Group's community engagement commitment.

Yours sincerely,



Kate Jessep
General Manager

Attachments:

1. Summary of issues and opportunities identified by the NEREZ Joint Council forum held 7 May 2021
2. Workshop groups opportunities and issues identified by the NEREZ Joint Council forum held 7 May 2021

Attachment 1.

Summary of issues and opportunities identified by the NEREZ Joint Council forum held 7 May 2021 at the Uralla Memorial Hall (Armidale Regional Council, Glenn-Innes Severn Council, Tamworth Regional Council, Uralla Shire Council, Walcha Shire Council).

OPPORTUNITIES:

Common to both Solar and Wind Energies	Importance
Community benefit fund (CPI+life)	15
Recycled water use	11
Flexible community funds to deliver strategic/whole-of-community outcomes such as: <ul style="list-style-type: none"> Batteries for electric vehicles Attracting General Practitioners (GPs) to the region 	9
Employment (waste, construction, maintenance + value add)	7
Consult, education, information	5
Drought proofing income flow on to community for rural landholdings	4
Max community	4
Virtual power plants + networks	3
Industry training – New career paths	3
Higher energy industry attracts the generation of cheap sustainable power	3
Recycling for ED/ circular economy, optimum planning	3
Lowering emissions	3
Lower energy costs- review of pricing structure	3
DAs for conditioned waste management	2
Matching Demand & Supply; EV; daytime water, batteries (battery tell), pumped hydro.	2
Dual use of land	2
Tourism	1
Royalties	1
Primarily relating to Wind Energy	
Upgrade of roads	17

Arbitration for community conflict	3
Turbine design	1

ISSUES

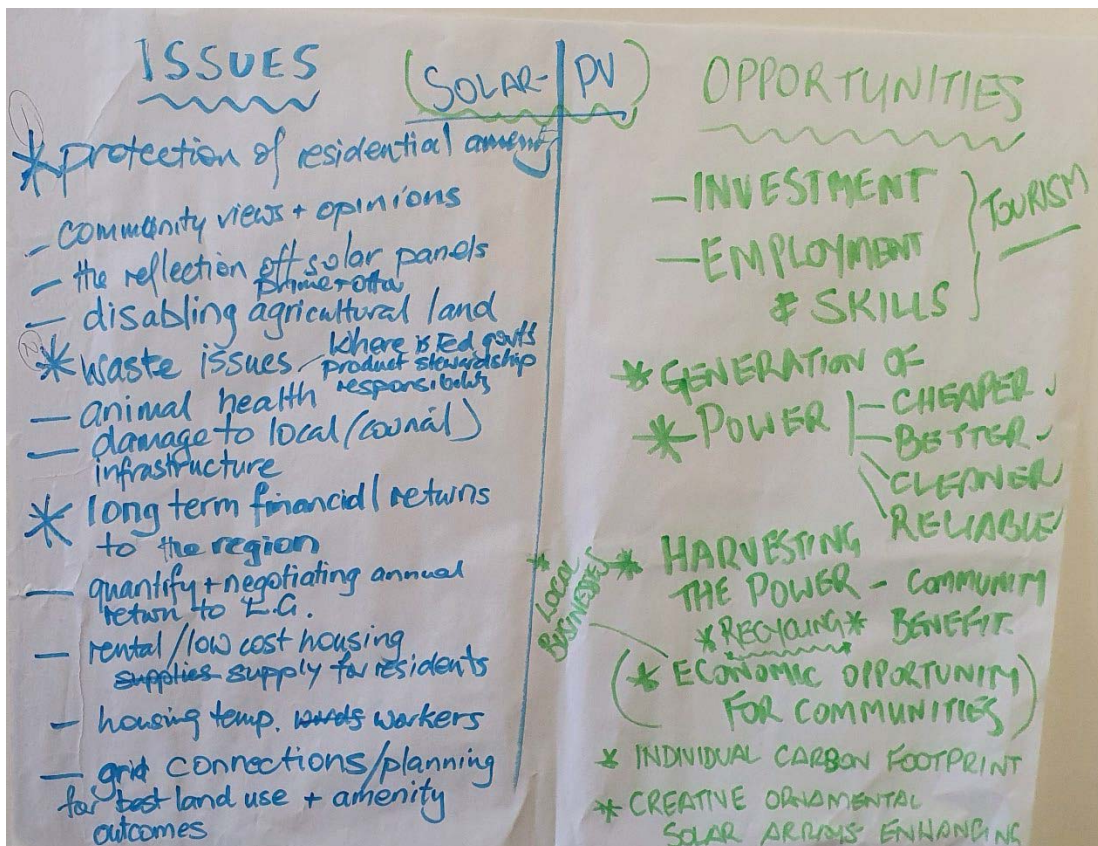
Common to both Wind and Solar Energies	
Waste – (federal government responsibility) <ul style="list-style-type: none"> End-of-life/decommissioning Waste – decommission of both wind & solar, the waste management/recycling. 	13
No direct fees to local government (Councils)	11
Community division	8
Misinformation in community (winners + losers – importance of facts, perception of threat esp. to small villages.)	5
Voluntary planning agreements – no security for local government (Councils)	5
Protection of residential amenity	4
Grid connections & optimum, planned, project construction sites	4
Land use conflict – e.g. loss agricultural land, amenity impacts	3
Industry training – lack of	2
Pricing structure that is fair	1
Need for appropriate grid management	1
Primarily relating to Solar Energy	
Waste during construction (packaging and disposal)	13
Primarily relating to Wind Energy	
Water & gravel issues	12
Visualisation – Ditt. Impact – location more important & noise	11
End of life – decommissioning, waste management? Recycling Impact	10
Transport to and from project sites	7
Impact on infrastructure (community)	5

Height increases (wind turbines are getting taller/larger)	5
Government relationships	2
Corp. failure	1
Aviation – CASSA <ul style="list-style-type: none"> - Lights - Emergency services – aerial fire fighting - Agri business related e.g. crop spraying 	1
Oil wastage	1

Attachment 2.

Workshop groups opportunities and issues identified by the NEREZ Joint Council forum held 7 May 2021 at the Uralla Memorial Hall

SOLAR:



Issues	SOLAR	Opportunities
<ol style="list-style-type: none"> 1. MISINFORMATION WITHIN THE COMMUNITY 2. WASTE @ CONSTRUCTION 3. IMPACTS ON LGA <ul style="list-style-type: none"> INFRASTRUCTURE - e.g. ROADS, WASTE, WATER NARROW FINANCIAL BENEFITS 4. DECOMMISSIONING 		<ul style="list-style-type: none"> • CONSULTATION, EDUCATION, + INFORMATION • POSITION OURSELVES TO TAKE ADVANTAGE OF RE-CYCLING FOR ECONOMIC DEVELOP. • OPPORTUNITY FOR BENEFIT TO FARMERS & FLOW-ON TO LOCAL COMMUNITY

Issues	Opportunities
<ol style="list-style-type: none"> 1. NO DIRECT FEES TO LGA VISUAL EMENITY 2. WASTE ISSUES - COST 1. NO DIRECT FEES TO LGA 3. INDUSTRY TRAINING 4. DECOMMISSIONING 	<p>VIRTUAL POWER Plant.</p> <p>VIRTUAL POWER NETWORK.</p> <p>NEW CAREER PATHWAYS.</p> <p>HIGH ENERGY INDUSTRY</p> <p>LOWER ENERGY COSTS.</p> <p>1. FLEXIBILITY OF COMMUNITY FUNDS ↳ 50% to higher order / NO community solutions. es. attract 6p/ kWh for VIP...</p> <p>CIRCULAR Economy re: waste / decommissioning</p> <p>3. Requirement for waste management Plans and Agreements.</p> <p>2. INFRASTRUCTURE CONTRIBUTION and a develop assessment FEE</p>

<u>Issues</u>	<u>OPPORTUNITIES</u>
Whole of life waste management	Matching Supply & Demand Electric cars / daytime waste heating batteries / pumped hydro
Community Division	Drought-proofing income for rural landholders
Loss of agricultural land	Maximising community benefits from economic activity
Ensuring installation in the most suitable locations	Grazing under solar -
Poor management oversight & regulation - eg grid death spiral	Lo

WIND:

<u>Issues</u>	<u>WIND</u>	<u>Opportunities</u>
noise		INDEXED TO CPI MORE SUSTAINABLE
location		— ENERGY —
money paid to some not others		✓ * COMMUNITY BENEFIT FUND.
community views variation		* ONGOING FOR LIFE OF PROJECT
creates division in community from windfalls / disadvantaged		WITH STATUTORY REQUIREMENT *
Visual appearance		* EMPLOYMENT / SKILLS / HOUSING
Infrastructure damage + remediation		* ACCOMMODATION / BENEFIT LOCAL BUSINESSES
animals impact eg aviation + aero spraying		* TOURISM / VISITOR ECONOMY
light pollution for stargazing		RECYCLING / INDUSTRY
water/gravel/other supply chain		COMMUNITY CONSULTATION / BENEFIT INPUT - SKIN IN THE GAME
sound po		
wastage eg oil and components		
unforeseen outcomes should be planned for: eg pollution		
relation with local		

ISSUES	WIND	OPPORTUNITIES
• USE OF TREATED WATER		• CLEAN ENERGY
• VISUAL ^{NOISE} IMPACT		1. • USE OF RECYCLED WATER
• NOISE		2. • UPGRADE OF RURAL ROADS
1. • DIVISION OF COMMUNITY		• INCOME FOR LAND-OWNERS
1. • DECOMMISSIONING		• COUNCIL COMMERCIALISE POWER GENERATION
• IMPACT ON COMMUNITY		
3. • INFRASTRUCTURE		

Issues	OPPORTUNITIES
NOISE	CHEAP ENERGY
VISUAL AMENITY	LOWERING EMISSIONS
COMMUNITY - NIMBY	NEW CAREER PATHWAYS - Battery Technology - TRAINING - TEACHERS EMPLOYMENT.
Construction - transport - water - Bridges / Roads	FLEXIBILITY OF COMMUNITY FUNDS - (50% TO HIGHER ORDER OUTCOMES) - WHOLE OF COMMUNITY BENEFITS.
Construction Sites - long term	DUAL USE OF LAND.
Voluntary Planning Agreements	TOURISM - BIKEPATHS. - ART OPPORTUNITIES WITH BLADES ie. SILOART.
No direct Fees to LGA	USE OF RECYCLED WATER IN CONSTRUCTION.
Industry Training	
Waste - construction - ongoing - end of life	
Disproportionate Benefit to land owners.	
Waste Management.	

ISSUES

2. Turbine height increase
1. Transport access
3. Impact on aerial fire fighting / fertilizer application
 - Gravel & water availability
 - Equity of community / landholder contributions
 - Access to the grid for renewables
 - Decommissioning - end of life disposal

Opportunities

- Direct economic impact
- Better approach to community contribution funds.
- Fair independent arbitration to resolve community conflict
- Low cost electricity
- Turbine design



[New England Renewable Energy Zone draft declaration](#)

[What is the REZ declaration?](#)

[What does the declared REZ mean for me?](#)

[How do I get involved?](#)

New England Renewable Energy Zone draft declaration

The draft New England Renewable Energy Zone (REZ) declaration is currently on exhibition for four weeks until Friday 12 November 2021. We welcome feedback on the draft before the final declaration is made later this year. You can view the draft declaration [here](#).

What is the REZ declaration?

The REZ declaration is the first step in formalising the REZ under the Electricity Infrastructure Investment Act 2020 (the Act). It sets out the intended network capacity (size), geographical area (location) and infrastructure that will make up the REZ. This enables and sets the scope of key legislative functions under the Act, including access schemes and REZ network solutions (referred to in the Act as 'REZ network infrastructure projects').

The declaration will also note that EnergyCo NSW will be the Infrastructure Planner for the New England REZ. As Infrastructure Planner, EnergyCo NSW will make decisions such as assessing and recommending REZ network infrastructure projects and, if needed to maintain community support for the REZ, preventing generation or storage projects from connecting in a specified area within the REZ (if those projects have not received development consent). EnergyCo NSW has worked with a range of stakeholders to prepare the draft declaration in a way that considers local priorities and values, land use planning, investor interest and the legislative requirements.

The draft declaration is for public exhibition and feedback only. It is not a declaration under the Act, has no legal effect and is not intended to be relied upon. The actual declaration will be made by the Minister for Energy and Environment under section 19(1) of the Act and published in the NSW Gazette. The Minister may decide to make the actual declaration different to the draft declaration.

Once the actual declaration is made, the Minister may amend it to expand the specified geographical area of the REZ, increase the intended network capacity, specify additional generation, storage and network infrastructure, provide further details and specifications or correct a minor error.

Setting the intended network capacity (size)

The Act sets out that the New England REZ has an intended network capacity of 8 gigawatts. This aligns with the Australian Energy Market Operator's 2020 Integrated System Plan.

Refining the specified geographical area of the REZ (location)

The indicative location of the New England REZ was first published in 2018 following a detailed State-wide geospatial mapping exercise overlaying 25 data layers, including renewable energy resources, proximity to the existing electricity network, agricultural land (including BSAL) and biodiversity.

Since then, EnergyCo NSW has worked through a significant process to refine the geographical area of the REZ. This has involved:

- Collaborating with a range of NSW Government agencies to get the most up-to-date data layers and undertake strategic land use planning
- Establishing a Regional Reference Group, made up of local councils, Members of Parliament, Aboriginal Land Councils, relevant NSW Government agencies and network planners to ground-truth our analysis
- Consulting with key stakeholders and peak bodies representing the regional development, primary industries and agriculture sectors, to ensure the REZ area considers potential impacts on communities and important land within the REZ
- Running an industry Registration of Interest process which identified 34 gigawatts of potential renewable energy projects
- Consulting with technical experts including the Australian Energy Market Operator

The draft specified geographical area of the REZ is identified in Schedule 1 of the draft declaration [here](#). You can also view the methodology for refining the geographical area for the New England REZ [here](#).

A stylised map of the draft specified geographical area of the REZ is included below for reference and accessibility purposes only. This stylised map does not form part of the draft declaration. The stylised map includes the existing 132kV and 330kV transmission infrastructure near and in the REZ as a geographical reference.

[View a map of the indicative location of the New England REZ.](#)

Specifying the REZ network infrastructure

We have consulted with network planners, including the Australian Energy Market Operator, TransGrid and Essential Energy to specify the network infrastructure that makes up the REZ. In summary, this is **planned, new and existing network infrastructure in the specified geographical area**.

Interested parties should consult the full text in the draft declaration [here](#).

Further specified network, generation and storage infrastructure may be added to the declaration later – for example, following further technical design and competitive processes for the REZ Access Scheme and Long-term Energy Service Agreements.

Appointing EnergyCo NSW as the Infrastructure Planner

As required by the Act, the Minister will formally appoint EnergyCo NSW as the Infrastructure Planner for the New England REZ and this will be noted in the declaration.

EnergyCo NSW is a NSW Government-controlled statutory corporation that will lead the coordinated delivery of NSW REZs.

What does the declared REZ mean for me?

For regional communities and landholders

Upfront land use planning and coordinated community consultation are central to the REZ model and will help ensure a strategic approach to electricity infrastructure development. The benefits of the REZ will be shared with communities, including First Nations people, in a coordinated and thoughtful way.

REZ Access Scheme and Access Fees

The Minister can declare an Access Scheme that is to apply in the REZ or part of the REZ. An Access Scheme will be required to follow a declaration process of its own and we will publish more details about this in the coming months.

Generation and storage projects who wish to connect to network infrastructure which is subject to an Access Scheme will need to have the right to do so, in accordance with the Access Scheme. As part of the Access Scheme, projects will be charged fees which will be used to fund community benefit and employment programs.

We will seek further feedback from local communities, including First Nations people, in the REZ about how EnergyCo NSW and the Consumer Trustee can develop and deliver these initiatives.

New network infrastructure

New network infrastructure will be built in the REZ to enable new generation and storage projects to connect and transport their energy to consumers, both in and outside the REZ. Some of this infrastructure will need to be built outside the REZ geographical area to connect the REZ to the main backbone transmission network. We are in the early design stages of network infrastructure planning for the New England REZ.

In its role as the Infrastructure Planner, EnergyCo NSW will assess what network infrastructure should be built and make recommendations about this to the Consumer Trustee. After considering the Infrastructure Planner's recommendations, the Consumer Trustee can authorise a REZ network infrastructure project, which can then be built, owned and operated in accordance with Part 5 of the Act, including receiving revenue determined by the regulator. Only network infrastructure projects that form part of a REZ can be authorised.

First Nations Guidelines

An important part of delivering the REZ is ensuring there is genuine and meaningful consultation and engagement with local First Nations communities and maximising the economic opportunities the REZ will enable for these communities.

The Minister will issue guidelines about consultation and negotiation with local First Nations communities to support these outcomes (the First Nations Guidelines). The Consumer Trustee is to take these guidelines into account tendering Long-term Energy Service Agreements to projects, including projects in the REZ. The Consumer Trustee may also impose a condition on an authorisation for new REZ network infrastructure projects to ensure that the delivery of this infrastructure gives effect to the guidelines. Find out more about the [First Nations Guidelines](#).

Prohibition to connect to network infrastructure

As the Infrastructure Planner, EnergyCo NSW also has an important role to play in ensuring generation and storage projects connecting to network infrastructure in the specified geographical area of the REZ (set out in the REZ declaration) have the support of the community, and it can prohibit the connection of projects if needed to maintain community support (prior to those projects having received development consent). EnergyCo NSW is developing guidelines to inform these decisions and provide clarity to all stakeholders.

This process is separate and independent from the existing robust planning assessment process any project in NSW must follow.

Negotiation with renewable energy developers

If you have strong commercial opportunities for generation or storage projects on your land, you may be approached by renewable energy developers. To help landholders navigate any approaches or negotiations, the NSW Government funded NSW Farmers to develop the Renewable Energy Landholder Guide.

The guide provides information to assist landholders at all stages of development and operation, particularly:

- the role of landholders in the development process
- landholder rights and responsibilities
- potential impacts (positive and negative) of development

You can view the guide on the [NSW Farmers website](#).

While we have ensured the REZ does not bisect any property Lot, some property holdings may be both within and outside of the REZ. If you believe you may be impacted by this and have any questions, please contact EnergyCo so we can provide information about where the REZ boundary is, and what that means for you.

If you have any feedback, please contact EnergyCo NSW's REZ team via REZ@planning.nsw.gov.au.

For project proponents and industry

Project proponents and industry will benefit from a coordinated approach to REZ development which provides greater investment certainty and reduces project costs. This includes reduced planning fees for projects inside the REZ, reduced risk and uncertainty compared to the current open access framework, and the potential to receive a Long-term Energy Service Agreement.

REZ Access Scheme

The Minister can declare an Access Scheme that is to apply in the REZ or part of the REZ. The infrastructure that an Access Scheme applies to will be set out in an Access Scheme declaration and may be narrower than the network infrastructure specified in the REZ declaration.

Generation and storage projects who wish to connect to network infrastructure which is subject to an Access Scheme will need to have the right to do so, in accordance with the Access Scheme. The Access Scheme will provide projects with greater certainty of access to network capacity. EnergyCo NSW is currently developing an Access Scheme for the Central-West Orana REZ and will consider how this Access Scheme could be applied to the New England REZ. We will consult with industry and other stakeholders as part of this process.

Long-term Energy Service Agreements

The Consumer Trustee will run competitive tender processes to offer Long-term Energy Service Agreements to project developers.

Long-term Energy Service Agreements will provide revenue certainty for private investment in new renewable energy generation, firming and long-duration storage, which will help secure finance for project construction. Long-term Energy Service Agreements will provide projects with the option to receive an agreed minimum fixed price for their electricity services.

Renewable energy generation projects that are part of a REZ will have an advantage when competing for Long-term Energy Service Agreements against projects that are not part of a REZ. This is because renewable energy generation projects that are not part of a REZ must satisfy the Consumer Trustee that they have 'outstanding merit' in their bids for Long-Term Energy Service Agreements.

How do I get involved?

The draft declaration will be on public exhibition for 4 weeks until Friday 12 November 2021. We welcome any feedback that could help inform the REZ declaration. The NSW Government will review and assess any feedback received during the exhibition period before the Minister declares the New England REZ later this year. The Minister may decide to make the actual declaration different to the draft declaration.

You can contact EnergyCo NSW's REZ team to provide feedback or sign up to our mailing list via REZ@planning.nsw.gov.au.

We will continue to engage regional communities, First Nations people, industry and other key stakeholders over the coming years to ensure the REZ is delivered in a way that fosters support from local communities while providing essential, affordable, reliable and clean energy for NSW homes and businesses.

RENEWABLE ENERGY ZONE (NEW ENGLAND) ORDER 2021

1. Name of Order

This Order is the *Renewable Energy Zone (New England) Order 2021*.

2. Commencement Date

This Order commences on the date that it is published in the Gazette.

3. Definitions

Unless otherwise defined in this Order, words and phrases defined in the Act have the same meaning in this Order.

Act means the *Electricity Infrastructure Investment Act 2020*.

specified geographical area means the land identified as the 'New England Renewable Energy Zone Geographical Area' in Schedule 1 of this Order.

4. Declaration of the New England renewable energy zone

The New England renewable energy zone is hereby declared and comprises:

- (a) the specified geographical area; and
- (b) the network infrastructure specified in Schedule 2 of this Order.

5. Intended network capacity for the network infrastructure in the renewable energy zone

The intended network capacity for network infrastructure in the New England renewable energy zone is 8 gigawatts.

6. New England renewable energy zone infrastructure planner

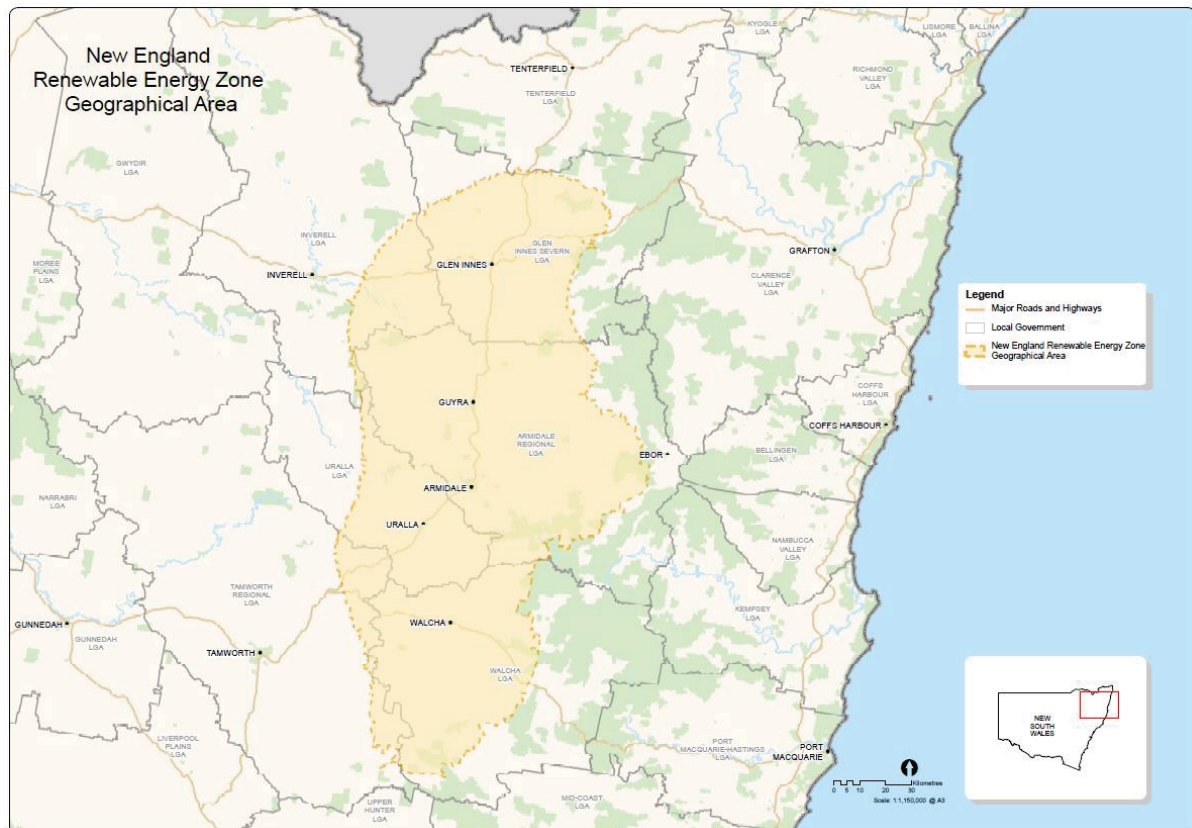
The Minister has appointed the Energy Corporation as infrastructure planner for the New England renewable energy zone.

Schedule 1

1. Specified geographical area

The specified geographical area is the land identified as 'New England Renewable Energy Zone Geographical Area' in Figure 1.

Figure 1: Map identifying the 'New England Renewable Energy Zone Geographical Area'



Schedule 2

1. Specified network infrastructure

The following network infrastructure is specified:

- (a) Planned, new and existing network infrastructure in the specified geographical area.

DRAFT

Methodology for refining the New England Renewable Energy Zone geographic area

In 2018, the NSW Government undertook initial geospatial mapping analysis investigation of the New England region to identify a nominal boundary for the New England Renewable Energy Zone (REZ). The underlying approach and assumptions for the original analysis is described in the *NSW Government Submission on AEMO's Integrated System Plan (March 2018), Appendices A and B*.

This initial analysis was undertaken in six key stages as summarised below:

1. Consultation with a range of NSW Government stakeholders from relevant agencies to identify key boundary considerations and source relevant data. 25 data layers were identified and collected.
2. 13 data layers were selected to create heatmaps of modelled land use considerations, technical constraints and optimal wind and solar resource locations. Each of these layers was broken down into sublayers, with the respective sublayers ranked to reflect the unique opportunities and constraints relevant to each data layer.
3. These sublayers were then combined using 50-metre wide cells to create heatmaps for wind and solar resource potential, land uses and key constraints.
4. Modelling was then run to identify the mean score for each 50-metre cell across all 13 data layers.
5. In addition to the above resource potential and technical feasibility layers, 12 further model layers were included to enable qualitative factors to be incorporated, such as economic feasibility, heritage, land tenure and other compatible energy generation such as bioenergy.
6. The potential New England REZ boundary was then identified based on balanced consideration of the quality of the energy resource, economic considerations, investor and community support and considerations of environmental, heritage and land-use constraints.

EnergyCo NSW has since refined the REZ geographic boundary based on updated analysis and feedback from key stakeholders, including consultation and ground truthing with the New England Regional Reference Group.

These refinements seek to incorporate updated inputs on resource potential and constraints, balance impacts on existing agricultural and environmental land uses, ensure reasonable connection distances to transmission infrastructure and maintain flexibility of project location with high quality and diverse wind, solar and pumped hydro resources.

All 25 existing data layers were revisited in August 2021 and updates were made, where appropriate. This included refinements to the scoring of sublayers, the incorporation of updated data, and developer responses to EnergyCo's New England REZ Registration of Interest (ROI) process.

Project locations identified through the ROI were considered as a reasonable indication of some of the more prospective energy resources with a likelihood of being developed within the REZ geographic area. This data was used to inform the consideration of potential amendments to the REZ boundary to capture areas with greater prospects for wind and solar projects in the near term, while other areas were acknowledged as having particularly strong wind or solar potential that could be potentially developed in the future.

Census data and dwelling numbers were also used to inform the consideration of the likely population within the REZ and areas of higher population density.

Refining the New England REZ area

This review process led to the following key refinements to the New England REZ boundary:

1. The north western boundary to the west of Glen Innes was extended north towards the Kings Plains National Park to capture the strong wind resources in this area, as well as a potential Pumped Hydro Energy Storage (PHES) site. The north eastern corner of the boundary was brought in by approximately 30km to reflect the low potential for solar and wind generation in this area and to avoid National Parks to the east. The new boundary follows the contour of the national park as a natural boundary, whilst still capturing areas of potential solar, wind and pumped hydro potential.
2. While strong measures already exist to protect National Parks, the southern half of the eastern boundary was reduced to minimise perceived interactions with a number of National Parks to the east and recognise that these areas are not proposed to be subject to wind and solar generation. This has resulted in a relatively smooth eastern boundary that traverses the edges of national parks and the extent of prospective wind and solar potential. .
3. The southern boundary was extended approximately 40km further south to capture the strong wind resource and pumped hydro potential in this area. This extension to the southern boundary also captured additional projects that responded to the ROI.
4. The western boundary was brought in due to the distance from existing transmission assets, low level of commercial interest in this area and to avoid agriculture land present in the region.

The refined boundary for the New England REZ geographic area seeks to deliver a balanced and optimal outcome, considering the likely technical and economic feasibility issues for renewable energy and storage project developments, network infrastructure considerations, land use constraints and stakeholder views.

Data layers

The tables below detail the data layers used for identifying the New England REZ boundary.

Data layer	Original source	Changes relative to 2018 analysis
Heatmap analysis layer		
Solar PV resource	DIGS, Geological Survey of NSW	No change from prior version
Wind resource (speed)	DIGS, Geological Survey of NSW	No change from prior version
Site slope	Geoscience Australia DEM_S_1s	No change from prior version
Site aspect	Geoscience Australia DEM_S_1s	No change from prior version
Site elevation	Geoscience Australia STRM 1s	No change from prior version
Parcel size	NSW Spatial Service	Version updated with latest dataset
Land use	Australian Bureau of Agricultural and Resource Economics, Catchment Scale Land Use of Australia 2014	Version updated with information from NSW Department of Planning, Industry and Environment
Land cover	NSW Department of Planning and Environment	Replaced dataset with updated dataset and sublayers
Protected areas	Collaborative Australian Protected Area Database 2020 and NPWS 2021	Version updated with latest dataset

Prohibited areas	Geoscience Australia	No change from prior version
Site elevation	Geoscience Australia DEM_S_1s	Version updated with latest dataset
Land use zoning	NSW Department of Planning and Environment	Version updated with latest dataset
Biophysical Strategy Agricultural Land (BSAL)	NSW Department of Planning and Environment	Version updated with latest dataset
Biodiversity	NSW Office of Environment and Heritage	No change from prior version
Solar PV resource	DIGS, Geological Survey of NSW	No change from prior version
Wind resource (speed)	DIGS, Geological Survey of NSW	No change from prior version
Site slope	Geoscience Australia DEM_S_1s	No change from prior version
Site aspect	Geoscience Australia DEM_S_1s	No change from prior version
Site elevation	Geoscience Australia STRM 1s	No change from prior version
Parcel size	NSW Spatial Service	Version updated with latest dataset
Land use	Australian Bureau of Agricultural and Resource Economics, Catchment Scale Land Use of Australia 2014	Version updated with information from NSW Department of Planning, Industry and Environment
Land cover	NSW Department of Planning and Environment	Replaced dataset with updated dataset and sublayers
Protected areas	Collaborative Australian Protected Area Database 2020 and NPWS 2021	Version updated with latest dataset
Prohibited areas	Geoscience Australia	No change from prior version
Site elevation	Geoscience Australia DEM_S_1s	Version updated with latest dataset
Land use zoning	NSW Department of Planning and Environment	Version updated with latest dataset
Biophysical Strategy Agricultural Land (BSAL)	NSW Department of Planning and Environment	Version updated with latest dataset
Biodiversity	NSW Office of Environment and Heritage	No change from prior version
View layer		
Soil/Erosion area	NSW Department of Planning and Environment	No change from prior version
Geology	Geoscience Australia	No change from prior version
Easement	NSW Department of Planning and Environment	Version updated with latest dataset
Watercourse corridor	NSW Department of Planning and Environment	Version updated with latest dataset

Local Government Area	NSW Department of Planning and Environment	Version updated with latest dataset
NSW Electorates	NSW Department of Planning and Environment	Version updated with latest dataset
Bioenergy	DIGS, Geological Survey of NSW	No change from prior version
Transmission corridors and capacity	NSW Department of Planning and Environment	Version updated (see additional data layer below)
Common Ground mining data - Mining Tenure	NSW Department of Planning and Environment	No change from prior version
Heritage	NSW Department of Planning and Environment	Version updated with latest dataset
Other planned energy developments	NSW Department of Planning and Environment	Version updated with latest dataset
Land tenure details Crown/private	NSW Department of Planning and Environment	Version updated with latest dataset

Additional 2021 data layer	Source
Heatmap analysis layer	
Registration of Interest projects	Results of Registration of Interest process for New England REZ, EnergyCo NSW
Population and housing density	Australian Bureau of Statistics, Census 2016

Note: all references to the Department of Planning and Environment in the original source data now refer to the Department of Planning, Industry and Environment

© State of New South Wales through Department of Planning, Industry and Environment 2021. The information contained in this publication is based on knowledge and understanding at the time of writing (October 2021). However, because of advances in knowledge, users should ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate departmental officer or the user's independent adviser.

15.17 RESOLUTIONS REGISTER ACTIONS STATUS

Department: General Manager's Office
Prepared by: *Executive Assistant*
TRIM Reference: UINT/21/12648
Attachment: UINT/21/12694

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council

Strategy: 4.1.1 Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program, and Operational Plan

SUMMARY:

1. The purpose of this report is to provide Council with the Resolution Action Status updates as 20 October 2021

RECOMMENDATION:

That Council receive the Resolution Action Status as at 20 October 2021.

REPORT:

2. Following every council meeting, the resolutions of Council which require action are compiled into a single document. This document is referred to as the Resolution Action Status.
3. The purpose of the Resolution Action Status is to track the progress of actions and provide confirmation to Council when these actions are complete.
4. The Resolution Action Status is presented to Council at its ordinary meetings.
5. Actions which were completed as at the date of the report to the last Council ordinary meeting, where the full resolution has been completed, have been removed from the document.

CONCLUSION:

6. The Resolution Action Status shows actions which are currently pending, in progress or completed since the last report.

T	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/11/2015	24.11/15	Bergen Road Land Acquisition and Exchange for Road Works	That the Council approve for the exchange of land associated with the reconstruction of Bergen Road and authorise the General Manager to complete all documentation.	DID	Jun-21	Being progressed by Council's solicitor.	B
25/07/2016	18.07/16	2.18.06.10 Gazetting of Land Acquired for approaches to new Emu Crossing Bridge	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) for the purpose of a public road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) by compulsory process under Section 177 of the Roads Act 1993.	DID	Jun-21	1. Noted. Being progressed by Council's solicitor.	B B
25/07/2017	22.07/17	Report 11 - Uralla Sporting Complex	That Council; (a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access, (b) provide additional seating around the perimeters of the fields and oval if residual funding is available, and (c) develop a plan of management for the sharing of the facilities among the user groups, (d) staff investigate relocation and redevelopment of the playground area.	MDP		a) Completed b) Seating provided through SCCF Round 2 funding. c) draft completed. To be considered in conjunction with the current preparation of the Open Spaces Strategy. OSS currently being revised. d) Playground completed – turf to be placed in the spring. Funded under Stronger Country Communities Fund Round 1. Further works to the playground have been undertaken under SCCF Round2	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL B COMPLETED & REPORTED TO COUNCIL

T	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24/04/2018	50.04/18	Late Report 2 – Industrial Land Subdivision	<p>That Council resolve to:</p> <ol style="list-style-type: none"> 1. Endorse option 2 of the Kehoe Myers report dated 6 April 2018 for the subdivision of the Uralla Industrial Estate, being Lot 14 DP 787477, Rowan Avenue Uralla, 2. Progress detailed design of the subdivision and the construction of Stage 1, 3. Install billboard signage at the property indicating the endorsed layout and undertake additional marketing of the project. 	DID		<p>Noted</p> <p>Detailed design completed.</p> <p>Signage installed. Valuation received. Probity advice received and probity plan developed.</p> <p>Three stage layout developed and costed.</p> <p>DA Consent concluded. Grant funding application lodged under the Building Better Regions Fund Round 4 was unsuccessful.</p> <p>Further marketing pending funding and approval. Funding applied for under the BLERF grant February 2021 - unsuccessful.</p> <p>Application lodged for Stage 1 balance funding through BBR 5 - March 2021. BBR 5 application unsuccessful.</p>	<p>COMPLETED & REPORTED TO COUNCIL</p> <p>COMPLETED & REPORTED TO COUNCIL</p> <p>B</p>

T	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25/09/2018	30.09/18	Report 16 – Recommendations of Uralla Township and Environs Committee July and August 2018 meetings	That Council resolve to: 1. Consider readoption of the lapsed slogan, “Find Yourself In Uralla”, and the stylised copperplate “Uralla” logo, in the context of the development of a Destination Marketing Plan, 2. Consider installation of “Find Yourself” street banners in Uralla should the slogan be readopted through the future development of a Destination Marketing Plan, 3. Engage with Uralla Arts in relation to their proposal to design a makeover for The Glen recreation area information shelter, 4. Engage with Uralla Arts in relation to their proposal to provide a strategy for the completion of “Constellations of the South” installation at The Glen recreation area, 5. Engage with Uralla Arts in relation to their proposal to provide specifications and cost estimates for walking track works and exercise stations at The Glen recreation area, 6. Incorporate minor “Fibonacci” design components within a prominent existing park or other public area within Uralla to gauge public interest in the concept, 7. Write to the Uralla Township and Environs Committee and advise that no funding is available under the Regional Tourism Product Development Program for upgrading or developing meeting and/or local community facilities— including picnic or playground areas, local parks, barbecues, meeting facilities and regional and town entry features, 8. Advertise the Uralla Township and Environs Committee member vacancy resulting from the resignation of Fay Porter, 9. Provide a copy of this report and Council’s resolution to the Uralla Township and Environs Committee.	MDP MDP MDP MDP MDP MDP MDP MDP		1. Noted 2. Noted 3. To occur as part of Public Spaces Legacy Fund grant program in 2021/22 4. Unsuccessful application lodged under SCC Round 3 by Uralla Arts. 5. In progress. Last mention at the presentation of the draft Open Space Strategy to UTEC 22.3.2021. To be addressed as part of Public Spaces Legacy Fund grant program in 2021/22 6. To be addressed as part of Public Spaces Legacy Fund grant program in 2021/22 7. Complete 8. Complete 9. Complete	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL C COMPLETED & REPORTED TO COUNCIL C C COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL

T	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
18/12/2018	34.12/18	Submitted by: Cr Tara Toomey Notice of Motion 1 – Bridge St Design Project	That; Should funding be received for the High Pedestrian Activity Area-Bridge Street Detailed Design, Council resolve to; 1. As part of the community engagement strategy for the project: a) Publicise proposed designs of the project to the Uralla Shire community via Council's newsletter and Facebook page and other print media where relevant. b) Provide relevant additional information to any address where street frontage is impacted by the design. c) Give consideration to suggestions and/or ideas which come from community consultation activities and provide feedback to the community which articulates that consideration. 2. Give consideration to the design intent of the Creative Village project and confirm to the design consultant the elements of the Creative Village project Council would like to see incorporated into the detailed design. 3. Request the design consultant address the potential for the project to increase traffic on local streets parallel to Bridge Street. 4. Refer the draft detailed design to the UTEC committee for comment. 5. Review traffic and accident data for local streets parallel to Bridge Street to determine if there has been an increase in traffic numbers and accidents over time. 6. Receive advice from the General Manager about the arrangements for the planting and maintenance of those blisters in Bridge Street not currently maintained by the generosity of volunteers. 7. Define the impact of any proposed project design on our Long Term Financial Plan and the next annual budget after implementation of the design is commenced.	DID DID DID DID DID DID DID DID DID DID		Resolution closed due to no funding and any new decisions of Council should include a re-design process. See report to 26 October 2021 Council meeting.	C C C C C C C C C

T	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26/11/2019	20.11/19	Submitted by: Cr NLedger Ref/Subject: Notice of Motion 3 - Water motion sewage treatment options	That council explore avenues to reuse water from the treated sewage effluent.	DID	Feb-20	To be addressed by the Integrated Water Catchment Management Strategy. No further progress with potential reuse project with the New England Solar Farm.	C
26/11/2019	39.11/19	Report 7 - Works Progress Report as at 31 October 2019	That: 1. the report be received and noted for the works completed or progressed during October 2019, and works programmed for November 2019. 2. Council review the updated transport asset management plan in the New Year to confirm priorities	MCI MCI	Feb-20	1. Noted 2. Underway, Condition assessment information, gravel roads prioritisation, and successful grant funding implications being incorporated into the document. Council briefed on status 12 October 2021.	COMPLETED & REPORTED TO COUNCIL B
17/12/2019	18.12/19	Report 7 – Report and Recommendations from the Drought Management Workshop held 10th December, 2019	That Council: 1. Review the top 10 to 20 water users in Uralla and work with them to reduce their water use. 2. Investigate State or Federal funding for increasing the weir storage at Bundarra and other alternative water sources for Uralla. 3. Place information on water usage online in an easily accessible location. 4. Include contingency planning triggers in the Drought Management Plan. 100 days out of day 0 for normal usage and 40 days for emergency firefighting. 5. Review alternative water supply options. 6. Investigate the use of smart meters.	DID DID DID DID DID	Dec-19	1. Users have been identified. Letter has been forwarded. 2. Letter sent. To be included in IWCM strategy. Funding of \$1.5 million received for Uralla ground water investigation. 3. Complete 4. Report to August Council meeting. 5. Scope for groundwater project for Uralla has been finalised with staff from DPIE-Water. 6. Investigation complete- cost prohibitive	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL C
17/12/2019	34.12/19	Report 17 – Treated Sewage Effluent Options Report December 2019	That Council approve funding from the Water Fund reserves of \$50,000 to fund a study to investigate effluent reuse and determine optimal options for reuse of the Uralla Sewage Treatment Plant effluent. Councilors thank the staff for the preparation of the report.	DID	Feb-20	Resolution closed - see report to 26 October 2021 Council meeting. Study and funding through other means.	C

T	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24/03/2020	05.03/20	Submitted By: Mayor, Cr M Pearce Reference/Subject: COVID-19: Instrument of Delegation to the Mayor (Emergency Administrative Provisions)	That: 1. Council adopt the Instrument of Delegation to the Mayor dated 24 March 2020 as detailed in Attachment 1 to this Mayoral Minute except as; develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council, to determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council's resources to implement the strategic plans (including the community strategic plan) of the council and for the benefit of the local area, and (i) to determine the process for appointment of the general manager by the council and to monitor the general manager's performance. 2. That the General Manager provide a consolidated report once a month to all Councillors specifying any actions taken under this delegation as adopted by Council. 3. Once activation of the current Business Continuity Plan ceases, a consolidated report to the first available meeting of Council will be submitted which lists all decisions made under this delegation.	GM	May-20	To date, the Mayor has not been required to take any actions or exercise any delegated authorities under the Emergency Administrative Provisions adopted by Council on 24 March 2020.	B
				GM		Completed	COMPLETED & REPORTED TO COUNCIL
				GM		Not applicable to date	B
				GM		Not applicable to date	B
26/05/2020	45.05/20	Confidential Report 1 -Ward Bros Quarry	That Council: 1. Note the Debt Settlement Deed of Agreement between Ward Bros and Uralla Shire Council, 2. Authorise the Acting General Manager to sign the deed on behalf of Council, and; 3. Review the S94 quarry operator charges and reporting arrangements to improve accountability and administrative obligations.	MDP	Jun-20	1. Noted 2. Debt Settlement Agreement complete 3. Draft 7.11 and 7.12 plans complete. Presented to August 2021 meeting. On Public exhibition. Refer OM. 29.08/21. Reporting arrangements improved.	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL C
				MDP			
				MDP			
T	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
22/09/2020	25.09/20	Report 7 – Amendments to the Code of Conduct	3) Expressions of Interest be sought for Code of Conduct Reviewers and report back to Council.	MG		Advertisement placed on TenderLink, adverts in Armidale Express and SMH. Social media notification. Submission period closed 22 September 2021. Assessment in progress.	B

T	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/02/2021	04.02/21	14.1 Budget Review & Finance Committee Meetings Held : 14.1.1 8th December 2020 14.1.2 9th February 2021	That Council endorse the following recommendations: a) That Council undertake community consultation regarding the sustainability of the Shire's water supply with consideration of pricing options (8 December 2020 meeting) b) that the service review information be developed in conjunction with the Integrated Water Cycle Management Strategy (9 February meeting) c) That Council work with ZNet and undertake community engagement on water pricing model structure options as part of the preparation of the 2021/22 Operational Plan (9 February meeting) d) Note the Budget Review Committee has reviewed the Horizontal Service review - Priority 3 Actions Summary and recommend Council confirm the proposed actionS marked R&I (9 February meeting)	CFO-DC		This formed part of the community consultation on the drafting of the 2021-22 Budget.	COMPLETED & REPORTED TO COUNCIL
				MWWS		Integrated Water Cycle Management Strategy scope to be finalised.	B
				CFO-DC		This formed part of the community consultation on the drafting of the 2021-22 Budget.	COMPLETED & REPORTED TO COUNCIL
				CFO-DC		This was undertaken as part of the drafting of the 2021-22 budget and/or included as actions in the 21/22 Operational Plan	COMPLETED & REPORTED TO COUNCIL

T	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p>c) The supply and pick up of barrier mesh, star pickets and dolly;</p> <p>d) Supply of marking paint at cost to Council;</p> <p>e) Road closures and traffic control as per traffic plan to be submitted through the Council Traffic Committee;</p> <ul style="list-style-type: none"> • Highway closure for street parade (Federal Highway) • Local road closure for the event • A combination of SES, Rural Fire Brigades, Police and Council staff for vehicle traffic and crowd control <p>f) The Neighbourhood Centre; use of marquees, chairs and tables – Council staff to collect, drop off to Alma Park and return;</p> <p>g) Council hire fee for the use of Alma Park be waived;</p> <p>h) Festival program inserted into Council Newsletter, October edition, needs to be full colour, otherwise please book main panel on front of newsletter for promotion;</p> <p>i) Photocopying of Market entry forms and invitation letters, Street Parade entry forms, invitation letters and Billycart Derby entry forms at cost to Council please - not commercial rates;</p> <p>j) The need for support of the Visitor Information Centre for the collection of entry forms and point of contact for enquiries regarding available accommodation and event activities, if staff could please take messages pass these or any emails, on to organisers or refer enquiries to TF website. (All entry forms have committee phone numbers for enquiries so VIC staff will not be overburdened, this request is mainly for extra visitor enquiries related to the VIC not Festival);</p> <p>k) To be listed on Council website under events with reference link to TF website;</p> <p>l) Council staff contact person to be available by phone throughout the day of the event for any amenities issues;</p> <p>m) Access and supply of electricity via all power outlets in Alma Park.</p> <p>2) Continue to work with the Uralla Rotary Club and the Thunderbolts Festival Committee on the understanding that Council will be promoted as the major sponsor of the event for 2021.</p>	<p>DID</p> <p>DID</p> <p>DID</p> <p>DID</p> <p>DID</p> <p>DID</p> <p>DID</p> <p>DID</p> <p>CO</p> <p>CO</p> <p>DCS</p> <p>CO</p> <p>DID</p> <p>DID</p> <p>DCS</p>		<p>Not required</p> <p>Event to be held at the Showgrounds</p> <p>Support provided by Visitor Information Centre</p> <p>Not required</p> <p>1) 20/10/2021 - Uralla Shire Council listed as the Major Sponsor on Thunderbolt Festival Website and in Facebook posts - Logo is not prominent or larger than other sponsors;</p> <p>2) Major sponsor invite to Official Opening not yet received.</p>	<p>B</p> <p>B</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>B</p> <p>C</p> <p>C</p> <p>B</p> <p>C</p> <p>C</p> <p>B</p>
27/04/2021	26.04/21	Item 15.12 Public Spaces Legacy Program Project	<p>That Council:</p> <ol style="list-style-type: none"> subject to funding of up to \$2,000,000 under the NSW Public Spaces Legacy Program, undertakes the following projects: <ol style="list-style-type: none"> The Constellations of The South at The Glen, adjacent Rotary Park upgrade and model boating lake; circa \$1,500,000; and Fibonacci theme at Pioneer Park circa \$500,000 authorise the General Manager to execute the proposed funding deed; undertake further community consultation during the concept and detailed design phases of the projects; 	MDP		Grant funding is for these 2 projects	B
				MDP		Funding deed finalised and signed.	COMPLETED & REPORTED TO COUNCIL
				MDP		Survey complete. Further engagement to occur through the design phases of the project. Design consultant quotations under review for selection and award.	B

T	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			4. Include the operating costs of the new capital works projects as part of development of the Long Term Financial Plan.	CFO-DC		Details not yet available	A
29/06/2021	13.06/21	15.2 DRAFT LONG TERM FINANCIAL PLAN (LTFP) 2022-2031	That Council undertake community consultation on Council's long term financial sustainability to enable the next term of Council to adopt a sustainable Long Term Financial Plan (LTFP) that includes a balanced operating outcome before capital grants for all funds by: i. endorsing the recommendation of the Budget Review and Finance Committee to place the Draft LTFP 2022-2031 on public exhibition for a minimum period of 28 days.	CFO-DC		Community consultation on the draft long term financial plan has now commenced and will close on 25 October 2021. Consideration will be given to extending the consultation period.	B
2/07/2021	X06.07/21 2 July Meeting	8.1 BUNDARRA SEWERAGE SCHEME SECTION 67 PRIVATE WORKS	That Council: I. enter into agreements with the owners of the assets on the Bundarra properties that are expected to connect to the Bundarra Sewer Scheme (currently under construction) to undertake the necessary electrical and plumbing upgrades (the private works) necessary to allow the connection to take place; II. not charge the Bundarra property owners for the private works by setting the fee for the works at \$0.00; III. authorise the private works costs to be met from the current project budget; and IV. receive a report in accordance with the requirements of section 67 (4) of the Local Government Act 1993 (NSW), subsequent to the works being completed; V. include details or a summary of any resolutions made under section 67 for work carried out under subsection (2)(b) of the Act in the next annual report; and VI. seek legal advice to determine if there is any permissible method for Council to pay for the private works that may have been undertaken by the owners of the assets since the Council's letter to residents, 8 April 2021, to the date of this resolution and report back to Council.	DID		Completed III. Noted III. Noted IV. Ongoing V. Pending VI. Advice received. Included in August 2021 Bundarra Sewerage report.	C COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL B B COMPLETED & REPORTED TO COUNCIL
27/07/2021	07.07/21	12.2 MAYORAL MINUTE COUNCIL ADVOCACY - RE CLOSURE OF NAB URALLA BRANCH	That Council receive and note the Mayoral Minute regarding the action taken by Uralla Shire Council on behalf of the community in response to notice given by NAB to close Uralla Branch in October 2021 and, noting the closure of the NAB Uralla branch in October 2021, that Council proceed to tender for its banking services	CFO-DCS		Staff will commence preparation of tender documents following completion of annual financial statements and year-end audit	B
27/07/2021	18.07/21	15.2 MEDIA POLICY 2021	That Council place the draft Media Policy 2021, on public exhibition for a period of not fewer than 28 days and if no submissions are received that the policy be adopted, subject to the following two amendments being made: • 6.2 Last bullet point to read 'refrain from using the media to make negative personal reflection on each other or Council staff'; and • 4. Second last bullet point delete 'protect and enhance Council's reputation'.	CO		The Media Policy was placed on public exhibition until 30 August 2021. A further report has been included in this business paper following the receipt of one submission.	C
27/07/2021	21.07/21	15.3 POLICY UPDATE FOLLOWING FEEDBACK	That Council review the Backyard Burning Policy.	MG		Internal Review of Backyard Burning September 2021	A
27/07/2021	25.07/21	15.7 HAMPDEN PARK CHANGE OF NAME TO SUNNY JIM MACKAY PARK	That Council: i. Endorse the proposed name change of Hampden Park being the land incorporated in Lot 26 DP 1129476 and Lot 4 Sec 26 DP 759022 to 'Sunny Jim Mackay Park'; and ii. Make an application to the NSW Geographical Names Board to change the name of Hampden Park to 'Sunny Jim Mackay Park'.	MDP		i. Noted ii. Submitted 11 October 2021	C

T	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27/07/2021	31.07/2021	15.9 BUNDARRA SEWERAGE SCHEME – PROJECT UPDATE REPORT	That Council 1. Receive the Bundarra Sewerage Scheme – Project Update Report, and 2. Inform the Bundarra Community about council resolution X06.07/21 via a letterbox drop and a public information session.	DID		1. Noted 2. Letterbox drop completed. Public Information session deferred due to COVID restrictions. To be rescheduled.	B
17/08/2021	X01.08/21	7.1 PROJECT NOMINATIONS FOR BLACK SUMMER BUSHFIRE RECOVERY GRANTS PROGRAM	That Council apply for grants under the Black Summer Bushfire Recovery Grants Program for the following projects: I. Project 1: Mobile generators for emergency power to support essential services for up to \$120,000; and II. Project 4: McMaugh Gardens Expansion Stage 1 (scope within grant for up to \$1.6m) including a dementia wing capability.	DID		Applications submitted	C
24/08/2021	09.08/21	12.2 MAYORAL MINUTE- REVIEW OF COUNCIL DELEGATIONS	That Council request the General Manager have the Manager Governance prepare a report to Council on delegations to the General Manager and to bring the report back to Council for consideration.	MG		Report prepared for consideration of Council.	C
24/08/2021	14.08/21	15.3 DRAFT POLICY: DISPOSAL OF ASSETS 2021	I. That the draft Policy: Disposal of Assets 2021 be placed on public exhibition for a period of 28 days (from 30 August 2021 to 26 September 2021) and if no submissions are received, that the Policy be adopted, subject to the addition to 4.6 (page 57) theretofore of disposal of assets be reported to Council. II. Following adoption of the draft Policy: Disposal of Assets 2021, that the following policies be repealed: a. Disposal of Council Assets 2013; b. Major Plant Equipment – Purchases and Sale Policy; and c. Motor Vehicles Including Utilities – Purchase and Sale Policy	MG		Register updated and new policy on website	C
24/08/2021	29.08/21	15.11 URALLA 7.11 AND 7.12 DEVELOPER CONTRIBUTIONS PLANS	That Council i. Endorse the draft Uralla Section 7.11 and 7.12 Developer Contributions Plans for public exhibition for a period of not less than 28 days; and ii. Provide the draft Uralla Section 7.11 and 7.12 Developer Contributions Plans to the Department of Planning, Industry and Environment for consideration and comment; and iii. Subject to no submissions received, adopt the Uralla Section 7.11 and 7.12 Developer Contributions Plans	DID		Draft placed on Display 30 August 2021	C
24/08/2021	30.08/21	16.1 NOTICE OF MOTION – AMENDMENTS TO THE 2021/2022 SCHEDULE OF FEES AND CHARGES	That Council I. amend the 2021/2022 Schedule of Fees and Charges by: (a) replacing uncontaminated garden and wood waste charges (page 11 of 48), with Car - sedan and wagon \$Nil, Small truck or trailer \$Nil, Large trailer \$Nil and Truck \$Nil in place of \$5.00, \$12.00, \$25.00 and \$25.00 respectively. (b) replacing aquatic Centre admission charges for children charges (page 14 of 48), with single admissions \$2.50, books of 10 \$22.50, books of 20 \$45.00 and books of 50 \$112.50 in place of the listed \$3.00, \$27.00, \$51.00 and \$120.00 respectively. (c) replacing construction certificate fees (page 29 of 48), with developments up to \$5,000-\$175.00, \$5001 to \$100,000 - \$240,000, \$100,001 to \$250,000 - \$375.00 and over \$250,000 - \$375.00 plus \$1.10 per \$1,000 above \$250,000 in place of \$200.00, \$500.00, \$800.00 and \$800 plus \$1.10 per \$1,000 above \$250,000 respectively. II. Advise a public notice of the proposed amendments to receive public submissions for the period 25 August 2021 to 15 September 2021, in accordance with Section 610F (3) (b) of the Local Government Act 1993 as amended, and III. Subject to no objections being received, replace the existing 2021-2022 Operational Plan Part 5 Schedule of Fees and Charges with the amended 2021/2022 Schedule of Fees and Charges.	DID		Provided to the Department - Department advised review not required.	C
				CFO-DC		Report under development	B
						the fees and charges schedule has now been updated to reflect the changes recommended by this resolution.	C

T	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24/08/2021	33.08/21	17.1 CONFIDENTIAL - STATUS OF EMERGENCY ORDER DA-43-2017	That Council i. receive a report on the status of works relating to DA-43-2017 containing legal advice on the risk to Council and actions to manage that risk. ii. receive a further report that includes the brief for legal advice contained in this report and copies of all communication between the applicant and Council.	DID		Under preparation	B
28/09/2021	01.09/21	7.1 MINUTES OF ORDINARY MEETING OF COUNCIL HELD 24 AUGUST 2021	That Council adopt the minutes of the meeting held 24 August 2021 as a true and correct record with the following amendments: I. 16.1 31.08/21 iii to read: 'advertise a public notice of the proposed amendments to received public submissions for a period of at least 28 days, in accordance with Section 610F (3) (b) of the Local Government Act 1993 as amended, and II. add 17.2 decision to go into closed session, and III. Add note under Item 18. Communication of Council Decision – Item 17.2 to be listed as debated and lost.	EA			C
28/09/2021	03.09/21	15.3 SCHEDULE OF ORDINARY MEETINGS 2021-2022	That Council: I. Adopt the Ordinary Meeting cycle for 2021-2022 as follows: Tuesday 26 October 2021 Tuesday 23 November 2021 Friday 24 December 2021 at 9am (first meeting of new Council - subject to the Council election having been declared – scheduled to occur 21-23 December 2021) Tuesday 22 February 2022 Tuesday 22 March 2022 Tuesday 26 April 2022 Tuesday 24 May 2022 Tuesday 28 June 2022 Tuesday 26 July 2022 Tuesday 23 August 2022 Tuesday 27 September 2022 II. Place a Public Notice on Council's website, social media platform, and the Council newsletter detailing the date, commencement time and venue of each Ordinary Meeting scheduled for the 2021-2022 period, in accordance with clauses 3.4-3.6 of the Uralla Shire Council Code of Meeting Practice. III. That if the 4 December 2021 election has not been declared by Thursday 23 December 2021, that the December Ordinary Meeting will not occur and, in lieu, that the first meeting of the new Council be called for Tuesday 25 January 2022. IV. Note that the new Council can resolve to change the date/time of Ordinary Council meetings subject to appropriate notification to the public.	CO			C
28/09/2021	05.09/21	15.9 TRANSFER OF CROWN ROAD AT MUNDAYS LANE, SAUMAREZ PONDS	That Council make an application to the Department of Planning, Industry and Environment – Crown Lands for the transfer of the Crown road off Mundays Lane (west of Dumaresq Road), Saumarez Ponds to Uralla Shire Council.	DID		Application forwarded to Crown Lands.	C
28/09/2021	06.09/21	15.11 ENVIRONMENTAL RESTORATION AND REHABILITATION GRANT	That Council resolve to develop grant applications and apply for up to \$210,000 in grant funding under Environmental Restoration and Rehabilitation program for the following projects: I. Control and eradication of invasive weeds, erosion control and planting of native vegetation at selected public reserves managed by Uralla Shire Council; and II. Restoration and rehabilitation of riparian zone vegetation to stabilise eroded river banks along affected rivers/creeks on Crown lands within Uralla Shire and development of catchment management plans.	DID		Application submitted	C
				DID		Application submitted	C

T	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28/09/2021	09.09/21	12.2 MAYORAL MINUTE - INFRASTRUCTURE CONTRIBUTIONS REFORMS	<p>That Uralla Shire Council:</p> <ol style="list-style-type: none"> 1. Calls on the NSW Government to withdraw the Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021 (the Bill) from the NSW Parliament. 2. Calls on the NSW Government to undertake further consultation with the local government sector on any proposed reforms to the infrastructure contributions system. 3. Calls on the NSW Government to de-couple the Independent Pricing and Regulatory Tribunal led review of the rate peg to include population growth from the infrastructure contributions reforms. 4. Writes to the local State Member the Hon Adam Marshall MP, the Premier the Hon Gladys Berejiklian MP, Treasurer the Hon Dominic Perrottet MP, Minister for Planning and Public Spaces the Hon Rob Stokes MP and Minister for Local Government the Hon Shelley Hancock MP seeking them to withdraw the Bill. 5. Writes to the Shadow Treasurer the Hon Daniel Mookhey MLC, Shadow Minister for Planning and Public Spaces Mr Paul Scully MP, Shadow Minister for Local Government Mr Greg Warren MP, The Greens Mr David Shoebridge MLC, Shooters, Fishers and Farmers Party the Hon Robert Borsak MLC, Pauline Hanson's One Nation the Hon Mark Latham MLC, Animal Justice Party the Hon Emma Hurst MLC, Christian Democratic Party (Fred Nile Group) the Hon Fred Nile MLC, Independent Mr Justin Field, Portfolio Committee Chair The Greens Ms Cate Faehmann, Portfolio Committee Deputy Chair Animal Justice Party the Hon Mark Pearson MLC and Committee members Liberal Party the Hon Catherine Cusack MLC and the Hon Shayne Mallard MLC. The Nationals the Hon Ben Franklin MLC and Australian Labor Party the Hon Rose Jackson MLC and the Hon Adam Searle MLC seeking their support in securing the withdrawal of the Bill from the NSW Parliament and outlining council's concerns with the Bill. 6. Alerts the local media to the threat of future ratepayer funds being expended rather than developer levies for new infrastructure brought about by increased development under the proposed legislation and shares and promotes these messages via its digital and social media channels and via its networks. Affirms its support to LGNSW and requests LGNSW continue advocating on our behalf to protect local government from any amendments to infrastructure contributions which leaves councils and communities worse off. 	GM		Completed under Mayor's signature	C
				GM		Completed under Mayor's signature	C
				GM		Completed under Mayor's signature	C
				GM		Completed under Mayor's signature	C
				GM		Completed under Mayor's signature	C
				GM		Completed under Mayor's signature	C
				GM		Completed under Mayor's signature	C
28/09/2021	10.09/21	14.1 BUDGET REVIEW & FINANCE COMMITTEE MINUTES 14 SEPTEMBER 2021	<ol style="list-style-type: none"> I. That Council adopt the minutes the meeting held 14 September 2021, as a true and correct record; and II. Delegate to the General Manager to, in consultation with the Mayor, cancel and/or reschedule Budget Review and Finance Committee Meetings. 	GM		Noted	C
28/09/2021	12.09/21	15.2 LOCAL GOVERNMENT NSW ANNUAL CONFERENCES	<p>That:</p> <ol style="list-style-type: none"> I. The Mayor be designated as Council's voting delegate to the LGNSW Annual Conference on 29 November 2021 and the Special Conference to be held 28 February 2022 to 2 March 2022; and II. The Mayor and General Manager attend the LGNSW Annual Conference on 29 November 2021 and the Special Conference to be held 28 February 2022 to 2 March 2022; and III. Should the Mayor be unable to attend the LGNSW Annual Conference and/or Special Conference, the Deputy Mayor attend as proxy. 	GM		Mayor and GM Registered for attendance - Noted change awaiting Election Results	C
				GM		Noted	C
28/09/2021	14.09/21	15.5 MEDIA POLICY	<p>That Council:-</p> <ol style="list-style-type: none"> iii. Review response to submission and accept changes suggested except the change at 6.3 (reinstate as exhibited); and iv. Adopt the Media Policy 2021 	CO			C
28/09/2021	17.09/21	15.6 COMMUNITY GRANTS PROGRAM 2021-22 ROUND 1 APPLICATION ASSESSMENTS REPORT	<p>Council approve Community Grants Program 2021-22 Round 1 funding allocations totalling \$6,000 to the following applicants in accordance with the general grant conditions:</p> <ol style="list-style-type: none"> I. St. Joseph's School Uralla - \$3,000 for fencing on remaining two sides of school grounds 	CO			C

T	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			II. Uralla Campdrafting and Sporting Club - \$3,000 for Inaugural Campdrafting Event III. Approves the extension of grant acquittal for Arding Landcare Group Inc. until 31 January 2022. That Council approve the appointment of Mr Andrew Parker to the s355 Uralla Township and Environs Committee.	CO CFO-DC		Contacted Chris Duncan to advise that an acquittal extension had been approved	C C
28/09/2021	18.09/21	15.8 NOMINATIONS FOR S355 URALLA TOWNSHIP AND ENVIRONS COMMITTEE MEMBERSHIP		DID		Appointment communicated to Mr Parker and UTEC	C
28/09/2021	19.09/21	15.10 BUNDARRA SEWERAGE SCHEME – PROJECT UPDATE REPORT	That Council: I. Receive the Bundarra Sewerage Scheme – Project Update Report, II. Approve additional funding provision for contingencies from the sewerage fund for up to \$85,000, and Approve Variations for : a. The pump station security fence, and b. A toilet and hand basin at the sewerage treatment plant.	DID DID DID DID		Noted Noted Noted Noted	C C C C
28/09/2021	24.09/2021	CONFIDENTIAL SESSION 17.2 GENERAL MANAGER ANNUAL PERFORMANCE REVIEW 6 JULY 2020-5 JULY 2021	That Council: I. acknowledge the General Manager received an on average result of 'exceeds expectations' for the annual performance review period 6 July 2020 – 5 July 2021 as assessed by the General Manager Performance Review Committee; and II. endorse the General Manager Performance Review Committee's recommendation of a 2.0% performance-based increase in the total remuneration package (TRP) under clause 8.3 of the DLG Standard Contract of Employment General Managers of Local Councils in New South Wales.	GM CFO-DC		Noted Noted	C C

16 MOTIONS ON NOTICE/QUESTIONS WITH NOTICE

16.1 NOTICE OF MOTION - CHARGES FOR GREEN WASTE FROM OUTSIDE

URALLA SHIRE

UINT/21/12470



LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: 4.2 An effective and efficient organisation.
Strategy: 4.2.2 Operate in a financially responsible and sustainable manner.
Action: 4.2.2.1.5 Review all fees and charges on an annual basis for full cost recovery.

SUMMARY: At the Ordinary Council Meeting on 24 August 2021, Council carried Resolution 31.08/21 amending the Schedule of Fees and Charges for the 2021/2022 financial year for uncontaminated garden and wood waste at the Council waste facilities.

Clause 1(a) of Council's Resolution amended the proposed fees of \$5.00 per car-sedan and wagon; \$12.00 per small truck or trailer; \$25.00 per large trailer, and \$25.00 per truck, to a Nil charge per each of these loads.

The wording of this amendment to remove the cost for uncontaminated garden and wood waste taken to the Council waste facilities by residents of Uralla Shire did not address the matter of loads of garden and wood waste being brought from outside the Shire to the Uralla Council waste facilities because under the amendment to the Fees and Charges, there is no charge applied.

At item 16. 1 at the 24 August 2021 Council, the following was advised to Council:

Uncontaminated garden and wood waste charges – with zero fees it has been observed that persons from Armidale Regional Council, Tamworth Regional Council and Inverell travel to Uralla Shire facilities to dispose of such waste rather than paying the fees within their local government area.

To rectify this unintended consequence of Clause 1(a) of Resolution 31.08/21, it is recommended that the charges which were originally proposed in the 2021/2022 Schedule of Fees and Charges be re-instated for any garden and wood waste being brought to the Council waste facilities from outside the Shire.

COUNCILLOR'S MOTION:

That Council:

1. Applies the following charges to loads of uncontaminated garden and wood waste from outside the Uralla Shire –

Car-sedan, wagon	\$ 5.00 per load
Small truck or trailer	\$12.00 per load
Large trailer	\$25.00 per load
Truck	\$25.00 per load
2. Consider the effectiveness of the new green waste charges for non-residents at the next review of fees and charges.

Submitted by Councillor Strutt

EXECUTIVE ADVICE:

1. The motion is lawful; however, will need to include a decision to place the fees on public notice for a minimum of 28 days and to consider any submissions. It is suggested the appropriate wording be added to part 1 of the motion, along the following lines:

That Council:

1. **Place on public exhibition for a minimum of 28 days** the following charges to apply to loads of uncontaminated garden and wood waste from outside the Uralla Shire –

Car-sedan, wagon	\$ 5.00 per load
Small truck or trailer	\$12.00 per load
Large trailer	\$25.00 per load
Truck	\$25.00 per load

and adopts the fees and charges subject to no submissions being received.
2. Consider the effectiveness of the new green waste charges for non-residents at the next review of fees and charges.

2. Fees and charges will next be reviewed in the first half of 2022.

COUNCIL IMPLICATIONS:

3. Community Engagement/ Communication (per engagement strategy)

28 day public notification period.

4. Policy and Regulation

Local Government Act 1993(NSW) Part 10 Fees Division 3.

5. Financial (LTFP)

This resolution is likely to cost recover associated operating costs and/or reduce operating costs associated with processing green waste from non-Uralla Shire residents.

6. Asset Management (AMS)

Reduced cost to Council's waste management service (processing green waste).

7. Workforce (WMS)

Staff will need to develop a procedure to determine the source of green waste loads for disposal.

8. Legal and Risk Management

Council can lawfully set the fees for its services on land it controls. *Low risk.*

9. Performance Measures

The resolution will capture income from green waste disposal from non-residents.

10. Project Management

CFO/Director Corporate Services – Changes to fees and charges schedule

Manager Waste Water & Sewer – implementation of changes to pricing

17 CONFIDENTIAL MATTERS

9.1.3 CONFIDENTIAL REPORT – STATUS OF DA-43-2017 (LATE REPORT)

18 COMMUNICATION OF COUNCIL DECISIONS

19 CONCLUSION OF THE MEETING

END OF BUSINESS PAPER