



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

25 May 2021

Commencing at 12:30pm

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 25 May 2021 Ordinary Meeting of Council:

7.1 ORDINARY MEETING OF COUNCIL HELD 27 APRIL 2021



MINUTES of

ORDINARY MEETING OF COUNCIL

Held on 27 April 2021 at 12:30pm

Attendance at Meeting:

Councillors:

Cr M Pearce (Mayor)
Cr I Strutt (Deputy Mayor)
Cr R Bell
Cr R Crouch
Cr M Dusing
Cr N Ledger
Cr T Toomey
Cr L Sampson

Apologies:

Cr T O'Connor

Staff:

Ms K Jessep, General Manager
Mr S Paul, Chief Financial Officer
Mr T Seymour, Director Development & Infrastructure
Ms C Valencius, Executive Manager Corporate Services
Ms N Heaton, Coordinator Governance & Risk
Ms H McElnea, Communications & Engagement Officer
Ms W Westbrook, Minute Clerk
Mr M Clarkson, Manager Planning & Development

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1 OPENING & WELCOME

The chair declared the meeting opened at 12:32pm.

2 PRAYER

The Chair read the prayer.

3 ACKNOWLEDGEMENT TO COUNTRY

The Chair read the acknowledgement to 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.

5 APOLOGIES & APPLICATION FOR LEAVE OF ABSENCES BY COUNCILLORS

The Chair advised Cr O'Connor continued on leave of absence.

MOTION Moved: Cr Toomey/ Seconded: Cr Strutt

Cr Dusting leave of absence from 3pm, for today only, be approved.

FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr N Ledger, Cr L Sampson, Cr I Strutt,
Cr T Toomey.

AGAINST: Nil

01.04/21 CARRIED UNANIMOUSLY

6 DISCLOSURES & DECLARATIONS OF INTERESTS

The Chair received the following declarations of pecuniary and non-pecuniary Conflict of Interest Declarations in relation to the 27 April 2021 Meeting.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Cr Crouch	15.2	Non-pecuniary -Significant	On the Board of Uralla Showground and Land Manager of Uralla Pony Club
Cr Crouch	15.3	Non-pecuniary -Significant	Holding position of Director at Uralla Bowling Club

7 CONFIRMATION OF MINUTES

Minutes to be confirmed at the 27 April 2021 Meeting:

7.1 MINUTES 23 MARCH 2021 ORDINARY MEETING OF COUNCIL

Minutes of, Ordinary Meeting held 23 March 2021, the chair called for any amendments. There were no amendments.

MOTION Moved: Cr Strutt/ Seconded: Cr Ledger

That Council adopt the minutes of the meeting held 23 March 2021, as a true and correct record of the Ordinary Meeting 23 March 2021.

FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr M Dusing, Cr N Ledger, Cr L Sampson, Cr I Strutt

AGAINST: Cr T Toomey

02.04/21 CARRIED

8 TABLING OF REPORTS & PETITIONS

8.1 REPORTS TABLED

Nil.

8.2 PETITION ON PROJECTS APPLYING FOR FUNDING UNDER PUBLIC SPACES LEGACY PROGRAM TABLED

Cr T. Toomey tabled copies of 9 Petitions (not dated) and advised the petitions related to a meeting held on Public Spaces Legacy Funding, Thursday 22nd April 2021 at Uralla Bowling Club) containing 3 - 42 signatures. See below:

Petition	Number of Signatures Received
Basic (Primitive) Camping at The Glen	3
Increased Share Pathways, Cycleways, Mobility, Scooter Access and Public Spaces Connections	20
Model Boating	32
Mt Mutton Re: vegetation	35
Constellations of The South	35
Amphitheatre	35
7 Entrances to Uralla	36
Fibonacci	37
Upgrades to Rotary Park, opposite The Glen	42

Cr Bell left the meeting 12:49pm.

Cr Bell returned to the meeting 12:50pm.

9 URGENT, SUPPLEMENTARY & LATE ITEMS/REPORTS OF BUSINESS

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

9.1 URGENT ITEMS

Nil

9.2 SUPPLEMENTARY ITEMS

Nil

9.3 LATE REPORTS TO COUNCIL

MOTION Moved Cr Toomey/ Seconder: Cr Bell

That motion 2 only of the Uralla Branch NSW Farmers Association Letter dated 26 April 2021 be tabled.

FOR: Cr R Bell, Cr R Crouch, Cr T Toomey

AGAINST: Cr M Pearce, Cr M Dusting, Cr N Ledger, Cr L Sampson, Cr I Strutt

03.04/21 MOTION LOST

10 WRITTEN REPORT FROM DELEGATES

10.1 WINTERBOURNE WIND FARM COMMUNITY CONSULTATIVE COMMITTEE – CR CROUCH

Cr Crouch provided a verbal summary of the written delegates report.

10.2 ACTIVITIES SUMMARIES

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

COUNCILLOR NAME:		Mark Dusting
COUNCIL MEETING DATE:		27 April 2021
DATE	COMMITTEE/MEETING/EVENT	LOCATION
27 April 2021	Council Ordinary Meeting	Uralla
Expense Claims Tabled		\$0.00

COUNCILLOR NAME:		Robert Crouch
COUNCIL MEETING DATE:		27 April 2021
DATE	COMMITTEE/MEETING/EVENT	LOCATION
08 April 2021	Listening post	Kingstown
09 April 2021	Listening post	Kentucky
12 April 2021	Listening post	Invergowrie
12 April 2021	UTEC	Uralla
13 April 2021	Budget review and finance committee	Uralla
13 April 2021	General Manager's Workshop & Briefing Sessions for Councillors: - Thunderbolt Festival Presentation - Code of Conduct Training for Councillors	Uralla
15 April 2021	Seniors' week local achievement awards Armidale	Armidale
21 April 2021	Bundarra Hall Committee	Bundarra
27 April 2021	Ordinary council meeting	Uralla
Expense Claims Tabled		\$0.00

COUNCILLOR NAME:		Levi Sampson
COUNCIL MEETING DATE:		27 April 2021
DATE	COMMITTEE/MEETING/EVENT	LOCATION
13 April 2021	General Manager's Workshop & Briefing Sessions for Councillors: - Thunderbolt Festival Presentation Code of Conduct Training for Councillors	Uralla
13 April 2021	Budget Review & Finance Committee Meeting	Uralla
27 April 2021	Ordinary Council Meeting	
Expense Claims Tabled		\$62.56

COUNCILLOR NAME:	Natasha Ledger	
COUNCIL MEETING DATE:	27 April 2021	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
08 April 2021	Listening Post at Kingstown	Kingstown Store
09 April 2021	Listening Post at Kentucky	Kentucky Store
12 April 2021	Listening Post at Invergowrie	Invergowrie Store
13 April 2021	General Manager's Workshop & Briefing Sessions for Councillors: - Thunderbolt Festival Presentation Code of Conduct Training for Councillors	Uralla
13 April 2021	Budget Review & Finance Committee Meeting	Uralla
14 April 2021	Seniors Morning Tea	Uralla
16 April 2021	Bundarra 355 Committee Meeting- Uralla Media Launch - Library	Bundarra
16 April 2021	Uralla Media Launch - Library	Uralla
21 April 2021	Youth Week Forum	Uralla
25 April 2021	Anzac Dawn Service & March	Uralla
Expense Claims not Tabled		\$ -

COUNCILLOR NAME:	Tara Toomey	
COUNCIL MEETING DATE:	27 April 2021	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
12 April 2021	UTEC Meeting	Uralla
13 April 2021	Budget Review & Finance Committee Meeting	Uralla
13 April 2021	General Manager's Workshop & Briefing Sessions for Councillors: - Thunderbolt Festival Presentation Code of Conduct Training for Councillors	Uralla
22 April 2021	Public Meeting on Public Spaces Legacy Funding	Uralla
27 April 2021	Council Ordinary Meeting	Uralla
Expense Claims Tabled		\$0.00

COUNCILLOR NAME:	Robert Bell	
COUNCIL MEETING DATE:	27 April 2021	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
09 April 2021	Listening Post at Kentucky	Kentucky Store
13 April 2021	Budget Review & Finance Committee Meeting	Uralla
13 April 2021	General Manager's Workshop & Briefing Sessions for Councillors: - Thunderbolt Festival Presentation Code of Conduct Training for Councillors	Uralla
22 April 2021	Public Meeting on Public Spaces Legacy Funding	Uralla
23 April 2021	Launch of Promotion – Library	Uralla
27 April 2021	Council Ordinary Meeting	Uralla
Expense Claims Tabled		\$0.00

COUNCILLOR NAME:	Isabel Strutt	
COUNCIL MEETING DATE:	27 April 2021	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
28 March 2021	Presentation of the New England Zone NSW Rural Fire Service Long Service Medals and handover of new firefighting appliances	New England Airbase Precinct, Armidale
30 March 2021	Deputising for Mayor for fortnightly 2AD radio interview – Dine & Discover in the Uralla Shire; survey re name change for Hampden Park; Youth Week events; Listening Posts at Kentucky, Invergowrie, Kingstown; DCP Draft Amendment on public exhibition; New South Wales Rural Fire Service Presentation of Long Service Medals; Uralla Library programs.	Phone Interview
31 March 2021	Funding launch by MP Adam Marshall for Hawthorne Drive Improvement	Hawthorne Drive
01 April 2021	Meeting with NSW rural Fire Service regarding re-establishment of Liaison Committees for the New England Rural Fire District	RFS Zone Headquarters, Armidale
09 April 2021	Listening Post at Kentucky	Kentucky Store
12 April 2021	Listening Post at Invergowrie	Invergowrie Store
12 April 2021	UTEC Meeting	Chambers
13 April 2021	Budget Review & Finance Committee meeting	Chambers
13 April 2021	General Manager's Workshop & Briefing Sessions for Councillors: <ul style="list-style-type: none"> - Thunderbolt Festival Presentation - Code of Conduct Training for Councillors 	Chambers
14 April 2021	Seniors Morning Tea and Roundtable Discussion	Chambers
15 April 2021	NSW Seniors Week Local Achievement Awards	Armidale Bowling Club
21 April 2021	Youth Week Forum	Chambers
21 April 2021	Central Northern Regional Library Meeting	Tamworth
23 April 2021	Uralla Shire Resilience Project - Presentation of promotional videos	Uralla Library
27 April 2021	Council Meeting	Chambers
	Expense Claims Tabled	\$0.00

COUNCILLOR NAME:	Michael Pearce	
COUNCIL MEETING DATE:	27 April 2021	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
24 March 2021	Mayor's Office - Admin	Uralla
25 March 2021	Mayor's Office – Admin.	
06 April 2021	Mayor's Office - Admin	Uralla
07 April 2021	Mayor's Office - Admin	Uralla
09 April 2021	Mayor's Office – Admin. Listening Post, Kentucky	Uralla Kentucky
12 April 2021	Mayor's Office – Admin. Listening Post, Invergowrie	Uralla Invergowrie

13 April 2021	Mayor's Office – Admin. 2AD Radio interview Budget, Review, Finance Committee. General Manager's Workshop & Briefing Sessions for Councillors: - Thunderbolt Festival Presentation - Code of Conduct Training for Councillors.	Uralla
14 April 2021	Mayor's Office – Admin. 2AD Radio interview. Senior's Week Morning Tea.	Uralla
15 April 2021	Senior's Week Local Achievement Awards, Armidale City Bowling club.	Armidale
19 April 2021	Mayor's Office - Admin	Uralla
20 April 2021	Mayor's Office - Admin	
21 April 2021	Mayor's Office – Admin. Youth Week Morning Tea.	Uralla
22 April 2021	Mayor's Office - Admin	Uralla
23 April 2021	ANZAC Service – Bundarra Central School with USC General Manager. Local Business Community Engagement and Promotional Campaign, Uralla Library.	Bundarra Uralla
25 April 2021	ANZAC Day activities, Parade March and Alma Park Memorial Gates ceremony.	Uralla
26 April 2021	Mayor's Office - Admin	Uralla
27 April 2021	Mayor's Office – Admin. April Council meeting.	Uralla
Expense Claims Tabled		\$2,702

The Chair advised the Delegates reports have been tabled.

11 ITEMS PASSED IN BULK

The Mayor called for agenda items dealt with, in bulk, by exception – as per Section 13 of Council's Code of Meeting Policy.

There were no items passed in bulk.

12 MAYORAL MINUTE

12.1 MAYORAL MINUTE – EMERGENCY SERVICES LEVY

MOTION Moved: Cr Pearce/ Seconded: Cr Strutt

That Council write to the NSW Government advising that a 43.7% increase to this year's Uralla Shire Council contribution to the local RFS, together with the inevitable increase in the emergency services levy is not affordable and recommending that the NSW Government restricts the annual increase in Council's contributions to all agencies associated with Emergency Services Levy contributions to the rate peg limit, with the NSW budget to fund any shortfalls, and that this remains in place until a broad-based property levy is implemented.

FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr M Dusting, Cr N Ledger, Cr L Sampson,
Cr I Strutt, Cr T Toomey

AGAINST: Nil

04.04/21 CARRIED UNANIMOUSLY

12.2 MAYORAL MINUTE – YOUTH WEEK FORUM – “TOGETHER MORE THAN EVER”

MOTION Moved: Cr Pearce / Seconded: Cr Strutt

That the Mayoral Minute Youth Week Forum – ‘Together More Than Every’ be received and noted.

FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr M Dusing, Cr N Ledger, Cr L Sampson,
Cr I Strutt, Cr T Toomey

AGAINST: NIL

05.04/21 CARRIED UNANIMOUSLY

13 PUBLIC FORUM/PRESENTATIONS

Nil

14 REPORT OF COMMITTEES

14.1 BUDGET REVIEW AND FINANCE COMMITTEE MEETING OF COUNCIL HELD 13 APRIL 2021

PROCEDURAL MOTION Moved: Cr Bell/ Seconded: Cr Dusing
To move to Committee of the Whole.

06.04/21 CARRIED UNANIMOUSLY

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr Dusing/ Seconded: Cr Strutt
To resume Standing Orders.

07.04/21 CARRIED UNANIMOUSLY

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr Bell / Seconded: Cr Sampson

A. That the minutes of the Budget Review & Finance Committee Meeting held on 13 April 2021 be noted and endorsed, including the recommendations to Council that:

1. Council note the budget preparation stages outlined in the report and resolve to schedule an additional Budget Review and Finance Committee meeting on Tuesday 4 May 2021 commencing at 10:30am to finalise the draft budget.
2. Access charges and usage charges for the Water Fund be increased by 10%.
3. Review current contracts and consultancies at the next Budget Review & Finance Committee Meeting.
4. Investigate:
 - a. employment of a full time Health & Building inspector,
 - b. up skilling a current employee, and
 - c. a shared service.
5. Develop Section 7.11 & 7.12 developer charges policy to enable inclusion and associated revenue forecasts;
6. Investigate shared service opportunities with New England Joint Organisation (NEJO) and neighbouring councils.
7. Investigate commercial income streams.
8. Investigate options to diversify investments

- B. That the Budget Review & Finance Committee undertake consideration of further service level reductions and/or revenue raising opportunities and internal savings at the 4 May 2021 meeting.

FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr M Dusting, Cr L Sampson, Cr I Strutt,
Cr T Toomey

AGAINST: Cr N Ledger,

08.04/21 CARRIED

15 REPORTS TO COUNCIL

15.1 CASH AT BANK AND INVESTMENTS

MOTION: Moved Cr Toomey / Seconded: Cr Bell

That Council note:

- The cash position as at 31 March, 2021 consisting of cash and overnight funds of \$2,239,012, term deposits of \$15,507,319 totalling \$17,746,331 of readily convertible funds; and
- Council note the loan position as at 31 March 2021 totalling \$2,026,489.

AMENDMENT:

Moved: Cr Strutt/ Seconded: Cr Dusting

That Council note:

- The cash position as at 31 March, 2021 consisting of cash and overnight funds of \$2,239,012, term deposits of \$15,507,319 totalling \$17,746,331 of readily convertible funds; and
- Council note the loan position as at 31 March 2021 totalling \$2,026,489; and
- The projected unrestricted cash position as at 30 June 2021, totalling \$60,000; and
- Request the General Manager provide a breakdown of the internal and the external restrictions applied by the Chief Financial Officer in the projection of the unrestricted funds.

FOR: Cr M Pearce, Cr M Dusting, Cr N Ledger, Cr L Sampson, Cr I Strutt,

AGAINST: Cr R Bell, Cr R Crouch, Cr T Toomey

CARRIED

The amendment became the substantive motion and was put to the vote.

MOTION Moved: Cr Strutt/ Seconded: Cr Dusting

That Council note:

- The cash position as at 31 March, 2021 consisting of cash and overnight funds of \$2,239,012, term deposits of \$15,507,319 totalling \$17,746,331 of readily convertible funds; and
- Council note the loan position as at 31 March 2021 totalling \$2,026,489; and
- The projected unrestricted cash position as at 30 June 2021, totalling \$60,000; and
- Request the General Manager provide a breakdown of the internal and the external restrictions applied by the Chief Financial Officer in the projection of the unrestricted funds.

FOR: Cr M Pearce, Cr M Dusting, Cr N Ledger, Cr L Sampson, Cr I Strutt, Cr Crouch

AGAINST: Cr R Bell, Cr T Toomey

09.04/21 CARRIED

Cr Crouch declared a conflict of interest in items 15.2 and 15.3 left the meeting at 2.16pm.

15.2 COMMUNITY GRANTS PROGRAM 2020-21 ROUND 2 APPLICATION ASSESSMENTS

MOTION Moved: Cr Ledger/ Seconded: Cr Strutt

That Council approve Community Grants Program 2020-21 Round 2 funding allocations of \$7,600 to the following applicants in accordance with the general grant conditions:

- a. Uralla And District Pony Club - Show jumping Course (\$3,000 requested, provide \$1,939)
- b. Bundarra Fishing Club - Re-stocking native fish (\$3,000 requested, provide \$1,939)
- c. Friends of Barry Munday Reserve - Preparing Tennis Courts for Public Use (\$2,906 requested, provide \$1,878)
- d. Arding Landcare Group Inc. - Tree removal at Arding Reserve (\$2,420 requested, provide \$1,564)
- e. Ethan Wooldridge - Attendance at State equestrian event- fees and equipment (\$280 requested, provide \$280)

FOR: Cr M Pearce, Cr R Bell, Cr M Dusing, Cr N Ledger, Cr L Sampson, Cr I Strutt,
Cr T Toomey

AGAINST: Nil

10.04/21 CARRIED UNANIMOUSLY

15.3 DEVELOPMENT APPLICATION 18/2021 – INSTALLATION OF FLOOD LIGHTS - 52 HILL STREET, URALLA

MOTION Moved: Cr Bell/ Seconded: Cr Dusing

That Council approve the Development Application 18/2021 for installation of flood lights at 52 Hill Street Uralla (Lot A DP 156002) in accordance with the following conditions:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

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

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

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

Erection of signs

Please Note: This does not apply in relation to:

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

2. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
 - (a) showing the name, address and telephone number of the principal certifier for the work, and
 - (b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - (c) stating that unauthorised entry to the site is prohibited.
3. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

Shoring and adequacy of adjoining property

Please Note: This does not apply if the person having the benefit of the complying development certificate owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.

4. If the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the certificate must at the person's own expense:
 - (a) protect and support the adjoining premises from possible damage from the excavation, and
 - (b) where necessary, underpin the adjoining premises to prevent any such damage.

GENERAL CONDITIONS

5. The development shall be implemented in accordance with:
 - (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
 - (b) The details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.
Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.
6. The owner of the property is to ensure that any structure is installed:
 - (a) to meet the setback requirements of the approved plans,
 - (b) to be located within the confines of the lot, and;
 - (c) so that it does not interfere with any easements or covenants upon the land.
Reason: To avoid any structures being erected in a location where it would be inappropriate.

7. The structures are to be inspected at the following stages of construction:
- before the pouring of footings**
 - before pouring any reinforced concrete structure **
 - when the building work is completed and all conditions of consent have been addressed**
- ** denotes a critical stage inspection (a mandatory inspection under Section 109C of the EP&A Act 1979). Please note that an Occupation Certificate cannot be issued for a *development where a critical stage or other nominated inspection has not been carried out.
- Council has limited capacity for inspections, which may only be on specific days. Please contact Council well in advance to arrange an inspection.
- *All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer
- Reason: To ensure compliance with appropriate standards.
8. A Construction Certificate must be obtained from a Certifier before work commences.
- Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.
9. Use of the structures is not to take place until the Principal Certifier (PC) has carried out a final inspection and an Occupation Certificate issued.
- Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979 and to restrict the use of the premises until the terms of the Development Consent have been complied with so as to ensure the health and safety of occupants of the building.
10. No increase or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any other pollution discharge.
- Reason: To prevent pollution from detrimentally affecting the public or environment.
11. All external lighting is to be positioned and directed so as to prevent the intrusion of light to the adjoining premises.
- Reason: To prevent the intrusion of light onto adjoining premises.
12. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The application must be approved prior to the issue of a Construction Certificate.
- Reason: To ensure pedestrian and vehicular safety during construction.
13. The external flood lights must not remain on between the hours of 9pm and 6am on any day.
- Reason: To protect the amenity of the locality.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

14. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifier (if the PC is not Council) at least two days before the proposed date of commencement.

Reason: To ensure compliance with the Environmental Planning and Assessment Regulation 2000

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

15. The owner of the property is to ensure that any building is constructed:
- (a) to meet the setback requirements of the approved plans,
 - (b) to be located within the confines of the lot, and;
 - (c) so that it does not interfere with any easements or covenants upon the land.

Reason: To avoid any buildings being erected in a location where it would be inappropriate.

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

Monday to Saturday 7.00 AM to 5.00 PM

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

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

17. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.

Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.

18. All construction materials, sheds, skip bins, spoil, temporary water closets etc. shall be kept wholly within the property and not placed on public land or in a position that may result in materials/debris being washed onto the roadway or into the stormwater drainage system.

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

19. Temporary kerb and gutter crossings shall be installed to protect existing kerbs, channels and/or laybacks. Such protection shall consist of timber, concrete, steel or the like and shall not cause any diversion or build-up of drainage flow. Materials that could cause interference with council's drainage system shall not be used.

Reason: To ensure that Council's stormwater system is protected.

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

Reason: To ensure compliance with approved plans.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

21. Any damage caused to kerb, guttering crossovers and/or footpaths during building operations shall be rectified by the developer to the satisfaction of Uralla Shire Council's Director Infrastructure & Regulation.

Reason: To ensure that public infrastructure is maintained.

ADVISORY NOTES – GENERAL

22. The applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
23. It is possible that a covenant may affect the land which is the subject of this consent. The grant of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
24. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
25. Any alteration to the drawings and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s4.55 of the Act or a fresh development application. No works other than those approved under this consent shall be carried out without the prior approval of Council.
26. Telecommunications Act 1997 (Commonwealth): Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.
27. Prior to any works being undertaken within the road reserve, (including the footpath), a Section 138 approval must be obtained from Council. Please contact Council to obtain an application form.
28. Pursuant to Section 94(1)(a) of the Local Government Act 1993 (General) Regulation 2005, prior to any water main extension work or sewer main extension work the developer is to apply for a Section 68 Certificate approval and submit proposed plans.

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

FOR: Cr M Pearce, Cr R Bell, Cr M Dusting, Cr N Ledger, Cr L Sampson, Cr I Strutt,
Cr T Toomey

AGAINST: Nil

11.04/21 CARRIED UNANIMOUSLY

Cr Crouch returned to the meeting 2:36pm

15.4 DEVELOPMENT APPLICATION 10/2021 – CARPORT AND ADDITION TO EXISTING SHED, 2 DEPOT ROAD URALLA

MOTION Moved: Cr Bell/ Seconded: Cr Crouch

That Council resolve to approve the carport for Development Application 10/2021 at 2 Depot Road Uralla (Lot 4 DP 1092795) in accordance with the following conditions:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

2. **Please Note:** A reference to the National Construction Code is a reference to that Code as in force on the date the application is made for the relevant:
 - (c) development consent, in the case of a temporary structure that is an entertainment venue, or
 - (d) construction certificate, in every other case.

3. The work must be carried out in accordance with the requirements of the National Construction Code.
4. In the case of residential building work for which the Home Building Act 1989 requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.
5. For a temporary structure that is used as an entertainment venue, the temporary structure must comply with Part B1 and NSW H102 of Volume One of the National Construction Code.

6. **Erection of signs**

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

8. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
 - (d) showing the name, address and telephone number of the principal certifier for the work, and
 - (e) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - (f) stating that unauthorised entry to the site is prohibited.
9. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

10. Notification of Home Building Act 1989 requirements

11. Please Note: This does not apply in relation to Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.

12. Residential building work within the meaning of the Home Building Act 1989 must not be carried out unless the principal certifier for the development to which the work relates (not being the council) has given the council written notice of the following information:
- (a) in the case of work for which a principal contractor is required to be appointed:
 - (i) the name and licence number of the principal contractor, and
 - (ii) the name of the insurer by which the work is insured under Part 6 of that Act,
 - (b) in the case of work to be done by an owner-builder:
 - (i) the name of the owner-builder, and
 - (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the relevant owner-builder permit.
13. If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under the above becomes out of date, further work must not be carried out unless the principal certifier for the development to which the work relates (not being the council) has given the council written notice of the updated information.

GENERAL CONDITIONS

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

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

15. The owner of the property is to ensure that any structure is installed:
- (a) to meet the setback requirements of the approved plans,
 - (b) to be located within the confines of the lot, and;
 - (c) so that it does not interfere with any easements or covenants upon the land.

Reason: To avoid any structures being erected in a location where it would be inappropriate.

16. The structure is to be inspected at the following stages of construction:
- before the pouring of footings**
 - before covering drainage (under hydrostatic test)
 - before pouring any reinforced concrete structure **
 - before covering the framework for any wall, roof or other building element **
 - before covering waterproofing in any wet area**
 - before covering any stormwater drainage connections
 - when the building work is completed and all conditions of consent have been addressed**

** denotes a critical stage inspection (a mandatory inspection under Section 109C of the EP&A Act 1979). Please note that an Occupation Certificate cannot be issued for a *development where a critical stage or other nominated inspection has not been carried out.

Council has limited capacity for inspections, which may only be on specific days. Please contact Council well in advance to arrange an inspection.

*All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer

Reason: To ensure compliance with appropriate standards.

17. A Construction Certificate must be obtained from a Certifier before work commences.
Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.

18. Occupancy of the building is not to take place until the Principal Certifier (PC) has carried out a final inspection and an Occupation Certificate issued.
Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979 and to restrict the use of the premises until the terms of the Development Consent have been complied with so as to ensure the health and safety of occupants of the building.
19. Roof water is to be disposed in a manner that does not cause a nuisance for neighbouring properties, by one of the following methods:
(a) By piping to the street gutter.
(b) By piping to a rainwater tank and then via the overflow to the street gutter.
Reason: To alleviate any potential stormwater problems with respect to the buildings on the allotment or adjoining allotments.
20. The responsible person for plumbing and drainage work must ensure that the responsible person has given Council a notice of work in an approved form that specifies the work to be carried out and the responsible person for the work.
The notice of work must be provided no later than 20 business days before the work concerned is carried out in the case of work that involves a proposed alternative solution, or no later than 2 business days before the work concerned is carried out in any other case.
Reason: Statutory requirement
21. The responsible person for plumbing and drainage work must provide Council, and the person for whom the work is carried out, with a certificate of compliance within 2 business days after the work is completed.
Reason: Statutory requirement
Note: A certificate of compliance is a written document, in an approved form, that certifies that the plumbing and drainage work to which it relates is code compliant.
22. On completion of plumbing and drainage work that consists of or includes carrying out work on a sanitary drainage system, the responsible person for the work must supply a plan of the work, in the approved form, to the following persons:
a) The owner of the land or the owner's agent,
b) The Council.
Reason: Statutory requirement
23. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The application must be approved prior to the issue of a Construction Certificate.
Reason: To ensure pedestrian and vehicular safety during construction.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

24. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifier (if the PC is not Council) at least two days before the proposed date of commencement.
Reason: To ensure compliance with the Environmental Planning and Assessment Regulation 2000

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

25. The owner of the property is to ensure that any building is constructed:
(d) to meet the setback requirements of the approved plans,
(e) to be located within the confines of the lot, and;
(f) so that it does not interfere with any easements or covenants upon the land.
Reason: To avoid any buildings being erected in a location where it would be inappropriate.
26. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:-
Monday to Saturday 7.00 AM to 5.00 PM
Sunday & public Holidays No construction activities are to take place.
Reason: To ensure that public amenity is not unduly affected by noise.

27. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.
Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.
28. All construction materials, sheds, skip bins, spoil, temporary water closets etc. shall be kept wholly within the property and not placed on public land or in a position that may result in materials/debris being washed onto the roadway or into the stormwater drainage system.
Reason: To preserve the amenity of the locality and protect stormwater systems.
29. Temporary kerb and gutter crossings shall be installed to protect existing kerbs, channels and/or laybacks. Such protection shall consist of timber, concrete, steel or the like and shall not cause any diversion or build-up of drainage flow. Materials that could cause interference with council's drainage system shall not be used.
Reason: To ensure that Council's stormwater system is protected.
30. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification shall be kept on the Subject Site at all times and shall be readily available for perusal by any officer of Council or the PCA.
Reason: To ensure compliance with approved plans.
31. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the Applicant and plumbing/drainage contractor shall ensure that the following procedures are adopted.
- (g) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
 - (h) Create the opening in the kerb by use of either a saw cut or bored hole only – breaking out the kerb by impact methods is not permitted,
 - (i) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
 - (j) The fixing of the kerb adaptor and filling in of side gaps is to be undertaken by the use of an epoxy resin – mortar or concrete is not to be used.
- Reason: Requirement of Council as the Road Authority.
32. Run-off and erosion controls must be implemented before construction, and maintained to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
- (k) divert uncontaminated run-off around cleared or disturbed areas,
 - (l) erect a silt fence to prevent debris escaping into drainage systems or waterways,
 - (m) prevent tracking of sediment by vehicles onto roads,
 - (n) stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.
- Reason: To prevent pollution from detrimentally affecting the public or environment.
33. All demolition work to be undertaken in accordance with Australian Standard 2601 – The Demolition of Structures.
Reason: To ensure that demolition work is undertaken in a manner that is safe and minimises environmental disturbance.

34. Development involving bonded asbestos material and friable asbestos material:
- (o) work involving bonded asbestos removal work (of an area of more than 10 square metres) or friable asbestos removal work must be undertaken by a person who carries on a business of such removal work in accordance with a licence under clause 458 of the Work Health and Safety Regulation 2011,
 - (p) the person having the benefit of the development consent must provide the principal certifier with a copy of a signed contract with such a person before any development pursuant to the consent commences,
 - (q) any such contract must indicate whether any bonded asbestos material or friable asbestos material will be removed, and if so, must specify the landfill site (that may lawfully receive asbestos) to which the bonded asbestos material or friable asbestos material is to be delivered,
 - (r) if the contract indicates that bonded asbestos material or friable asbestos material will be removed to a specified landfill site, the person having the benefit of the development consent must give the principal certifier a copy of a receipt from the operator of the landfill site stating that all the asbestos material referred to in the contract has been received by the operator.

Reason: To ensure that demolition work is undertaken in a manner that is safe and minimises environmental disturbance.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

35. Any damage caused to kerb, guttering crossovers and/or footpaths during building operations shall be rectified by the developer to the satisfaction of Uralla Shire Council's Director Infrastructure & Regulation.

Reason: To ensure that public infrastructure is maintained.

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

FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr M Dusting, Cr L Sampson, Cr I Strutt,
Cr T Toomey

AGAINST: Cr N Ledger

12.04/21 CARRIED

The Chair sought the consensus of the meeting for a short adjournment.-

Meeting break 2:38pm.

Meeting resumed 2.42pm.

15.5 WORKS PROGRESS REPORT

MOTION Moved: Cr Strutt/ Seconded: Cr Ledger

That the report be received and noted for the works completed or progressed during March 2021 and works programmed for April 2021.

FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr M Dusting, Cr N Ledger, Cr L Sampson,
Cr I Strutt, Cr T Toomey

AGAINST: Nil

13.04/21 CARRIED UNANIMOUSLY

15.6 THUNDERBOLTS FESTIVAL SPONSORSHIP REQUEST 2021

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

14.04/21 CARRIED UNANIMOUSLY

Councillors held a detailed discussion in committee regarding the report.

Cr Bell declared a conflict of interest for a portion of the discussion and left the meeting 2:46pm
Cr Bell was advised that discussion on the matter relevant to his declaration was completed and he returned to the meeting 2:47pm.

PROCEDURAL MOTION Moved: Cr Sampson / Seconded: Cr Ledger
To resume Standing Orders.

15.04/21 CARRIED UNANIMOUSLY

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr Bell/ Seconded: Cr Sampson
That Council:

- 1) agree to funding and support for the 2021 Thunderbolts Festival as follows:
 - a) \$12,000 in direct support; and
 - b) Additional in-kind support as noted at a) to m) in the Report paragraphs below, valued at approximately \$4,200
 - 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.
- FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr M Dusting, Cr N Ledger, Cr L Sampson,
Cr I Strutt, Cr T Toomey

AGAINST: Nil

16.04/21 CARRIED UNANIMOUSLY

15.7 REGIONAL NSW PLANNING PORTAL GRANT

MOTION Moved: Cr Ledger/ Seconded: Cr Bell

That Council resolve to apply for the Regional NSW Planning Portal grant of \$50,000 to assist with the costs of:

- IT system upgrade (purchasing a new system or Application Programming Interface);
- Purchase of equipment (computers, kiosks, chairs/desks); and
- Human resources (reallocation of staff or training of staff).

FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr M Dusting, Cr N Ledger, Cr L Sampson,
Cr I Strutt, Cr T Toomey

AGAINST: Nil

17.04/21 CARRIED UNANIMOUSLY

Cr Dusting left the Chambers at 3:00pm for his leave of absence [approved at item 5].

15.8 HERITAGE COUNCIL OF NSW PROPOSED CURTILAGE EXTENSION OF MCCROSSIN'S MILL PRECINCT ON THE STATE HERITAGE REGISTER

MOTION Moved: Cr Crouch/ Seconded: Cr Toomey

That Council resolve to make a submission to the Heritage Council of NSW in support of the proposed curtilage extension of McCrossin's Mill Precinct (SHR No. 00161), being Lot 1 DP 1127831 and Lot 30 DP 801344.

FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr N Ledger, Cr L Sampson, Cr I Strutt,
Cr T Toomey

AGAINST: Nil

18.04/21 CARRIED UNANIMOUSLY

15.9 DRAFT ADVERSE EVENTS PLAN

MOTION Moved: Cr Ledger/ Seconded: Cr Strutt

That Council resolve to:

1. Place the draft Uralla Shire Council Adverse Events Plan on public exhibition for a period of 28 days;
2. Provide the draft Uralla Shire Council Adverse Events Plan to representatives of the Local Emergency Management Committee and the Regional Emergency Management Officer for consideration and comment; and
3. Subject to no submissions received, adopt the Uralla Shire Council Adverse Events Plan.

FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr N Ledger, Cr L Sampson, Cr I Strutt,
Cr T Toomey

AGAINST: Nil

19.04/21 CARRIED UNANIMOUSLY

15.10 VARIATIONS AND STATUS UPDATES OF PROJECTS FUNDED BY DROUGHT COMMUNITIES PROGRAM EXTENSION

PROCEDURAL MOTION Moved: Cr Toomey/ Seconded: Cr Bell

To move to Committee of the Whole.

20.04/21 CARRIED UNANIMOUSLY

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr Strutt / Seconded: Cr Sampson

To resume Standing Orders.

21.04/21 CARRIED UNANIMOUSLY

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr Strutt/ Seconded: Cr Ledger

That Council receive and note the report.

FOR: Cr M Pearce, Cr R Crouch, Cr N Ledger, Cr L Sampson, Cr I Strutt,

AGAINST: Cr R Bell, Cr T Toomey

22.04/21 CARRIED

15.11 RESPONSE TO QUESTIONS FROM 23 MARCH 2021 ORDINARY MEETING

MOTION Moved: Cr Ledger/ Seconded: Cr Strutt

That Council receive and note the response to the questions from the 23 March 2021 Ordinary Meeting of Council.

FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr N Ledger, Cr L Sampson, Cr I Strutt,
Cr T Toomey

AGAINST: Nil

23.04/21 CARRIED UNANIMOUSLY

15.12 PUBLIC SPACES LEGACY PROGRAM PROJECT

PROCEDURAL MOTION Moved: Cr Toomey/ Seconded: Cr Crouch

To move to Committee of the Whole.

24.04/21 CARRIED UNANIMOUSLY

Cr Sampson left the meeting 3.45pm.

Cr Sampson returned to the meeting 3:46pm.

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr Bell/ Seconded: Cr Strutt

To resume Standing Orders.

25.04/21 CARRIED UNANIMOUSLY

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr Ledger/ Seconded: Cr Toomey

That Council:

1. subject to funding of up to \$2,000,000 under the NSW Public Spaces Legacy Program, undertakes the following projects:
 - a) The Constellations of The South at The Glen, adjacent Rotary Park upgrade and model boating lake, circa \$1,500,000; and
 - b) Fibonacci theme at Pioneer Park circa \$500,000
2. authorise the General Manager to execute the proposed funding deed;
3. undertake further community consultation during the concept and detailed design phases of the projects;
4. Include the operating costs of the new capital works projects as part of development of the Long Term Financial Plan.

FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr N Ledger, Cr L Sampson, Cr I Strutt, Cr T Toomey

AGAINST: Nil

26.04/21 CARRIED UNANIMOUSLY

15.13 RESOLUTION REGISTER ACTIONS STATUS

PROCEDURAL MOTION Moved: Cr Crouch/ Seconded: Cr Toomey

To move to Committee of the Whole.

27.04/21 CARRIED UNANIMOUSLY

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr Pearce/ Seconded: Cr Toomey
To resume Standing Orders.

28.04/21 CARRIED UNANIMOUSLY

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr Ledger / Seconded: Cr Crouch

That Council receive and note the Resolution Action Status as at 22 April 2021.

FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr N Ledger, Cr L Sampson, Cr I Strutt,
Cr T Toomey

AGAINST: Nil

29.04/21 CARRIED UNANIMOUSLY

16 NOTICES OF MOTION

16.1 NOTICE OF MOTION - EXPANSION OF THE BUILDING CERTIFIER SERVICES – CR LEDGER

MOTION Moved: Cr Ledger/ Seconded: NIL

That Council:

Receive information in the consideration of expansion of building certifier services and competitive price neutrality, information pertaining to:

1. projected expenditure and revenue forecast of engaging a building certifier.
2. competitive market prices, locally and regionally
3. executive recommendations or
4. any relevant information pertaining to financial outcomes of employing a qualified building certifier in an extended capacity.

To be workshopped in the General Manager's Workshop and Briefing sessions for Councillors with the intent to start services as soon as possible.

LAPSED for want of Seconder.

16.2 NOTICE OF MOTION – ARIC MEMBERSHIP – CR TOOMEY

Cr Ledger left the meeting at 4:27pm.

Cr Ledger returned to the meeting at 4:28pm.

MOTION Moved Cr Bell/ Seconder: Cr Toomey

That Council call for nominations for an alternate delegate to the Audit, Risk & Improvement Committee and if there is more than one nomination the General Manager is appointed as the returning officer and conduct a secret ballot.

FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr N Ledger, Cr L Sampson, Cr I Strutt,
Cr T Toomey

AGAINST: Nil

30.04/21 CARRIED UNANIMOUSLY

The Chair called for the Nomination – Crs Ledger and Crouch were nominated by the Councillors.

The Returning Officer conducted a ballot.

Cr Dusting returned to the Chambers at 4:32pm and was briefed on status of the alternate delegate voting in process.

Cr Bell left the meeting at 4:33pm.

Cr Bell returned to the meeting at 4:34pm.

Voting tied 4 all.

The Chair called for preference for a revote or to draw a name from a hat. The consensus of the meeting was for a revote.

The Returning Officer conducted a second ballot.

Voting tied 4 all.

Cr Toomey withdrew the motion on notice at 4:39pm.

UNCONFIRMED

16.3 NOTICE OF MOTION – WORKERS COMPENSATION – CR TOOMEY

Motion Moved: Cr Toomey/ Seconded: Bell

That the General Manager:

- i) Provide an urgent report on the assumptions and advice that have led to the significant increase forecast for Workers Compensation premiums in the draft 21/22 Budget: and
- ii) Seek advice from Council's insurers on the appropriateness of the Council's mitigation measures to minimise Workers Compensation claims and any other mitigation measures Council could consider.

FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr M Dusing, Cr N Ledger, Cr L Sampson, Cr I Strutt, Cr T Toomey

AGAINST: Nil

31.04/21 CARRIED UNANIMOUSLY

16.4 NOTICE OF MOTION – WORK, HEALTH AND SAFETY – CR TOOMEY

Motion Moved: Cr Crouch/ Seconder: Cr Toomey

To close the meeting under *section 10A of the Local Government Act 1993 (NSW)*:

- (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),

FOR: Cr R Bell, Cr R Crouch, Cr T Toomey

AGAINST: Cr M Pearce, Cr M Dusing, Cr N Ledger, Cr L Sampson, Cr I Strutt,

MOTION LOST

PROCEDURAL MOTION Moved: Cr Dusing/ Seconded: Cr Ledger

To extend the meeting until 5:30pm.

34.04/21 CARRIED UNANIMOUSLY

PROCEDURAL MOTION Moved: Cr Toomey/ Seconded: Cr Bell

To move to Committee of the Whole.

32.04/21 CARRIED UNANIMOUSLY

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr Bell / Seconded: Cr Strutt

To resume Standing Orders.

33.04/21 CARRIED UNANIMOUSLY

The Chair outlined details of the discussion held in committee including that a workshop with StateCover and Statewide Mutual/JLT will take place on 18 May 2021 and that reporting on this matter is provided to ARIC.

MOTION Moved: Cr Toomey/ Seconded: Cr Crouch

That Item 16.4 lay on the table.

FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr M Dusing, Cr N Ledger, Cr L Sampson,
Cr I Strutt, Cr T Toomey

AGAINST: Nil

35.04/21 CARRIED UNANIMOUSLY

17 CONFIDENTIAL MATTERS

The Chair advised there were no confidential matters to be heard at the 27 April Meeting.

18 COMMUNICATION OF COUNCIL DECISIONS

Nil

19 CLOSURE OF MEETING

The meeting was closed at 5:16pm.

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 REPORT TO COUNCIL - DRAFT OPERATIONAL PLAN AND BUDGET 2021-2022

10 WRITTEN REPORTS FROM DELEGATES

10.1 CENTRAL NORTHERN REGIONAL LIBRARY MEETING, AND THE NSW PUBLIC LIBRARY NORTH EAST FULL ZONE - SUBMITTED BY CR I STRUTT



REPORT:

The Central Northern Regional Library held an Ordinary meeting at Ray Walsh House in Tamworth on 21 April 2021, with Councillor delegates and staff from all member libraries attending.

All Library staff, members and communities are thankful that programs and community use of the libraries are possible again, with continuing COVID precautions and restrictions observed as they apply. The libraries have delivered holiday programs and activities during the January and April school holidays which included Innovation Studio staff travelling round CNRL branches running exciting programs including Robot Soccer, Secret Agent workshops and Sphero Bridge Building. With public attendance again possible the libraries are enthusiastically providing new, contemporary and innovative offerings in programs, activities and engagement across their communities.

A re-structure of Tamworth Regional Council's Cultural and Community Services Division will provide additional support to Central Northern Regional Libraries through an upgraded Library Technology Officer position, and the formation of a new work unit, the STEAM and Childhood Literacy Unit which is responsible for the innovation studio and literacy programs across CNRL.

The **"One Book One Region"** choice for this year is **"The Thursday Murder Club"** by Richard Osman, a record-breaking Sunday Times number one bestseller. The setting is a peaceful English Retirement Village and follows a group of senior citizens who meet once a week to investigate unsolved murders. However they soon find themselves in the middle of a real murder investigation. This book is not a typical murder mystery but is pure escapism, hilarious and warm-hearted with engaging and loveable characters. It is felt that this book will be a good and relaxing choice after the toughness of 2020.

Recognising that public libraries are not just "book places" but "people places", and as such libraries can be community hubs of social interaction, learning, support, local history centres, creativity and a whole lot more, the **vision** for Central Northern Regional Library Strategic Plan for 2021-2026 is "Investing in the future of our communities by creating an environment for learning, innovation, and social connection."

The Plan to achieve this is by :-

Community Building – "CNRL will build community through physical and digital engagement and spaces."

CNRL will-

1. Provide physical and digital spaces where people can come together for social connection.
2. Discover the library needs of the community. Reach the community by implementing annual marketing plans.
3. Provide an updated and accessible library website and catalogue.

Collaboration – “CNRL will extend its reach with collaboration and partnership.”

- CNRL will -
1. Expand and develop partnership and collaboration opportunities.
 2. Collaborate internally across Council.
 3. Be socially inclusive and actively engage with all sections of the community.

Resources - “CNRL will provide resources that inspire its communities and keep them engaged with learning, creating and culture.”

- CNRL will -
1. Provide physical and online resources which are inspiring, current and meet community needs.
 2. Preserve and promote local history through local studies collections and events.
 3. Provide a current and dynamic collection where de-accessioning takes place regularly.

Innovation - “CNRL will use technology to solve problems and promote equity.”

- CNRL will -
1. Seek smart solutions to problems.
 2. Trial new collections and services.
 3. Build digital equity within the community through access to technology and online services.
 4. Seek grant funding to increase learning opportunities for the community.

Learning - “CNRL will deliver learning outcomes.”

- CNRL will -
1. Deliver inspiring and engaging library programs.
 2. Provide outreach services with specific targets and outcomes.
 3. Provide literacy programs for children and adults.
 4. Provide digital literacy programs.
 5. Encourage staff to achieve their personal best by providing staff development and support.

Leadership – “CNRL will make bold decisions and demonstrate leadership in provision of library services.”

- CNRL will -
1. Provide strategic direction for the library service.
 2. Advocate for appropriate funding.
 3. Practice good governance.

The quarterly reports that staff submit will align with the new Strategic Plan.

The Central Northern Regional Library Agreement is due for renewal as at 30 June 2021. A motion that the Agreement be renewed for a period of five years was carried by the meeting. The renewal of the Agreement is the subject of a separate report to Council.

NSW PLA North East Full Zone Meeting was held at the Walcha Community Centre on 13 May 2021.

The meeting was chaired by Cr Bill Heazlett, Chair of CNRL, who will be retiring at the end of this term of Council. Cr Heazlett’s view of the future of public libraries is that they are now hubs of service to their communities and are one of the most important services which Councils provide.

A May 2021 Update from the NSW Public Libraries Association was presented, noting the Online Storytime pilot project; NSW Reads program; NSWPLA Professional Development; the annual libraries conference, Switch, will be held later this year and will also be virtually streamed; NSWPLA Strategic Plan Review.

NSWPLA is the peak body for public libraries in NSW with the vision of being a strong and united voice for New South Wales Public Libraries. The draft NSWPLA Strategic Plan 2021-2024 covers the major strategies to be implemented – Advocacy, Identity, and Connections which are detailed as follows :-

Advocacy – Our public libraries offer vibrant spaces on which all community members can meet, learn and play. They provide essential community learning and social services to every community in NSW.

Objective 1 - “Position public libraries as essential services to NSW communities; entitled to fair funding, skilled staff, and contemporary physical and digital infrastructure.”

Objective 2 – “Develop effective knowledge sharing and campaign ready networks and partnerships.”

Identity - Strengthen the NSWPLA identity so that it projects one voice to our members, stakeholders and communities raising the profile of public libraries across New South Wales.”

Objective 1 - “Reinforcing NSWPLA as the peak organisation for public libraries across NSW.”

Objective 2 - “Build a collaborative and forward-thinking association that is relevant, sustainable, and engaging.”

Connections – “Create and facilitate opportunities for our members and stakeholders to collaborate, cooperate, and share experiences, knowledge, and ideas to ensure that NSW libraries have the capacity to meet the future needs of our members and our communities.”

Objective 1 – “Recognise and celebrate NSW public libraries achievements and innovations.”

Objective 2 - “Harness technology to strategically connect and engage with our members and stakeholders to build stronger networks.”

A report from the State Library of NSW was also presented including:-

- Public Library Infrastructure Grants – 2021/2022 round expected to open in September 2021.
- 2020/2021 Public Library Funding – all Councils received their subsidies in February 2021.
- Social Media campaigns – the State Library has put together tips on creating engaging social media content aligned to key campaigns.
- Tweeting a public library in 2021 – the State Library is running a public library campaign on twitter featuring a different library branch each day, covering the state by the end of the year.
- Diverse Picture Books – a project to improve the diversity of children’s picture books in public library collections.
- Projects with Charles Sturt University to understand the needs of public library users post-pandemic.
- indyreads – a platform which enables public libraries to provide free access to eBooks and eAudio.
- New on-line Drug info training.
- Multicultural services
- Tech Savvy Seniors Multilingual Online training videos.

Recommendation:

That Council receive the report on the Central Northern Regional Library General Meeting of 21 April 2021, and the NSW PLA North East Full Zone Meeting of 13 May 2021.

END OF REPORT

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 11 MAY 2021

Department: Corporate Services
Prepared by: *Coordinator Governance & Risk*
TRIM Reference: UINT/21/5924
Attachments: UINT/21/5925 ARIC Unconfirmed Minutes 11 May 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 11 May 2021 are attached for Council's information.

RECOMMENDATION:

That the Minutes from the Audit Risk and Improvement Committee meeting held on 11 May 2021 be noted and that Council endorse the recommendations therein.

REPORT:

2. The Audit, Risk and Improvement Committee's role is to provide oversight and advice to both Councillors and staff in relation to operational matters and improvements.
3. The Committee met on 11 May 2021 and the minutes of the meeting are attached.
4. All Councillors were provided with the full agenda prior to the meeting and invited to attend the meeting as observers.
5. Council currently has two Councillors appointed as members of the ARIC.
6. Mr Cornell from Forsyths presented the confidential Annual Audit Engagement Plan on behalf of the Audit Office of NSW.
7. The Internal Audit Report on procurement was noted.
8. Agreement was reached on the priorities for the Internal Audit Rolling Plan for 2021/22.
9. The Internal Audit Charter was reviewed, with some amendments suggested.

COUNCIL IMPLICATIONS:

10. **Community Engagement/ Communication**
Informing - The ARIC minutes are presented to the public Council meeting.
Recommendations from the ARIC are presented in a public report to the Council meeting.
11. **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.
12. **Financial /Long Term Financial Plan**
Resourcing required to undertake the recommendations as noted.
13. **Asset Management / Asset Management Strategy**
N/A
14. **Workforce / Workforce Management Strategy**
The Council provides staff and administrative resources to the Audit Committee as necessary to implement the ARIC Charter.
15. **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.
16. **Performance Measures**
ARIC sets an annual work plan and undertakes a self-assessment annually.
17. **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

11 May 2021 – 9:30am, 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
Ms Christine Valencius - Executive Manager Corporate Services
Mr Simon Paul - Chief Financial Officer
Ms Nathalie Heaton - Coordinator Governance and Risk
Ms Katie Bryant – Risk Management & Safety Officer
Mr Carlos Chica - Internal Auditor

Apologies

Nil

Observers

Mayor Pearce
Cr N Ledger
Cr I Strutt
Cr R Crouch
Ms F Stace – Manager, Human Resources
Ms L Waters – Corporate Accountant

Minute Clerk – Ms Wendy Westbrook

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1 MEETING OPEN & WELCOME

The Chair declared the meeting open at 9:40am.

2 ACKNOWLEDGEMENT OF COUNTRY

The Chair acknowledged Country and Elders past and present.

WEBCAST INFORMATION

The Chair advised the meeting was not to be recorded due to technical issues.

3 APOLOGIES, REQUESTS FOR LEAVE OF ABSENCE AND OBSERVERS

3.1 The Chair advised there were no apologies.

The Chair advised receipt of a leave of absence from Cr T O'Connor needing to depart at 1pm.

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

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

5.3 P Packham disclosed he is a member of the Armidale Regional Growth Place Activation Peak Advisory Committee.

6 CONFIRMATION OF MINUTES and BUSINESS ARISING

6.1 MINUTES FROM THE 9 FEBRUARY 2021 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING.

Minutes of, Audit Risk & Improvement Committee Meeting held 9 February 2021 presented and the chair called for any amendments. The amendments were:

Item 7.1 The Chair thanked Mr Hillier to read Mr De Witt ; and

Item 7.2 The Chair thanked Mr De Witt to read Mr Hillier

MOTION Moved: P Packham / Seconded: D Creed

That Council adopt the minutes for the meeting held 9 February 2021, with amendments as noted, as a true and correct record.

Amendments:

Item 7.1 The Chair thanked Mr Hillier to read Mr De Witt ... ; and

Item 7.2 The Chair thanked Mr De Witt to read Mr Hillier names be corrected.

For: M O'Connor, D Creed, P Packham, Cr T O'Connor

Against: Cr Toomey

ARIC01.05/21 **CARRIED**

7 PRESENTATION

7.1 THE ANNUAL AUDIT ENGAGEMENT PLAN (AEP) – AUDIT OFFICE OF NSW

Paul Cornall presented an overview of the Annual Audit Engagement Plan including focus areas for this year's audit.

Copies sent via Email 11 May 2021 at 1:05pm.

Hard copies handed to ARIC Members prior to leaving Chambers.

8 LATE ITEM

8.1 ARIC SELF-ASSESSMENT

MOTION Moved: M O'Connor / Seconded: Cr T O'Connor

That the ARIC self-assessment survey be built by a council staff member in survey monkey and an electronic link be sent to members to complete within two weeks. The results be provided to the Chair only, in confidence, and the Chair will provide a summary and recommendations to ARIC at the next meeting.

For: M O'Connor, D Creed, P Packham, Cr T O'Connor, Cr Toomey

Against: Nil

ARIC02.05/21 CARRIED UNANIMOUSLY

8.2 INTERNAL AUDIT REPORT - PROCUREMENT

MOTION Moved: M O'Connor / Seconded: D Creed

That the Committee note the Procurement Internal Audit Report and request that the General Manager act on the recommendations therein, report back to ARIC on completion of those actions and undertake the internal audit again in October 2022.

For: M O'Connor, D Creed, P Packham

Against: Cr Toomey, Cr T O'Connor

ARIC03.05/21 CARRIED

The Chair called for a short break 11:04am.

The Chair resumed the meeting at 11:18am.

9 REPORTS

9.1 DASHBOARD QUARTERLY REPORT APRIL 2021

MOTION Moved: M O'Connor / Seconded: Cr Toomey

That the ARIC advise Council the Committee has reviewed the Dashboard Report (April 2021).

For: M O'Connor, D Creed, P Packham Cr Toomey, Cr T O'Connor

Against: Nil

ARIC04.05/21 CARRIED UNANIMOUSLY

9.2 REVIEW OF THE INTERNAL AUDIT CHARTER

MOTION Moved: M O'Connor / Seconded: P Packham

That the ARIC advise Council the Committee has reviewed the Internal Audit Charter and considered the following:

- a. paragraph numbers to be added to the document
- b. new paragraph heading be included on page 22
- c. page 25 last paragraph "The Audit Risk and Improvement Committee shall periodically"
- d. page 24 last paragraph be amended: "That the Internal Auditor has the authority to request responsible officers to provide written management responses and action plans in response to issues and recommendations contained in internal audit reports within 28 working days."
- e. Request General Manager to harmonise the document in relation to reporting lines to ARIC.

For: M O'Connor, D Creed, P Packham Cr Toomey, Cr T O'Connor

Against: Nil

ARIC05.05/21 CARRIED UNANIMOUSLY

9.3 INTERNAL AUDIT ROLLING PLAN 2021/2022

MOTION Moved: M O'Connor / Seconded: P Packham

That the Committee review and approve the internal audit plan FY21/22, to schedule the following internal audits, with indicative scope and risk separated and the reason for the prioritisation recorded in the plan:

- a) Workplace Health & Safety (WHS)
- b) Payroll Control Environment
- c) Procurement audit (October 2022)
- d) Awarded Grants Funding management
- e) Review of Exit Interview process

With the approval of ARIC Chair the Internal Auditor may adjust the internal audit plan in response to receiving special requests from executive management to conduct reviews that are not on the approved plan due to the emergence of matters warranting a change to the plan, with an update being reported to the committee out of session.

ARIC06.05/21 CARRIED UNANIMOUSLY

9.4 GOVERNANCE QUARTERLY REPORT

Cr O'Connor left the meeting 12:19pm.

Cr O'Connor returned to the meeting 12:21pm.

MOTION Moved: D Creed / Seconded: M O'Connor

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

ARIC07.05/21 CARRIED UNANIMOUSLY

10 CONFIDENTIAL BUSINESS

The Audit Risk & Improvement Committee members moved to a confidential session after close of meeting for a confidential discussion.

11 NEXT MEETING

Moved: Cr O'Connor Seconded: Cr Toomey

That the next meeting of the Audit Risk & Improvement Committee be held on Thursday 12 August 2021 9:30am at Council Chambers, Uralla Shire Council with the agenda to be issued the Friday prior to the meeting.

ARIC08.05/21 CARRIED

12 MEETING CLOSED

Meeting Closed at 12:25pm.

13 CONFIRMATION OF MINUTES

COUNCIL MINUTES CONFIRMED BY:	
RESOLUTION NUMBER:	
DATE:	
CHAIR:	Mr Michael O'Connor
Presented to Council	Ordinary Meeting <date>

14.2 MINUTES OF THE BUDGET REVIEW & FINANCE COMMITTEE MEETING HELD 4 MAY 2021

Department: Finance
Prepared by: *Chief Financial Officer*
TRIM Reference: UINT/21/6087
Attachments: UINT/21/5129

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY: The unconfirmed Minutes of the Budget Review and Finance Committee (BR&FC) meeting held on 4 May 2021 are attached for Council's information.

RECOMMENDATION:

That Council note the Minutes of the Budget Review & Finance Committee Meeting held 4 May 2021.

REPORT:

1. The Budget Review and Finance Committee (BR&FC) was formed to facilitate Council working towards becoming a financially sustainable Shire.
2. The Budget Review and Finance Committee (BR&FC) is a committee of the whole, that is, all councillors are members of the committee.
3. Nine (9) reports were submitted to the BR&FC meeting:
 - Horizontal Service Review
 - Recommendations from BR&FC meeting 13 April 2021
 - Review of Councillor Proposals to Help Balance the Budget 2020-21
 - Community Engagement
 - Section 7.12 Plans – Development Consent Levies
 - Draft Operational Plan 2021/22
 - Explanation of Increase in Water Fund Depreciation Expenditure
 - Explanation of Increase in Water Fund Operating Expenditure
 - Preparation of Version 0.3 of Draft 2021/22 Budget
4. Some minor amendments to the draft budget were recommended.
5. A separate report is provided to this Council meeting for Council decision on the draft 2021/22 Operational Plan and budget.



MINUTES

Budget, Review and Finance Committee Meeting

4 May 2021 – 10:30am, Council Chambers

Attendees:

Cr I Strutt (Deputy Mayor - Chair)

Cr M Disting (departed 11.45 – returned 1:52pm)

Cr R Crouch

Cr N Ledger

Cr L Sampson (arrived 10.44am)

Cr T Toomey

Cr R Bell

General Manager – Kate Jessep

Chief Financial Officer – Simon Paul

Executive Manager, Corporate Services – Christine Valencius (departed 12.45pm)

Coordinator, Governance & Risk

Manager, Planning & Development – Matt Clarkson (item 9.5 only)

Heidi McElnea, Communications Officer

Minute Clerk – Wendy Westbrook

Apologies:

Cr O'Connor on leave

Mayor M Pearce

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1 MEETING OPEN

The Chair declared the meeting open at 12:32pm.

2 WELCOME

The Chair welcomed attendees to the meeting.

3 PRAYER

The Chair read the prayer.

4 ACKNOWLEDGEMENT OF COUNTRY

The Chair acknowledged Country and Elders past and present.

5 WEBCAST INFORMATION

The Chair advised that the meeting is audio recorded and the recording is made available on Council's website after the meeting.

6 APOLOGIES, REQUESTS FOR LEAVE OF ABSENCE AND OBSERVERS

Moved: Cr Dusting/Seconder: Cr Crouch

The chair noted apologies from Cr Pearce (will be absent) Cr Sampson (will be arriving late) and Cr Dusting (leaving at 11:45am)

BRFC01.05/21 CARRIED UNANIMOUSLY

7 DISCLOSURE AND DECLARATIONS OF INTEREST

There were no disclosure or declarations made.

8 CONFIRMATION OF MINUTES

8.1 Minutes from the 13 April 2021 Budget Review & Finance Committee Meeting.

MOTION Moved: Cr Crouch / Seconded: Cr Dusting

Minutes of, Budget, Review and Finance Committee Meeting held 13 April 2021.

MOTION Moved: Cr / Seconded: Cr

That Council adopt the minutes of the Budget, Review and Finance Committee meeting held 13 April 2021, as a true and correct record.

FOR: Crs M Dusting, B Crouch, N Ledger, T Toomey, R Bell, I Strutt

AGAINST: Nil

BRFC02.05/21 CARRIED UNANIMOUSLY

9 REPORTS

9.1 Horizontal Service Review Progress

MOTION Moved: Cr Crouch / Seconded: Cr Dusting

That the Committee note the progress on Horizontal Service Review recommendations from the Committee meeting of 9 February 2021 as detailed in table 1 of this report.

FOR: Crs M Dusting, B Crouch, N Ledger, T Toomey, R Bell, I Strutt.

AGAINST: Nil

BRFC03.05/21 CARRIED UNANIMOUSLY

9.2 Progress on Recommendations from BR&FC Meeting 13 April 2021

MOTION Moved: Cr Crouch / Seconded: Cr Ledger

That the Committee note the progress on recommendations from the Committee meeting of 13 April 2021 as detailed in table 1 of this report.

FOR: Crs M Dusting, B Crouch, N Ledger, I Strutt.

AGAINST: Crs T Toomey, R Bell

BRFC04.05/21 CARRIED

Cr Sampson arrived at meeting 10:44am.

9.3 Review of Councillor Proposals to Help Balance the Budget for 2021/2022

MOTION Moved: Cr Crouch / Seconded: Cr Dusting

That the Committee advise Council that the report on the proposals has been received and will be further considered as part of agenda Item 9.9.

FOR: Crs M Dusting, B Crouch, L Sampson, N Ledger, T Toomey, R Bell, I Strutt.

AGAINST: Nil

BRFC05.05/21 CARRIED UNANIMOUSLY

9.4 Community Engagement Progress Report

MOTION Moved: Cr Bell / Seconded: Cr Ledger

That the contents of this report and attachment be received by the Committee.

FOR: Crs M Dusting, B Crouch, L Sampson, N Ledger, T Toomey, R Bell, I Strutt.

AGAINST: Nil

BRFC06.05/21 CARRIED UNANIMOUSLY

9.5 Section 7.12 Plans – Development Consent Levies

Cr Dusting left the meeting as per Item 5 at 11.45am.

MOTION Moved: Cr Crouch / Seconded: Cr Bell

The Committee recommend to Council that consideration be given to the application of 7.12 Development Consent levies at:

- 0.0% for all development valued at \$100,000 or less;
- 0.5% for all development valued at \$100,001 up to \$200,000; and
- 1.0% for all development valued in excess of \$200,000;

subject to the development:

- a) not otherwise being covered by an existing development contribution plan; or
- b) not otherwise being exempt from contributions.

FOR: Crs B Crouch, L Sampson, N Ledger, T Toomey, R Bell, I Strutt.

AGAINST: Nil

BRFC07.05/21 CARRIED UNANIMOUSLY

The Chair called for an adjournment:

The meeting adjourned at 11:53am

The meeting returned at 12:06pm

PROCEDURAL MOTION Moved: Cr Crouch / Seconded: Cr Ledger

Move Item 9.6 be considered after 9.8 in conjunction with item 9.9.

FOR: Crs B Crouch, L Sampson, N Ledger, T Toomey, R Bell, I Strutt.

AGAINST: Nil.

BRFC08.05/21 CARRIED UNANIMOUSLY

9.7 Explanation of Increase in Water Fund Depreciation Expenditure

MOTION Moved: Cr Crouch / Seconded: Cr Sampson

That the Committee note the report.

FOR: Crs B Crouch, L Sampson, N Ledger, I Strutt.

AGAINST: R Bell, T Toomey.

BRFC09.05/21 CARRIED

9.8 Explanation of Increase in Water Fund Operating Expenditure

MOTION Moved: Cr Bell / Seconded: Cr Crouch

That the Committee note the report.

FOR: Crs B Crouch, L Sampson, N Ledger, T Toomey, R Bell, I Strutt.

AGAINST: Nil

BRFC10.05/21 CARRIED UNANIMOUSLY

9.6 Draft Operational Plan 2021/22

MOTION Moved: Cr Sampson / Seconded: Cr Bell

That the Committee receive the Draft Operational Plan 2021/22 version 0.1 and recommend that draft version 0.2 be presented to Council at its Ordinary Council meeting in May 2021 including the following amendments:

- a) 4.1.4.1.1 Advocate the needs of the Shire to State and Federal Governments including Telco/mobile service coverage and State Significant Development fees to be paid directly to Council; and
- b) Add an action:
 - a. Customer service - service review (in-house);
 - b. Amend in the 2021/22 Operational Plan an action to undertake consultation for a Special Rate Variation, with timing subject to a decision of the 2021-23 term of council;
 - c. Amend 2.2.2.1.5 'Apply for grant funding and, subject to securing grant funding, commence construction of Stage 1 (or 1A) of the Rowan Avenue, Uralla, light industrial subdivision, together with undertaking community consultation and obtaining approvals as required;

FOR: Crs B Crouch, L Sampson, T Toomey, R Bell, I Strutt

AGAINST: N Ledger

BRFC11.05/21 **CARRIED**

Cr Sampson left the meeting 12:48pm.

Cr Sampson returned to meeting at 12:50pm

The Chair called for a break at 1:00pm

The Chair resumed the meeting at 1:13pm

Cr Bell left the meeting 1:25pm

Cr Bell returned to meeting at 1:26pm

Cr Ledger left the meeting 1:46pm

Cr Ledger returned to the meeting 1:47

Cr Dusting returned to the meeting 1:52pm

9.9 Preparation of Version 0.3 of Draft 2021/22 Budget

MOTION Moved: Cr Dusting / Seconded: Cr Toomey

That the Committee recommends to Council that version 0.3 of the Draft Budget 2021-22 be prepared for public consultation with the following inclusions/exclusions:

- a) Continue to review the service standards to assess the reductions/savings possible.
- b) Reduce community grants scheme to \$10,000 per annum;
- c) Cease provision for restoration of quarries and pits by \$20,000;
- d) Remove budget for COVID related costs saving \$13,000 subject to COVID 19 restrictions;
- e) Review the plant replacement program;
- f) Reduce operating hours for customer service by a minimum of one hour per day in casual staff by closing customer service one hour per day for lunch, saving \$12,900;

- g) Undertake an assessment of:
 - a. staff turnover from termination to recruitment period and possible vacancy dollar (\$) savings; and
 - b. savings in wages in vacancy periods over the past 3 years;
- h) Assessment of the cost benefit of waste collection in-house compared to contracted services;
- i) Not seal gravel roads or build footpaths (not extend the sealed road network or the footpath network) unless fully funded by grant funding.

FOR: Crs B Crouch, L Sampson, T Toomey, R Bell, I Strutt.

AGAINST: N Ledger

BRFC12.05/21 CARRIED

10 CONFIDENTIAL BUSINESS

Nil

11 NEXT MEETING

Date of next BRFC meeting is 8 June 2021 commencing 12:30pm.

12 MEETING CLOSED

Meeting closed at 2:59pm.

13 CONFIRMATION OF MINUTES

COUNCIL MINUTES CONFIRMED BY:	
RESOLUTION NUMBER:	
DATE:	
CHAIR:	Deputy Mayor, Cr Isabel Strutt
Presented to Council	Ordinary Meeting 25 May 2021

14.3 MINUTES OF THE BUNDARRA S555 SCHOOL OF ARTS COMMITTEE
MEETINGS HELD 4 NOVEMBER 2020- 3 FEBRUARY 2021

Department: Infrastructure & Development
Prepared by: *Director Infrastructure & Development*
TRIM Reference: UINT/21/4886
Attachments: UINT/21/4887 - 1. Bundarra School of Arts Hall Committee Minutes 4 November 2020
UINT/21/5273 - 2. Bundarra School of Arts Hall Committee Minutes 3 February 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
Activity: 4.1.2.1 Incorporate inclusive community consultation and stakeholder engagement in Council decision making

SUMMARY:

1. This report provides the minutes from the Bundarra School of Arts Hall Committee meetings held 4 November 2020 and 3 February 2021.

RECOMMENDATION:

That Council receive the minutes of the Bundarra School of Arts Hall s355 Committee meetings held 4 November 2020 and 3 February 2021.

REPORT:

2. Matters discussed at the Bundarra School of Arts Hall Committee (the Committee) meeting held 4 November 2020 included:
 - a) Status of the Bundarra Sewerage Scheme;
 - b) Completion of amenities block at Bundarra Sport & Rec Club;
 - c) Amenities upgrade at Lions Park (Emu Bridge);
 - d) Bundarra School of Arts Hall lighting;
 - e) Results of road traffic counter;
 - f) Proposed Hospital Park upgrades and footpath extension;
 - g) Lions Notice Board;
 - h) Bundarra Entrance Sign;
 - i) Bundarra Multipurpose Courts;
 - j) Bundarra Waste Management Facility;
 - k) Council staff resources to clean toilets;
 - l) Christmas Tree;
 - m) Committee to obtain licence to broadcast; and
 - n) Surplus monies to upgrade children's soft fall area in Town Park.
3. Matters discussed at the Committee meeting held 3 February 2021 included:
 - a) Future grant funding ideas;
 - b) Bundarra Waste Management Facility;
 - c) Bundarra Sewerage Scheme update;
 - d) Pathways;
 - e) Bundarra Multi-purpose Courts; and
 - f) Waste issues. Business Paper 25 May 2021 Ordinary Meeting

CONCLUSION:

4. The Bundarra School of Arts Hall s355 Committee meets regularly and the minutes of the Committee meetings held 4 November 2020 and 3 February 2021 are presented to Council.

COUNCIL IMPLICATIONS:

5. **Community Engagement / Communication**

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

6. **Policy and Regulation**

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

7. **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.

8. **Asset Management / Asset Management Strategy**

Bundarra School of Arts Hall.

9. **Workforce / Workforce Management Strategy**

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

10. **Legal and Risk Management**

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

11. **Performance Measures**

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

12. **Project Management**

Director Infrastructure & Development.

BUNDARRA SCHOOL OF ARTS HALL 355 COMMITTEE | MINUTES

Meeting date | time 4/11/2020 | 18:45 | Meeting location 29 Bendemeer St, Bundarra

Meeting called by	John Layton	Attendees	Apologies
Type of meeting	Committee Meeting	Cr Natasha Ledger	Cr Bob Crouch
Facilitator	John Layton (President)	Therese Layton	Kate Jessop
Note taker	Angus Cooke (Secretary)	David Lowell	Kristie Jenkins
		John Layton	
		Jeff Dezius	
		Angus Cooke	

PAST MINUTES

Tabled *John* | Seconded *David & Therese*

Agenda topic *Sewerage Scheme* | Presenter *Natasha*

Tender was awarded to Ledonne Construction Pty Ltd for the installation of the Bundarra Sewerage Scheme at an extraordinary meeting of Uralla Council on 27/10/2020. Quantum of expenditure for the project is around \$7.5mil. Funds are held by Council with balance payable from State Government via check.

Construction is planned to commence in November, though not confirmed. Set to be commissioned in later part of 2021 (42 week construction period).

Further details are available at <https://www.uralla.nsw.gov.au/files/assets/public/council-services/sewer-services/bundarra-sewer-scheme/bundarra-sewerage-scheme-community-information-sheet-november-2020.pdf>

Agenda topic *Toilet block at Sport & Rec* | Presenter *John*

The toilet block at the Bundarra Sport and Rec Club playing fields has been completed.

Agenda topic *Upgrade Lions Park (Emu Bridge)* | Presenter *John*

Upgrades have been proposed for an amenities building at Lions Park, which is popular with caravanners and campers. Presently there are no toilets there and visitors need to return to town to use facilities. There are some concerns that this will add burden to council staff.

Agenda topic School of Arts Hall | Presenter John

During the last meeting it was mentioned that two exit lights were out in the Hall. One has been replaced, however the other is still outstanding.

Agenda topic Road Counter | Presenter Natasha

Results of road counter were provided. Construction of the Emu Bridge has resulted in an increase in traffic. Some confusion in interoperating the results however, the upgrade has resulted in an increase in traffic, particularly light passenger vehicles, with the overall percentage of heavy vehicles retracting slightly.

Agenda topic Hospital Park | Presenter John & Angus

There has been some discussion regarding an extension of the concrete footpath which runs along the northern alignment of the Grace Munro Centre down into the Hospital Park. It is generally agreed that this would be good. Grace Munro have also expressed an interest in having paths installed within their grounds, as presently it is difficult for residents to move around the site due to frailty and fall risk.

It was also discussed that an amenities block at this location would also be welcome, particularly with the installation of a town sewerage system.

The children's play equipment in the Hospital Park is also in need of attention. Due to age and sun damage, the non slip surface has peeled and become a trip hazard. Some of this has been removed by the community, however it probably requires a new coating to minimize fall hazard and to extend the life expectancy of the equipment.

Agenda topic Lions Notice Board | Presenter John

There has been little action with the installation of a local and regional map on the Notice Board. It seems that Lions have stalled somewhat. John explained that this is not the case, rather they are having trouble sourcing a graphic with enough detail, as when the image is blown up they are quite pixilated. They may need some guidance with this project.

Agenda topic Bundarra Entrance Sign | Presenter Natasha

There has been discussion regarding an 'Welcome' entrance sign into the township, as has been done in Uralla. This might be a good project to work with the Uralla community on as they have recently completed such a project.

Agenda topic Tennis Court | Presenter Therese & Natasha

Following the excellent news that funding of \$300,000 has been provided for the Bundarra Tennis Courts, Council have assigned a planner to the project. Natasha will keep the Committee updated on the progress.

GENERAL BUSINESS

Agenda topic *Bundarra Tip* | Presenter *Jeff*

The Bundarra Tip has been pegged to become a transfer station. Jeff has done some research on this expressed concerns that the requirements that will be put on this type of facility will be very expensive, and perhaps out of scope cost wise. These costs would be offset by higher disposal charges. The town does have a problem with illegal dumping, and the costs of the using the transfer station could exacerbate this.

Jeff noted that dumping was an issue near his property on the lane connecting Thunderbolts Way & Bakers Creek Rd, with garbage and dead animals being dumped here often. Angus noted dumping takes place behind the TAFE shed along the river.

The committee would like to know why Council is moving towards a transfer station solution as opposed to digging a new hole, as this seems like a more cost effective solution.

It was also noted that Inverell Council have engaged a third party for their garbage collection, with the service coming as far as 'The Gap', approximately 20kms to the north of the Bundarra Township. Is this solution of any help to Council?

Agenda topic *More Council Staff* | Presenter *Therese*

There may be a need to extend the number of Staff employed locally by Council. Currently public toilets are being cleaned on a weekly rotational basis however, this is insufficient. These toilets need to be cleaned every second day (3 x week) in line with Uralla.

Agenda topic *Christmas Tree* | Presenter *John*

The Committee erect a Christmas Tree each year. The Courthouse Committee have said they do not want this to be done on their front area anymore, besides, there is no power access there. One possible location for this is behind the 'Old Pub' site, to the east of thunderbolts Way and the west of the Council Depot. The main issues are how to erect the tree and power the lights?

There may be a flagpole which was given by Uralla, following their upgrade. The lights could be solar powered and solution should be explored with Z-Net?

Natasha suggested that this cost could be covered by a Community Grant from Council given the cost.

Agenda topic *Movie License* | Presenter *David*

David would like to know if council have a 'License to Broadcast' that the School of Arts could obtain an extension to? We would like to use it in order to be able to run movie nights at the hall again. Natasha is of the opinion that council does have one under the library.

Use of this license should be discussed with the Uralla Library, who would likely be happy to help.

Agenda topic *Leftover Monies* | Presenter *Therese*

There are surplus funds remaining from the chairs and tables project at the Sport and Rec Club. It has been suggested that these monies could be directed to other works required in the area. The soft fall surrounding the children's play equipment in the Town Park would be a good usage for this. Dom has approved this.

CORRESPONDENCE RECEIVED

Sender | *News & Views*

Outstanding bill from News and Views for the Bundarra Info page. Angus will circulate with these mins. Committee approve payment.

Meeting Closed: 19:30

Next Meeting: Wednesday 3rd February 2021

BUNDARRA 355 COMMITTEE MEETING

Minutes from the meeting held on the 3rd February 2021

Meeting open at 6.35pm

Present

John Layton, Theresa Layton, Jeff Dezius, Dave Lowell, Kristi Jenkins, Terry Seymour, Bob Crouch, Natasha Ledger.

Apologies

Angus Cooke

Previous minutes read and tabled

Moved Jeff Dezius Seconded Dave Lowell

General Business

Ideas for future grant funding discussed

New chairs for the hall

Lighting for tennis courts

Seating for tennis courts

Seating for outside side of hall

Upgrade to showers and toilets at caravan park

Rubbish tip

Has only a few months left before it is full

Will become a transfer station

No area to dispose of dead animals

Sewer update

Perimeter fencing at ponds has started

Talking with owners about pod locations pumps, and power

Only connecting pods to existing houses vacant blocks will have a tapping box

Most connection will be done by boring under ground

Information day in two weeks time at back of hotel committee ask why not have it at the hall

Pathways

Concrete from bottle museum to the top of hill approx. 80 mts

From court house corner along Oliver St towards white St 1.2 m wide

Could we look at kerb and gutter on side of park at top of hill down to council depot

Tennis Court Project

Toilet block single unisex

No rock park

Bigger skate park

Half court with netball and basketball hoops

Tennis court

Outdoor table tennis

Exercise equipment

Tables and bbq

Needs to be finished by June 30th

Waste Issues

Crc materials

Whitegoods

Meeting closed 7.45pm next meeting 21/04/2021 at 6.30pm

14.4 MINUTES OF THE URALLA TOWNSHIP & ENVIRONS COMMITTEE MEETINGS
HELD FEBRUARY – APRIL 2021



Department: Infrastructure & Development
Prepared by: *Director Infrastructure & Development*
TRIM Reference: UINT/21/5172
Attachments: UINT/21/1711 - 1. Uralla Township & Environs Committee Minutes 9 February 2021
UINT/21/3213 - 2. Uralla Township & Environs Committee Minutes 8 March 2021
UINT/21/3217 - 3. Signage 1
UINT/21/3218 - 4. Signage 2
UINT/21/3219 - 5. Signage 3
UINT/21/5171 - 6. Uralla Township & Environs Committee Minutes 12 April 2021

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. The Uralla Township and Environs Committee (the Committee) met on 9 February 2021, 8 March 2021, and 12 April 2021.
2. Minutes of these meetings are attached and summarised in the report.

RECOMMENDATION:

That Council receive the minutes of the Uralla Township and Environs Committee meetings held 9 February 2021, 8 March 2021, and 12 April 2021.

REPORT:

3. At its 9 February 2021 meeting the Committee agreed to meet monthly instead of quarterly.

The Committee also reviewed the Constitution following its adoption by Council in August 2020. Elements for review included the UTEC geographical boundaries, community consultation, improving communication channels with the community.

4. At its 8 March 2021 meeting, the Committee discussed privet management, the garden blisters on the main road, the main street signage, lighting and main street furniture. The Director of Infrastructure and Development requested nominations for the site for the railway mosaic. The matter was deferred until the next meeting.
5. At its 12 April 2021 meeting, the Committee conducted a workshop facilitated by the General Manager regarding the objectives of the design/goals of public spaces. The Committee produced the following suggestions:
 - a) Short term travellers stay area up to 72 hours
 - b) Respect the natural environment, trees not shade cloth- recycled local materials
 - c) Keep existing heritage
 - d) Follow legal guidelines, accessibility
 - e) Refurbishing of the main street
 - f) Promote Public Health & wellbeing
 - g) Work with what we have got/upgrade

- h) Reflect character of community/artistic/history
- i) Different/unique
- j) Master planned/community centric/unified theme/s
- k) Value what we have/build on it/no “beacons”
- l) Recognise & value natural character & charm
- m) An International tourism experience/best practice/Fibonacci/Aniwan
- n) Community driven
- o) Artistic/naturally unique/promote physical and mental interaction

6. The Committee also discussed the prioritisation of Open Space Strategy projects and moved two recommendations to Council.

The Committee’s recommendations to Council are as follows:

Committee Meetings (9 February 2021)

7. That the Uralla Township and Environs Committee meet monthly.

Comment – Requires additional resources to attend and setup

Privet Management in Uralla Shire (8 March 2021)

8. That Council consults with New England Weeds Authority (NEWA) in regard to helping raise awareness about the management of this noxious weed in the Shire of Uralla.

Comment – Council has a delegate on the New England County Council

CBD Gardens in Blisters (8 March 2021)

9. That Council employs a local resident, for say 15 hours per week, to enhance and maintain the gardens.

Comment – Requires additional funding

Rationalisation of Main Street Signage (8 March 2021)

10. That Council adopts the original Main Street Signage design (as per meeting agenda attachments) approved by the Creative Village Committee and seeks input from Uralla Arts to create new installations for the four Bridge St intersections at King St, Hill St, Salisbury St and Park St.

Comment – Requires funding and resourcing for further consideration and consultation.

Main Street Lighting (8 March 2021)

11. That Council replace the four “patio light” fittings with something like the originals to match the others in the main street set. (Please find attached diagram, p. 3.)

12. That Council repaints all the “modern” lamp poles in the original “three blues” colour scheme.

Comment – requires additional funding

Main Street Furniture (8 March 2021)

13. That Council investigate the process to produce more of the existing cast iron and hardwood street furniture, and/or encourage our community to suggest new designs using e.g. Old bridge timbers, after Council is presented with feedback from UTEC via Bridge St business owners.

Comment – Requires additional funding. Redundant bridge timbers disposed of via public online auction.

Prioritising of Open Space Strategy Projects (12 April 2021)

14. USC liaise with the RSL and UTEC to assess the viability of the concept of Uralla’s Hundred Sons Memorial Avenue.

15. USC includes the concept of the Seven Entrances Tree Plantings in its Open Space Strategy.

Comment – Consultation with UTEC has been undertaken as part of the Open Space Strategy.

CONCLUSION:

16. That Council receive and note the minutes and recommendations of the Uralla Township and Environs Committee of the meetings held 9 February 2021, 8 March 2021, and 12 April 2021.

COUNCIL IMPLICATIONS:

17. Community Engagement / Communication

Publication of the UTEC meeting agenda on the Council's website. Consultation with the Uralla Township and Environs Committee and referral of Committee minutes to Council.

18. Policy and Regulation

Uralla Township & Environs Committee Constitution 2020.

19. Financial / Long Term Financial Plan

Any proposed works must be funded from consolidated revenue or grants.

Financial implications of resourcing monthly meetings as opposed to quarterly meetings.

20. Asset Management / Asset Management Strategy

Nil.

21. Workforce / Workforce Management Strategy

Committee support provided by Infrastructure & Development staff as outlined in Committee Constitution.

22. Legal and Risk Management

The Secretary resigned from the Committee on 15 February 2021.

The Constitution requires a Secretary to be appointed.

- 8.1 *At the first meeting of the Committee, the Committee shall elect one of its number as Secretary. The method of election shall be decided by the Committee.*
- 8.2 *The Secretary is responsible for:*
 - a) *Dealing with all incoming and outgoing correspondence and tabling all correspondence at Committee Meetings for appropriate action;*
 - b) *Providing notice and agenda of meetings to Committee Members;*
 - c) *Accurately recording minutes of each meeting and to promptly forward all minutes to the General Manager and to all members of the Committee; and*
 - d) *Retaining all documentation of the Committee as required by the Australian Standard on Records Management.*

23. Performance Measures

Uralla Shire Council Operational Plan Action 1.1.2.1.1: Engage with the community and key stakeholders in developing the Open Spaces Strategy.

24. Project Management

Project management for any proposed works will be undertaken by Infrastructure & Development staff.

UTEC Agenda 9 February 2021 Uralla Shire Council Rooms 6-7pm

Present: Committee Members: Noelene, Louis, Suzanne, Phil, Bob, Anne, James (zoom), Kent and Suzanne (minutes) USC: Cr Tara Toomey, Cr Isobel Strutt,

USC other: Cr Tara Toomey, Cr Isobel Strutt, Cr Bob Crouch, Cr Natasha Ledger, Terry Seymour, Nathalie Heaton

Apologies: Carol Higginbottom, Karen Johnston

Note: The Chairperson is a vacant position, owing to the expired term of Kent Mayo. Kent, b acted in the role for this meeting.

Proposed: Anne Seconded: Phil Carried: all

Minutes: The Minutes of the previous meeting on 8 Dec 2020 were read.

Proposed: Noelene Seconded: Phil Carried: all

Business Arising from Minutes 8 December 20: Nil

The Minutes of the Strategic Planning Meeting 12 January 2020 were deemed a report by the acting Chairperson.

Correspondence In: USC – (Draft) UTEC 8 Dec Recommendations Summary
USC – UTEC 8 Dec – recommendations for USC 23/2/ 21
USC – (Draft) Setting meeting dates 2021 (from N.Heaton)

Correspondence out: Kent Mayo 28.2.21 (unendorsed) complaint email to UTEC cc USC

Correspondence in (added): USC – Terrence Seymour – Tiled Mosaic at Uralla Railway Station – Request for 3 suitable relocation points and rationale.

Business arising from Correspondence:

1. IN: 8 December 2021 UTEC proposals to be addressed at the USC meeting 23 February 2021.
2. IN: (Draft) 2021 UTEC Meeting Dates etc (Nathalie Heaton). It was clarified that these were notes only, and draft ideas, not set.
3. IN: Tiled Mosaic at Uralla Railway Station - Terrence Seymour explained that he was inviting UTEC to submit 3 suitable relocation points with rationale for the tiled mosaic currently located on the opposite bank of the Uralla Railway Station. Terrence had been informed that the mosaic was in a state of disrepair.

It was decided that UTEC (Louis) contact the artist, Andrew Parker, regarding the issues at hand. This was originally a Rotary project, with the intention that this be a repair of the Tiled Mosaic, however, John Holland, the site maintenance firm, recommended the Mosaic be removed and relocated to an alternate site because the Mosaic was “slipping”.

4. OUT: Unauthorised email complaint sent cc to USC. Refer to discussions and recommendations below.

UTEC Meeting – days and dates

Before addressing the submitted agenda item 21.1.1, the acting Chair led a preceding discussion regarding UTEC meeting dates, UTEC meeting days, USC reporting cycles.

Uralla Shire Councillors had, by means of developing the 2020 UTEC Constitution, agreed that UTEC meet quarterly.

The following were discussed, with some agreement:

- UTEC Meeting Day – the majority of the Committee members and Cr reps agreed to the acting Chairs suggestion of UTEC meeting on Monday evenings.
- UTEC Meeting Dates – the majority of the Committee members agreed to meet monthly. Proposed: Seconded: Against: (1) Suzanne Carried: 8 of 9 of present committee members
- UTEC Reporting Cycles: That UTEC reports to the USC quarterly to meet its reporting cycle, except where there may be an urgent item. The committee monthly meetings, correspondence and community consultations will continue requiring minuting.

21.1.1 Setting UTEC Meeting Dates 2021 (Suzanne)

This proposal was not discussed in full, given the prior discussion led by the acting Chair.

21.1.7 UTEC Constitution (Kent)

Background: There has been some dissatisfaction with the model since UTEC's inception. Last year the committee was invited to submit proposed amendments, and most members obliged with their own suggestions. But, as yet, the matter hasn't been addressed.

Kent’s recommendation was that two UTEC members arrange an appointment with the GM to confer to produce a document mutually acceptable to Council and UTEC.

The following discussion ensued:

- (Tara) The Councillors set the Constitution for UTEC, not the GM.
- (Isabelle) It would be reasonable to have a discussion with the GM to discuss ways to proceed with proposed alterations to the 2020 UTEC Constitution.

- (Suzanne) It would be preferable that the Committee first discuss and agree with what items would be changes, and why. These should be collated before meeting take place.
- (Terry) To send link to Review of UTEC by Council business papers report.

Recommendation: Acting Chair, Kent, recommended that Louis and Suzanne set up a meeting with the GM to discuss the process for making changes to the 2020 UTEC Constitution.

21.1.2 Strategic Plan for UTEC

The agenda item was set aside for consideration by the committee. It was noted that some matters in the strategic plan were items requiring Constitutional changes (eg zoning of UTEC); others requiring procedural clearance (community consulting, promotion of UTEC, improving communication channels with the community)

21.1.3 Communications Policy (UTEK)

The USC Code of conduct applies to UTEC as a Committee of Council, and UTEC agreed to review the code of conduct in relation to matters such as corresponding to USC Councillors and Staff; representing themselves or UTEC when communicating ideas; and communicating appropriately when undertaking community consultation and engagement. Terrence Seymour will provide the Code of Conduct information to UTEC.

21.1.4 Privet Management in Uralla Shire (Karen)

This agenda item passed over to next meeting.

21.1. 5 Main Street Furniture (Kent)

This agenda item passed over to next meeting.

21.1.6 Hill Street Conifers (Kent)

This agenda item passed over to next meeting.

21.1.8 Rationalisation of Main Street Signage (Kent)

This agenda item passed over to next meeting.

21.1.9 Main Street Lighting (Kent)

This agenda item passed over to next meeting.

Close and next meeting: 7:15pm

Next meeting Monday 8th March 2021 6pm, USC rooms.

URALLA TOWNSHIP & ENVIRONS COMMITTEE

MINUTES: Monday March 8, 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, Jim Sinclair, Phil Smith, Karen Johnston.

USC Representatives

Isabel Strutt, Bob Crouch, Terry Seymour, Tara Toomey.

Apologies No apologies

Moved: Kent Mayo **Seconded:** Louis van Ekert **Carried**

Minutes of Previous Meeting 9/2/21

Moved: Kent Mayo **Seconded:** Louis van Ekert **Carried**

Matters Arising

1. Strategic Planning Meeting 12/1/21

Issues to be addressed:

Constitution

Sub Committees – do people want to be involved in sub-committees?

Other – Three main strategy outcomes flagged;

- Request Open Spaces Focus
- Mobility Plan
- More Consultations and discussion of how we do this

Recommendations: Defer till next meeting.

Correspondence

- 1) Email Matt Clarkson meeting with Open Spaces Consultants March 22nd.
- 2) UTEC recommendations approved at last Council meeting including:
 - Guy Crossley to be invited to present his Fibonacci Park ideas.
 - Free camping options plus relocating Dump Ezy to Rotary Park.
 - Council to survey public support for change of name of Hampden Park to Sunny Jim Mackay Park.

Moved: Annie Mayo **Seconded:** Kent Mayo **Carried**

General Business

1) Privet Management in Uralla Shire (Karen Johnston)

Attention was brought to the respiratory dangers Privet pollen and perfume poses to sufferers of asthma and allergies. It was noted that Privet plants exist in public spaces in Uralla which presents an allergy related annoyance for visitors to town.

Recommendation:

That Council consults with New England Weeds Authority (NEWA) in regard to helping raise awareness about the management of this noxious weed in the Shire of Uralla.

Moved: Kent Mayo **Seconded:** Jim Sinclair **Carried**

2) CBD Gardens in Blisters

It was noted that community disappointment is still being expressed regarding the neglected state of the majority of the 24 Garden Blisters in the main street. Councillor Isabel Strutt reported that this matter has been added to Council's project list and is subject to funding.

Amended Recommendation:

That Council employs a local resident, for say 15 hours per week, to enhance and maintain the gardens.

Moved: Kent Mayo **Seconded:** Annie Mayo **Carried**

3) Railway Station Mosaic

Discussion: Terry Seymour has requested that UTEC nominate three appropriate sites for this piece, including the rationale for each.

Kent suggested that we continue to liaise with Andrew Parker (the Mosaic Artist) regarding a preference for the Railway Station Mosaic to remain where it is and defer the item to next meeting.

4) Rationalisation of Main Street Signage

Recommendation:

That Council adopts the original Main Street Signage design (as per meeting agenda attachments) approved by the Creative Village Committee and seeks input from Uralla Arts to create new installations for the four Bridge St intersections at King St, Hill St, Salisbury St and Park St. (Please find attached designs pp. 1, 2.)

Moved: Louis van Ekert **Seconded:** Karen Johnston **Carried**

5) Main Street Lighting

Recommendation: Council replace the four "patio light" fittings with something like the originals to match the others in the main street set. (Please find attached diagram, p. 3.)

Moved: Annie Mayo **Seconded:** Jim Sinclair **Carried**

Recommendation: Council repaints all the “modern” lamp poles in the original “three blues” colour scheme.

Moved: Kent Mayo **Seconded:** Jim Sinclair **Carried**

6) Main Street Furniture

It was noted how pleasing it was to see so many locals and visitors utilising the street furniture installed as part of the CV program, in fresco style along the main street.

Recommendation: That Council investigate the process to produce more of the existing cast iron and hardwood street furniture, and/or encourage our community to suggest new designs using e. G. Old bridge timbers, after Council is presented with feedback from UTEC via Bridge St business owners.

Moved: Jim Sinclair **Seconded:** Annie Mayo **Carried**

7) Hill Street Conifers

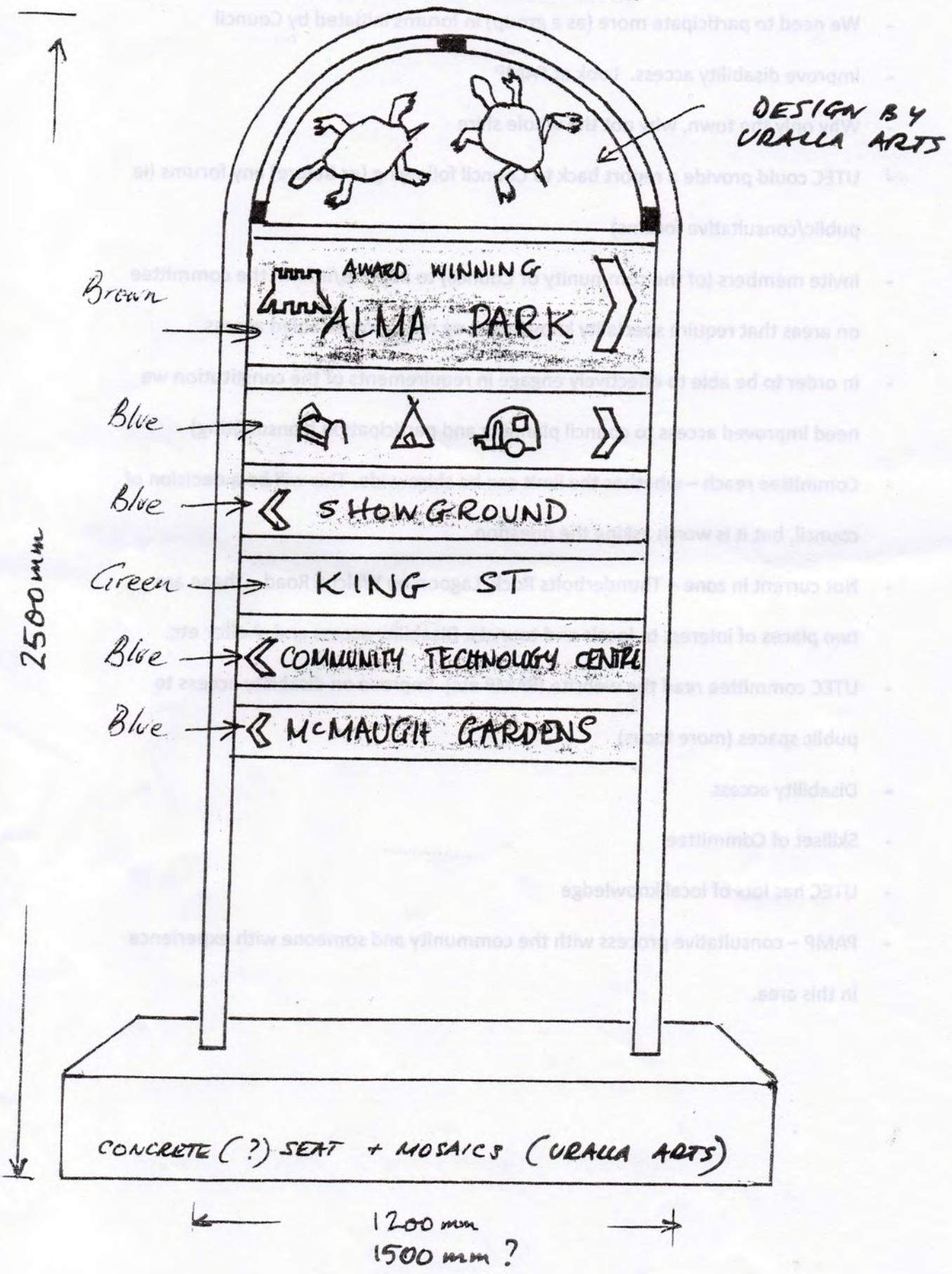
The recommendation that the conifers be removed and replaced with an exotic species such as flowering cherry was not carried.

Meeting Closed 7 pm

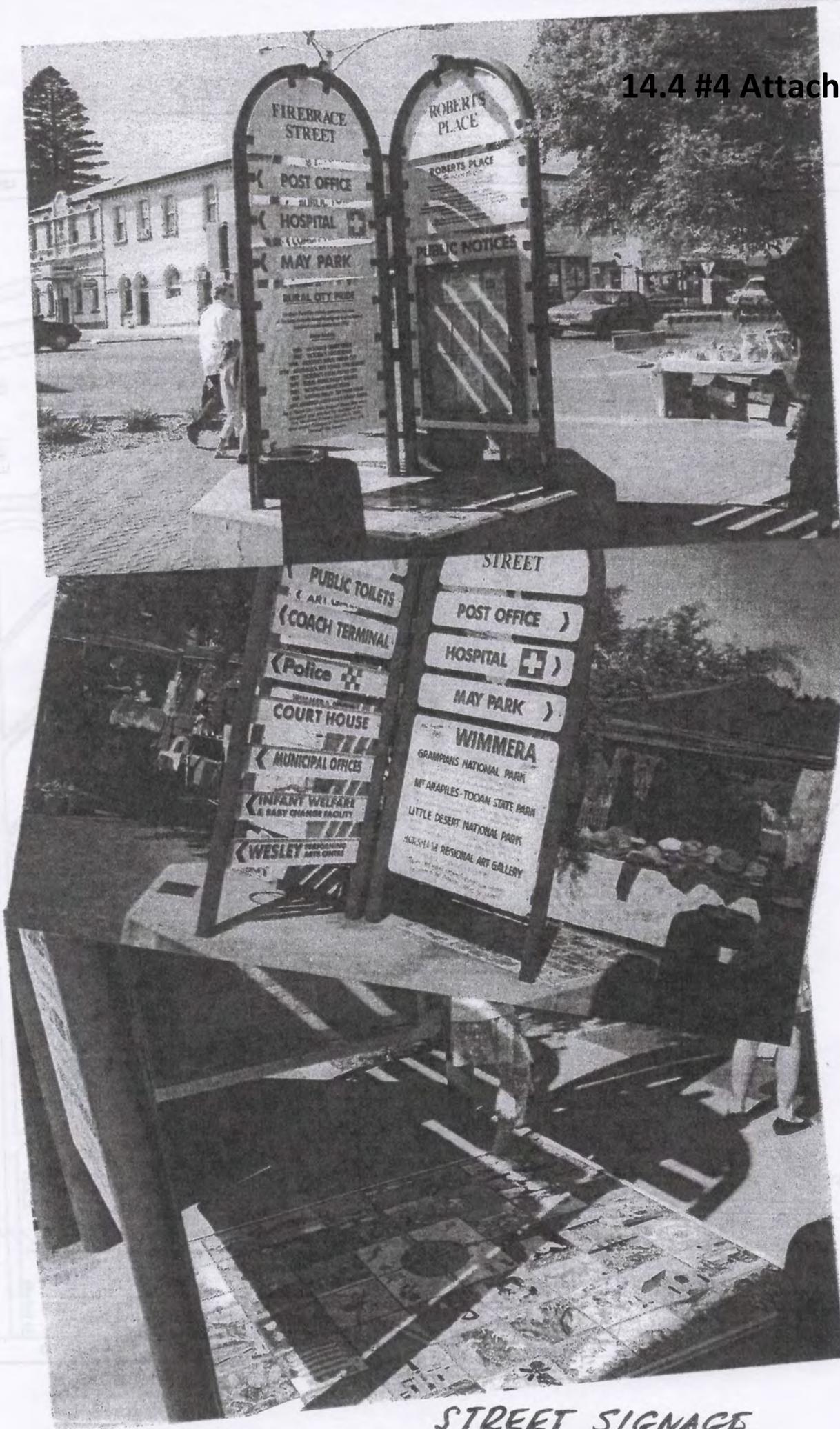
Next Meeting April 12th 2021

3. RATIONALISATION OF SIGNAGE

SUGGESTED DESIGN



14.4 #4 Attachment

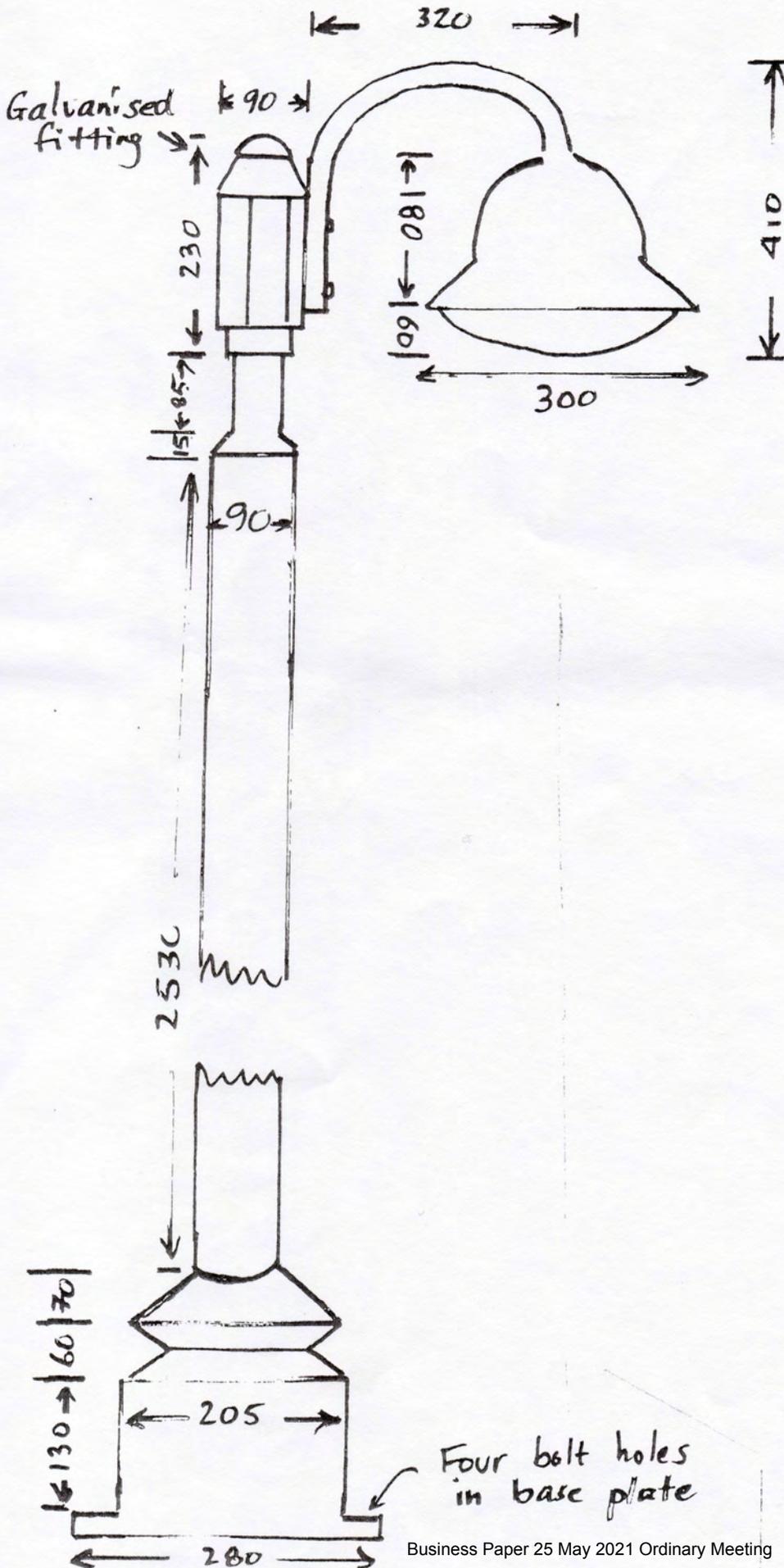


STREET SIGNAGE
HORSHAM

MAIN STREET LIGHTS FOR

CREATIVE VILLAGE. (Kent Mayo
0421 087 574)

14.4 #5 Attachment



URALLA TOWNSHIP & ENVIRONS COMMITTEE

MINUTES: Monday April 12, 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, Jim Sinclair (Online), Phil Smith, Karen Johnston.

USC Utec Members: Isabel Strutt & Tara Toomey

Council Officers Observing: Kate Jessep, Terry Seymour, Natasha Ledger & Bob Crouch

Community Observers: 15 +

Apologies: Nil

Moved: Kent Mayo **Seconded:** Annie Mayo **Carried**

Minutes of Previous Meeting 8/3/21

Moved: Kent Mayo **Seconded:** Louis van Ekert **Carried**

Matters Arising

1. **Strategic Planning Meeting items** deferred from 12/1/21, 8/3/21

Issues to be addressed:

Open Spaces Focus (See general business)

Mobility Plan

Constitution

Sub Committees – do people want to be involved in sub-committees?

Deferred to next meeting

2. **Privet Management** – updated recommendation- proposed email to Mark Disting (USC NEWAR representative) deferred to next meeting.
3. **Railway Station Mosaic** - liaise with Andrew Parker (the Mosaic Artist) regarding a preference for the Railway Station Mosaic to remain where it is. Item deferred to next meeting.
4. **Kent Mayo** asked why Guy Crossley had not yet been invited to Uralla as per Council resolution 2 meetings ago. General Manager Kate Jessep replied that they hadn't got around to it yet.

Correspondence in:

- 1) **Email Terry Seymour 2/3/21** "Setting Dates for Utec Meetings" Report accidentally omitted from March agenda. This item was also not noted at April, 12, 2021. As the meeting moved straight to General Business regarding Council workshop.

General Business

1) Workshop Public Spaces Legacy Program facilitated by Kate Jessep USC GM

What are the objectives of the design/goals of our public spaces?

Committee brainstorming produced the following suggestions:

- Short term travellers stay area up to 72 hours
- Respect the natural environment, trees not shade cloth- recycled local materials
- Keep existing heritage
- Follow legal guidelines, accessibility
- Refurbishing of the main street
- Promote Public Health & wellbeing
- Work with what we have got/upgrade
- Reflect character of community/artistic/history
- Different/unique
- Master planned/community centric/unified theme/s
- Value what we have/build on it/no "beacons"
- Recognise & value natural character & charm
- An International tourism experience/best practice/Fibonacci/Anaiwan
- Community driven
- Artistic/naturally unique/promote physical and mental interaction

2) Prioritising of Open Space Strategy Projects – Kent Mayo

Recommendation 1: USC liaise with the RSL and UTEC to assess the viability of the concept of Uralla's Hundred Sons Memorial Avenue.

Moved: Kent Mayo

Seconded: Annie Mayo

Carried

Recommendation 2: USC includes the concept of the Seven Entrances Tree Plantings in its Open Space Strategy.

Moved: Noeline Porter

Seconded: Louis van Ekert

Carried

Recommendation 3: USC removes the redundant rubbish bin posts.

This recommendation deferred to next meeting.

Meeting Closed: 6.55 pm

Next Meeting: May, 10, 2021.

15 REPORTS TO COUNCIL

15.1 CASH AT BANK AND INVESTMENTS

Department:	Finance
Prepared by:	Chief Financial Officer
TRIM	Container U21/6687
Attachments	Council's Investments as at 30 April, 2021 Schedule of loans as at 30 April, 2021

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

1. 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:

- The cash position as at 30 April, 2021 consisting of cash and overnight funds of \$2,259,694, term deposits of \$14,907,319 totalling \$17,167,013 of readily convertible funds; and
- The loan position as at 30 April, 2021 totalling \$2,016,276; and
- The projected unrestricted cash position as at 30 June, 2021 totalling \$2,395,000.

2. 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.

3. REPORT:

Current term deposits of \$14,907,319 spread over the next twelve months will receive a range of interest from .27% to 1.1% with an average rate of .65%. 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 April, 2021.

4. KEY ISSUES:

The official interest rate remains at 0.25%. The Reserve Bank has indicated that rates will not rise until employment improves and wages increase. 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:

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

N/A

6. **Policy and Regulation**

Local Government Act 1993

Local Government (General)

Regulations Order of the Minister
re Investments

7. **Financial (LTFP)**

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

8. **Asset Management (AMS)**

N/A

9. **Workforce (WMS)**

N/A

10. **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.

11. **Performance Measures**

N/A

12. **Project Management**

N/A

Uralla Shire Council				
Investments at 30 April, 2021				
Cash at Bank – Operating Accounts:				
Institution	Account	Bank Statement		
National Australia Bank	Main Account	\$45,793.52		
National Australia Bank	Trust Account	\$31,296.33		
Community Mutual	Bundarra RTC	\$26,110.42		
Total		\$103,200.27		
Business Investment (Cash Management) Account				
Institution	Interest rate	Balance		
Professional Funds	0.15% above RBA cash rate	\$2,156,493.47		
Total		\$2,156,493.47		
Term Deposits:				
Institution	Term	Interest rate	Maturity	Balance
ANZ	9 months	0.70%	26/04/2021	\$800,000.00
National Australia Bank	12 months	1.10%	21/05/2021	\$1,000,000.00
Westpac Banking Corporation	12 months	0.95%	19/06/2021	\$1,350,000.00
Commonwealth Bank	10 months	0.68%	19/07/2021	\$500,000.00
Westpac Banking Corporation	12 months	0.85%	25/07/2021	\$604,577.42
Suncorp	7 months	0.60%	20/08/2021	\$400,000.00
Westpac Banking Corporation	11 months	0.65%	25/08/2021	\$252,741.34
AMP	9 months	0.70%	31/08/2021	\$700,000.00
ANZ	11 months	0.58%	31/08/2021	\$500,000.00
Commonwealth Bank	12 months	0.71%	16/09/2021	\$1,000,000.00
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
Westpac Banking Corporation	10 months	0.27%	8/01/2022	\$500,000.00
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
Total				\$14,907,318.76

Uralla Shire Council		
Loans at 30 April, 2021		
Loans:		
Loan no.	Purpose	Balance
165	MGH Property	\$38,942.65
168	Community Centre	\$20,492.64
176	Library Extensions	\$104,179.46
177	Grace Munro Centre	\$83,376.57
181	Creative Village Works	\$0.00
186	Public Toilets Pioneer Park	\$0.00
187	Undergrounding Power and Main Street Upgrade	\$103,620.14
188	Paving and Power Undergrounding	\$27,714.26
189	Bridge Construction	\$183,940.15
190	Bridge construction & industrial land development	\$1,454,010.26
Total		\$ 2,016,276.13

Department: Finance
Prepared by: *Corporate Accountant*
TRIM Reference: UINT/21/6118
Attachments: UINT/21/6149

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 financial sustainability
Action:	4.2.2.1.3	Complete and report quarterly budget review statements

1. SUMMARY:

The purpose of this report is to present to Council a review of the budget for the third quarter of the 2020/21 financial year.

RECOMMENDATION:

- a. That the third quarter budget review summary for the 2020/21 financial year be received and the adjustments to budget allocations, including transfers to and from reserves, be adopted.

REPORT:

2. It is a statutory requirement that Council's Responsible Accounting Officer prepares and submits a budget review statement to Council on a Quarterly basis each financial year (LGGR 2005 cl.203 (1)).
3. Council's Responsible Accounting Officer must also include with the budget review report an opinion on the financial position of Council and any recommendations for remedial action if required.
4. The third quarterly review for the 2020/21 financial year has been prepared and **attached** for Council's review and adoption.
5. The attached quarterly budget review report shows net income and expenditure adjustments of over \$629,000 and reduced capital expenditure of \$4,343,000.
6. These amounts include reductions in capital grants of \$1,780,000 and associated capital expenditure of \$2,401,130, relating to the further part deferrals of expenditure for the Bundarra Sewer Scheme and Tolleys Gully Bridge projects. The deferrals will be carried over to the 2022 financial year.
7. The overall net operating loss before capital grants should be better than the adopted budget, which is in part due to operating revenues increasing over budget by nearly \$700,000 in combination with identified savings in expenditure. See page 5 of the attachment.
8. The unrestricted cash position at year end is also predicted to improve as a result of the release of funds from restrictions, primarily as a result of the Visitor Information Centre refurbishment project being externally funded and improved cash position. See page 8 of the attachment.

Issues

9. The third quarter budget review statement reflects some of the variations that arise from normal operating changes in any given year.
10. The variations are detailed in the *Recommended changes to revised budget for income and expenses budget and capital budget* pages of the attached report. The major changes can be summarised as follows:
 - a. \$1,406,000 deferral of expected capital grant revenue for the Bundarra Sewer Scheme project.
 - b. \$2,002,130 deferral of capital expenditure related to the Bundarra Sewer Scheme project.
 - c. \$374,000 deferral of expected capital grant revenue for the Tolleys Gully bridge replacement project.
 - d. \$399,000 deferral of expected capital expenditure for the Tolleys Gully bridge replacement project.
 - e. \$670,000 deferral of expected capital expenditure on plant, carried forward to 2022
 - f. A saving of \$129,000 for vacant employee positions, net of increased costs for contract employees. A further \$36,000 saving was identified in HR salaries to offset increased Governance salary identified in the second quarterly budget review.
 - g. \$208,000 reduction in depreciation for bridges – a correction to a misidentified increase noted in the second quarterly budget review.
 - h. \$340,000 reduced expenditure on the Uralla Groundwater project to carry to 2022.
 - i. A \$284,000 increase in revenue for Tablelands Community Support as a result of increased demand for services, countered by an increase of \$85,000 in service provision expenditure as a result of same.
 - j. \$207,733 in net income as a result of the Depot clearance auction
 - k. Outstanding rates and charges percentage has improved on last quarter and as at 31 March 2021 was 4.90%.

CONCLUSION

11. The Council's projected financial position at 30 June 2021 is likely to be satisfactory at year end, having regard to the projected estimates of income and expenditure, current trends and the original budgeted income and expenditure.

COUNCIL IMPLICATIONS:

12. Community Engagement/ Communication

Report of budget reviews to the Council's ordinary meeting.

13. Policy and Regulation

- o *Local Government Act 1993 (NSW)*
- o *Local Government Regulations (General) 2005 (NSW)*
- o Local Government Code of Accounting Practice and Financial Reporting
- o Australian Accounting Standards

14. Financial (LTFP)

This report is a review of the annual budget up to the end of the third quarter. Changes to the budget are as outlined in the attached statements.

15. Asset Management (AMS)

N/A

16. Workforce (WMS)

N/A

17. Legal and Risk Management

Council is required by legislation (clause 203 of the Regulations) to prepare quarterly budget review statements for the first three quarters of each year, including an opinion by the Responsible Accounting Officer as to whether the financial position of the Council is considered to be satisfactory.

Corporate Governance – the third quarter budget complies with legislative requirements. This risk is assessed as low.

Financial – the third quarter budget presents an improved financial position for Council particularly attributed to increased revenue and this reduces the current projected operating loss before capital grants from a budgeted position of (\$1,632,000) to a forecast year end result of (\$962,000). This remains assessed as a high financial risk.

18. Performance Measures

One of required three budget reviews.

19. Project Management

Corporate Accountant/Management Accountant

**Uralla Shire Council
Quarterly Budget Review Statement
For the Quarter ended 31 March, 2021**

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Uralla Shire Council
Quarterly Budget Review Statement
For the Quarter ended 31 March, 2021

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Uralla Shire Council for the quarter ended 31 March, 2021 indicates that Council's projected financial position at 30 June, 2021 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: _____

Simon Paul
Responsible Accounting Officer

Uralla Council
Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021

Income & Expenses Budget Review Statement
Consolidated by Fund
Budget review for the quarter ended 31 March, 2021

(\$000's)	Original	Variations	Revised	Variations	Notes	Projected	Actual	
	Budget 2020/2021	Dec QBRs	Budget Dec-20	from this QBRs				
Income								
General Fund	19,676	(60)	20,098	394		20,491	15,971	78%
McMaugh Gardens	3,104	135	3,304	-		3,304	2,693	82%
Water Supplies	1,170	400	1,590	-		1,590	827	52%
Sewer Services	6,844	(654)	6,190	(1,406)		4,784	791	17%
Total Income from Continuing Operations	30,793	(179)	31,181	(1,012)		30,169	20,282	67%
Expenses								
General Fund	16,248	755	17,098	(371)		16,727	11,998	72%
McMaugh Gardens	3,183		3,183	25		3,208	2,438	76%
Water Supplies	1,617		1,617	(37)		1,580	1,101	70%
Sewer Services	733		733	-		733	536	73%
Total Expenses from Continuing Operations	21,781	755	22,631	(383)		22,248	16,074	72%
Net Operating Result from Continuing Operations	9,012	(934)	8,550	(630)		7,920	4,208	
Capital grants and contributions	10,644	(383)	10,662	(1,780)		8,882	2,976	
Net Operating Result before Capital Grants	(1,632)	(551)	(2,112)	1,150		(962)	1,232	
Net Result per Fund								
General Fund					Pre Capital Grants		Capital Grants	
					(469)		4,233	
McMaugh Gardens					(101)		196	
					(569)		4,429	
Water Supplies					(390)		400	
Sewer Services					(3)		4,054	
Net Operating Result					(962)		8,882	

Uralla Council
Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021

Income & Expenses Budget Review Statement
Consolidated by Activity
Budget review for the quarter ended 31 March, 2021

(\$000's)	Original Budget 2020/2021	Variations		Revised Budget Dec-20	Variations from this QBRs	Notes	Projected Year End Result	Actual YTD Mar-21	
		Sep QBRs	Dec QBRs						
Income									
Organisational Services	5,831	-	(95)	5,736	-		5,736	4,499	78%
Community & Culture	7,218	65	166	7,449	291		7,740	5,924	77%
Infrastructure & Development	9,730	482	4	10,216	103		10,319	8,241	80%
Water Supplies	1,170	20	400	1,590	-		1,590	827	52%
Sewer Services	6,844	-	(654)	6,190	(1,406)		4,784	791	17%
Total Income from Continuing Operations	30,793	567	(179)	31,181	(1,012)		30,169	20,282	67%
Expenses									
Organisational Services	1,414	31	82	1,527	(198)		1,330	720	54%
Community & Culture	7,216	-	18	7,234	(1)		7,233	5,218	72%
Infrastructure & Development	10,801	64	655	11,520	(147)		11,373	8,499	75%
Water Supplies	1,617	-	-	1,617	(37)		1,580	1,101	70%
Sewer Services	733	-	-	733	-		733	536	73%
Total Expenses from Continuing Operations	21,781	95	755	22,631	(383)		22,248	16,074	72%
Net Operating Result from Continuing Operations	9,012	472	(934)	8,550	(630)		7,920	4,208	
Capital grants and contributions	10,644	401	(383)	10,662	(1,780)		8,882	2,976	
Net Operating Result before Capital Grants	(1,632)	71	(551)	(2,112)	1,150		(962)	1,232	

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021

Income & Expenses Budget Review Statement
Recommended changes to revised budget
Budget review for the quarter ended 31 March, 2021

Budget Variations include the following material items:

Notes	Amount	Details
	\$629,547	
1	(129,000)	Employee vacancy savings net of contracted employees
2	(115,000)	Governance projects postponed due to resourcing constraints
3	(12,963)	General Manager's Office administrative savings
4	(36,000)	HR Vacancy saving to offset additional Governance salary in QBR2
5	(7,757)	Elected Members administrative savings
6	85,000	Increase in Tablelands Community Support expenditure due to increased service volume
7	(18,000)	Reduction in expenditure in Tamworth aged care services due to COVID and termination of lease
8	(100,000)	Net reduction in Tablelands Community Transport expenditure and income as a result of COVID impacts - reduced ability to provide service
9	25,000	Increased mandatory COVID related training - Aged Care facility
10	(207,733)	Net income increase as a result of Depot clearance auction
11	50,000	Increased maintenance cost for plant
12	(284,000)	Increased Home Care Package income (Tablelands Community Support) due to increased service demand
13	(208,000)	Correction to depreciation for bridges
14	374,000	Tolleys Gully Bridge grant income expected to be received in 2021/22
15	35,000	Public Amenities: Increased expenditure due to COVID requirements and increased number of assets being cleaned
16	(5,000)	Reduction in swimming pool wages expenditure
17	38,000	Increased depreciation due to additional open space infrastructure
18	(11,000)	Reduction in maintenance required at Pre-school due to capital upgrades
19	(96,000)	Increased Revenue from Planning due to development activity being greater than budgeted
20	(12,000)	Reduction in expenditure on heritage consultancy

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021

Capital Budget Review Statement
Budget review for the quarter ended 31 March, 2021
Capital Budget - Consolidated by Fund

(\$000's)	Original Budget 2020/2021	Variations		Revised Budget Dec-20	Variations from this QBRs	Notes	Projected Year End Result	Actual YTD figures
		Sep QBRs	Dec QBRs					
Capital Expenditure								
- General	10,239	114	(154)	10,199	(1,747)		8,452	4,220
- McMaugh Gardens	50	50	145	245	-		245	174
- Water	220		352	572	(340)		232	72
- Sewer	8,442		(911)	7,531	(2,256)		5,275	629
Total Capital Expenditure	18,951	164	(568)	18,547	(4,343)		14,204	5,095
Capital Funding								
Consolidated Fund Income	5,708		516	6,224	(1,713)		4,511	1,418
Unrestricted Cash Reserves				-			-	
Capital Grants & Contributions	10,644	164	(146)	10,662	(1,780)		8,882	2,976
Loan Funds	-			-	-		-	-
Receipts from Sale of Assets	-			-	-		-	-
<i>Reserves:</i>								
- Developer Contributions				-			-	
- General Restricted Assets				-			-	-
- Water & Sewer Restricted Assets	2,549		(938)	1,611	(850)		761	701
- McMaugh Gardens Restricted Assets	50			50			50	
Total Capital Funding	18,951	164	(568)	18,547	(4,343)		14,204	5,095
Net Capital Funding	-	-	-	-	-		-	-

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021

Capital Budget Review Statement
Budget review for the quarter ended 31 March, 2021
Capital Budget - Consolidated by Activity

(\$000's)	Original Budget 2020/2021	Variations Sep QBRS	Revised Budget Dec-20	Variations from this QBRS	Notes	Projected Year End Result	Actual YTD figures
Capital Expenditure							
Organisational Services	192	-	192	(50)		142	13
Community & Culture	552	50	602	-		602	297
Infrastructure & Development	9,545	114	9,659	(1,697)		7,962	4,084
Water Supplies	220	-	220	(340)		(121)	72
Sewer Services	8,442	-	8,442	(2,256)		6,186	629
Total Capital Expenditure	18,951	164	19,115	(4,343)		14,772	5,095
Capital Funding							
Consolidated Fund Income	5,708	-	5,708	(1,713)		3,995	4,394
Unrestricted Cash Reserves	-	-	-	-		-	-
Capital Grants & Contributions	10,644	164	10,808	(1,780)		9,028	-
Loan Funds	-	-	-	-		-	-
Receipts from Sale of Assets	-	-	-	-		-	-
<i>Reserves:</i>							
- Developer Contributions	-	-	-	-		-	-
- General Restricted Assets	-	-	-	-		-	-
- Water & Sewer Restricted Assets	2,549	-	2,549	(850)		1,699	701
- McMaugh Gardens Restricted Assets	50	-	50	-		50	-
Total Capital Funding	18,951	164	19,115	(4,343)		14,772	5,095
Net Capital Funding	-	-	-	0		0	-

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021

Capital Budget Review Statement
Recommended changes to revised budget
Budget review for the quarter ended 31 March, 2021

Budget Variations being recommended include the following material items:

Notes	Amount	Details
	-\$ 4,343,028	
1	-\$ 2,002,130	Bundarra Sewer Scheme - reduction in capital expenditure as works expected to carry over to following financial year
2	-\$ 254,000	Delay in expected Uralla Sewer capital expenditure
3	-\$ 399,000	Tolleys Gully Bridge - reduction in capital expenditure as works expected to carry over to following financial year
4	-\$ 485,398	Industrial land subdivision not progressed due to lack of grant funding
5	-\$ 142,500	Savings on capital works for sealed roads
6	-\$ 340,000	Reduced expenditure on Uralla Groundwater Project to carry to 2022
7	-\$ 50,000	IT Capital purchases postponed due to resourcing constraints
8	-\$ 670,000	Reduction in expected plant purchase expenditure
9		
10		
11		
12		
13		
14		
15		
16		

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021

Cash & Investments Budget Review Statement
Budget review for the quarter ended 31 March, 2021
Consolidated

(\$000's)	Original Budget 2020/2021	Variations			Revised Budget 2020/2021	Variations from this QBRS	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBRS	Sep QBRS	Dec QBRS					
Externally Restricted									
Developer Contributions - General	655	60	-	-	715	21	736	736	
Developer Contributions - Water Fund	-	-	-	-	-	-	-	-	
Developer Contributions - Sewer Fund	-	-	-	-	-	-	-	-	
Specific Purpose Unexpended Grants	37	281	-	(144)	174	320	494	682	
Water Supplies	1,757	410	-	-	2,167	-	2,167	2,372	
Sewerage Services	229	70	-	258	557	850	1,407	2,197	
McMaugh Gardens	2,758	(344)	-	-	2,414	-	2,414	2,607	
Unexpended Loans	-	493	-	-	493	-	493	487	
					-	-	-	-	
Total Externally Restricted	5,436	970	-	113	6,519	1,191	7,711	9,081	
Internally Restricted									
Plant & Vehicle Replacement	-	-	-	-	-	523	523	(306)	
Employees Leave Entitlement	1,068	(296)	-	-	772	-	772	772	
Tip Remediation	200	66	-	-	266	-	266	266	
Stormwater Drainage	-	280	-	-	280	22	302	302	
Strategic Development	118	202	-	(51)	269	-	269	320	
FAGS Received in advance	500	701	-	-	1,201	-	1,201	1,382	
Carry Forward Works	648	(39)	-	-	609	(319)	290	609	
Total Internally Restricted	2,534	914	-	(51)	3,397	226	3,623	3,345	
Unrestricted (ie. available after the above Restrictions)	112	(159)	309	(201)	61	2,334	2,395	5,320	
Total Cash & Investments	8,082	1,725	309	(139)	9,977	3,751	13,728	17,746	

Note: Variations other than by QBRS represent alignment of opening balances to final 2020 financial statement balances.

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021

Key Performance Indicators Statement
Budget review for the quarter ended 31 March, 2021

LTFP KPI's

	Target	30/06/2021	30/06/2020	30/06/2019	30/06/2018
Operating ratio	>0	-4.52%	-2.40%	-0.09%	2.16%
Debt service ratio	>2.0x	13.35	10.92	11.43	13.18
Own source operating revenue ratio	>60%	55%	63.98%	70.03%	69.45%
Rates & charges outstanding %	<6.5%	4.90%	11.76%	7.37%	5.38%
Asset renewals ratio	>100%	142%	122%	95%	63%

**Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021**

Contracts Budget Review Statement

Budget review for the quarter ended 31 March, 2021

Part A - Contracts Listing

Contractor	Contract detail & purpose	Contract Value \$\$	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Peel Valley Group	Replacement Construction Fuel Truck	111,785	01/03/21	5 months		

Notes:

1. Only contracts that were entered into during the quarter and remain incomplete are included.
2. Minimum reporting level is \$50,000.
3. Contracts listed exclude contractors on Council's Preferred Supplier list.
4. Contracts for employment are not required to be included.

Part B - Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	\$ 164,559	Y
Legal Fees	\$ 24,483	Y

Note: 1. All consultancy amounts were included in the 2020/21 budget except for items adjusted in this QBRS.

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details

**Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021**

**Cash & Investments Budget Review Statement
Budget review for the quarter ended 31 March, 2021**

Comment on Cash & Investments Position

No material variations to Council's Cash and Investments have occurred in the third quarter.

Investments

Investments have been made in accordance with Council's Investment Policy.

Cash

The value of cash at bank which was included in the Cash & Investment Statement totals \$59,621.

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this reconciliation was 01 April, 2021.

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

Cash at Bank (as per bank statements)		59,621
Investments on Hand		17,686,710
less: Unpresented Cheques	(Timing Difference)	-
add: Undeposited Funds	(Timing Difference)	-
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	-
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	-
Reconciled Cash at Bank & Investments		17,746,331
Balance as per Review Statement:		17,746,331

Department: Infrastructure & Development
Prepared by: *Manager of Development and Planning*
TRIM Reference: UINT/21//5536 - Modification of DA-47-2018 Subdivision
Attachments: UINT/21/5544 – 1. Notice of Determination
 UINT/21/5545 – 2. Subdivision Plan

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

NOTE TO COUNCILLORS:

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

1. SUMMARY:

Proposal:	Modification of subdivision condition
Property description:	Lot 16 DP 243988 - Assessment 10800
Applicant:	Croft Surveying and Mapping
Owners:	Michael and Jayne Croft
Zoning:	R5 Large Lot Residential
Date received:	21 April 2021
Public notification or exhibition:	No

RECOMMENDATION:

That Council resolve to modify condition 12 of Development Application 47/2018 from:

The driveway in the access handle to proposed Lot 163 is to be gravel and bitumen sealed or concreted for a width of 3 metres and for the length of proposed Lot 162. This is to be constructed to a standard approved by the Director of Infrastructure and Regulation and is to be at the expense of the developer.

To:

The driveway in the access handle to proposed Lot 163 is to be gravel for a width of 3 metres and for the length of proposed Lot 162. This is to be constructed to a standard approved by the Director of Infrastructure and Regulation and is to be at the expense of the developer.

REPORT:

2. Council approved Development Application 47/2018 by way of motion 20.12/18 at the December 18 2018 ordinary meeting. As part of the approval the developer was required to provide a sealed access for the subdivision. On 21 April 2021 Council received an application to modify condition 12 of Development Application 47/2018 to remove the requirement to seal the access.

3. In preparation of the recent amendment of the Uralla Development Control Plan (DCP) a number of workshops were conducted to determine the nature and form of the amendments. As part of this process Councillors expressed a preference that amendments requiring the sealing of driveways in R1 General Residential and R2 Low Density Residential not be included, and the adopted DCP contains no such provisions. In this context modification of condition 12 of Development Application 47/2018 to remove the requirement to seal the access presents as a reasonable request as:
 - The lower density of subdivisions such as Development Application 47/2018 in R5 Large Lot Residential zones means that amenity impacts from unsealed accesses are typically less than those in R1 General Residential and R2 Low Density Residential zones.
 - Maintenance of the requirement to seal the access for Development Application 47/2018 would present as inconsistent with the amended DCP and the intent of the provisions of the development standards within.

CONCLUSION:

4. It is considered appropriate to modify condition 12 of Development Application 47/2018 to remove the requirement to seal the access for the subdivision.

COUNCIL IMPLICATIONS:

5. **Community Engagement/ Communication**
Nil

6. **Policy and Regulation**
Modification of the consent condition to remove the requirement to seal the access for the subdivision presents as being consistent with the intent of the amended DCP.

7. **Financial /Long Term Financial Plan**
Nil

8. **Asset Management / Asset Management Strategy**
Nil

9. **Workforce / Workforce Management Strategy**
Nil

10. **Legal and Risk Management**
Nil

11. **Performance Measures**
Nil

12. **Project Management**
Nil



P: 02 6778 6300

F: 02 6778 6349

E: council@uralla.nsw.gov.au

32 Salisbury Street, Uralla NSW 2358

PO Box 106, Uralla NSW 2358

ABN: 55 868 272 018

18 December 2018

Croft Surveying & Mapping
 "Southall"
 100 Barney Street
 ARMIDALE NSW 2350

Dear Croft Surveying & Mapping,

Development Application

Proposed Activity:	3 LOT SUBDIVISION
Application No.:	DA-47-2018
Address:	49 MARBLE HILL ROAD, SAUMAREZ PONDS

I am pleased to advise that consent has been granted for the above Development Application. The consent documents are enclosed.

The Principal Certifying Authority is unable to complete any inspections unless the Notice of Commencement and a copy of the builder's Home Warranty Insurance or your Owner Builder permit has been provided to the Certifying Authority.

It is your responsibility to be aware of all covenants affecting the property, and to ensure that this approval does not contravene them in any way.

Should you be carrying out any work on Council property (e.g., the nature strip) you will also need to obtain separate approval from Council's Infrastructure & Regulation Department.

Should you have further enquiries, please do not hesitate to contact the Council Officer listed below or Council's offices by telephoning (02) 6778 6300.

Yours sincerely,

Andrew Hopkins
GENERAL MANAGER

Per: 

Encl:

Council Officer: Matt Clarkson – Manager Planning & Regulation
Telephone: (02) 6778 6300
Email: council@uralla.nsw.gov.au



Uralla Shire Council

Address correspondence to:
 General Manager
 32 Salisbury Street
 URALLA NSW 2358

Phone: (02) 6778 6300
 Fax: (02) 6778 6349
 Email: council@uralla.nsw.gov.au
 ABN 55 868 272 018

NOTICE OF DETERMINATION

Issued under *Environmental Planning and Assessment Act 1979* Section 81(1)(a)

DEVELOPMENT APPLICATION

APPLICANT		<i>Application No: DA-47-2018</i>			
Applicant Name:	Croft Surveying & Mapping				
Applicant Address:	"Southall", 100 Barney Street ARMIDALE NSW 2350				
OWNER					
Owner Name:	Mr M J Croft & Mrs J E Croft				
Owner Address:	49 Marble Hill Road, SAUMAREZ PONDS NSW 2350				
LAND TO BE DEVELOPED					
Property Details:	49 Marble Hill Road, SAUMAREZ PONDS				
Legal Description:	Lot: 16 DP: 243988				
Land Use Zone:	R5 – Large Lot Residential				
DEVELOPMENT					
Description:	Staged 3 Lot Subdivision				
DETERMINATION – APPROVAL					
Decision Date:	18 December 2018	Operational Date:	18 December 2018	Lapse Date:	18 December 2023
CONDITIONS (including Section 94 Conditions)					
Please read all conditions carefully. The applicant/developer may arrange to meet with Council to clarify, if necessary, the precise requirements of the conditions of this consent.					
Please Note: A copy of all conditions contained in this consent are to be provided to contractors and subcontractors working on the site, to ensure all work is carried out in accordance with this consent.					
Approved Plans: Croft Surveying & Mapping – Reference 181035 – D, dated 31 August 2018					

Uralla Shire Council - Development Application Determination

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

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

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

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

Erection of signs

2. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
 - (a) showing the name, address and telephone number of the principal certifying authority for the work, and
 - (b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - (c) stating that unauthorised entry to the site is prohibited.
3. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

GENERAL CONDITIONS

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

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

5. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.

Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.

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

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

7. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The application must be approved prior to the issue of a Construction Certificate.

Reason: To ensure pedestrian and vehicular safety during construction.

Uralla Shire Council - Development Application Determination

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

8. The subdivision will be provided with reticulated electricity and suitable telephone provisioning. The applicant shall provide a letter from the relevant electricity energy provider stating that satisfactory arrangements have been made for the supply of electricity. The applicant shall provide evidence that satisfactory arrangements have been made for telecommunications infrastructure in the subdivision / development. These letters are to be provided to Council prior to the release of the subdivision certificate.

Reason: To ensure that subdivision is adequately serviced by utilities.

9. Prior to the issue of a subdivision certificate, an application for a subdivision certificate is to be submitted to Council with three (3) copies of the Title Plan and appropriate fees. The applicant/developer is to ensure that a summary of compliance with all conditions of consent is completed and lodged with the application.

Reason: To ensure provision of appropriate documentation.

10. The applicant/developer is to ensure that a checklist, clearly showing that all conditions of consent have been met, is provided with the subdivision certificate application.

Reason: To ensure that appropriate documentation is provided.

Stage One

11. That two lots are created by the subdivision of Lot 16 DP 243988, one of about 2 hectares and the other about 3.7 hectares.

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

12. The driveway in the access handle to proposed Lot 163 is to be gravel and bitumen sealed or concreted for a width of 3 metres and for the length of proposed Lot 162. This is to be constructed to a standard approved by the Director of Infrastructure and Regulation and is to be at the expense of the developer.

Reason: To ensure a minimal level of dust and noise are generated by the access to proposed Lot 163.

13. The developer is to provide a vehicle entrance that is gravel and bitumen sealed or concreted for a width of 3 metres to the property boundary with culvert to proposed Lot 162, to the satisfaction of Council, at their own expense.

Reason: To ensure that costs associated with establishing the subdivision is borne by the developer.

14. Prior to the issue of a Subdivision Certificate the applicants shall pay to Council contribution toward public amenities and services, for which Council is satisfied that the proposed development is likely to create a demand, is to be made prior to the issue of the Construction/Subdivision Certificate. Such charges are listed below and are subject to CPI increases if not paid in the year of issue of this consent.

The Section 94 Contribution is currently \$3,691.00 in the 2018/19 financial year for each applicable lot. This is applicable for each additional lot created.

Reason: To ensure compliance with Uralla Shire Council Section 94 contributions plans and the provision of adequate infrastructure.

15. A surveyor's plan must be submitted to Uralla Shire Council prior to the expiry date of this development consent so that the subdivision certificate on the plan can be signed by an authorised officer.

Reason: The subdivision cannot be registered with the Land Titles Office, and be finalised, until the subdivision certificate on the surveyors plan is signed by an authorised officer of Uralla Shire Council.

Uralla Shire Council – Development Application Determination

Stage Two

16. Evidence must be provided that demonstrates that Crown Lands has approved the closure of the identified section Yellow Box Drive shown in plan 181035_D prepared by Croft Surveying and Mapping dated 31.08.18, and that the aforementioned portion is in the same ownership as the residual component of Lot 16 DP 243988.

Reason: To ensure that the development has owner's consent.

17. That two lots are created by the subdivision of the residual component of Lot 16 DP 243988 and the acquired portion of Yellow Box Drive, one of about 2 hectares and the other about 2.08 hectares.

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

18. The developer is to provide a vehicle entrance that is gravel and bitumen sealed or concreted for a width of 3 metres to the property boundary with culvert to proposed Lot 161, to the satisfaction of Council, at their own expense.

Reason: To ensure that costs associated with establishing the subdivision is borne by the developer.

19. Prior to the issue of a Subdivision Certificate the applicants shall pay to Council contribution toward public amenities and services, for which Council is satisfied that the proposed development is likely to create a demand, is to be made prior to the issue of the Construction/Subdivision Certificate. Such charges are listed below and are subject to CPI increases if not paid in the year of issue of this consent.

The Section 94 Contribution is currently \$3,691.00 in the 2018/19 financial year for each applicable lot. This is applicable for each additional lot created.

Reason: To ensure compliance with Uralla Shire Council Section 94 contributions plans and the provision of adequate infrastructure.

20. A surveyor's plan must be submitted to Uralla Shire Council prior to the expiry date of this development consent so that the subdivision certificate on the plan can be signed by an authorised officer.

Reason: The subdivision cannot be registered with the Land Titles Office, and be finalised, until the subdivision certificate on the surveyors plan is signed by an authorised officer of Uralla Shire Council

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

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

Monday to Saturday 7.00 AM to 5.00 PM

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

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

INTEGRATED GENERAL TERMS OF APPROVAL AS PART OF THIS CONSENT

22. At the issue of subdivision certificate and in perpetuity the property around the existing dwelling on Lot 163 shall be managed as an inner protection area (IPA) for the following distances as outlined within section 4.1.3 and Appendix 5 of 'Planning for Bush Fire Protection 2006' and the NSW Rural Fire Service's document 'Standards for asset protection zones':

- north, east and south for 10 metres; and
- west for 30 metres.

Uralla Shire Council – Development Application Determination

23. Electricity supply to the proposed development shall comply with section 4.1.3 of 'Planning for Bush Fire Protection 2006'.
24. In recognition that no reticulated water supply is available to the development, a 20,000 litre fire fighting water supply shall be provided for fire fighting purposes at the existing dwelling on Lot 163. The fire fighting water supply shall be installed and maintained in the following manner:
- (a) Fire fighting water supply tank(s) shall be located not less than 5 metres and not more than 20 metres from the approved structure.
 - (b) New above ground fire fighting water supply storages are to be manufactured using non-combustible material (concrete, metal, etc.). Where existing fire fighting water supply storages are constructed of combustible (polycarbonate, plastic, fibreglass, etc.) materials, they shall be shielded from the impact of radiant heat and direct flame contact.
 - (c) Non-combustible materials (concrete, metal, etc.) will only be used to elevate or raise fire fighting water supply tank(s) above the natural ground level.
 - (d) A 65mm metal Storz outlet with a gate or ball valve shall be fitted to any fire fighting water supply tank(s) and accessible for a fire fighting truck.
 - (e) The gate or ball valve, pipes and tank penetration are adequate for the full 50mm inner diameter water flow through the Storz fitting and are constructed of a metal material.
 - (f) All associated fittings to the fire fighting water supply tank(s) shall be non-combustible.
 - (g) Any below ground fire fighting water supply tank(s) constructed of combustible (polycarbonate, plastic, fibreglass, etc.) materials shall be shielded from the impact of radiant heat and direct flame contact.
 - (h) A hardened ground surface for fire fighting truck access is to be constructed up to and within 4 metres of the fire fighting water supply (tank or Storz fitting).
 - (i) Any fire fighting water supply tank(s) located below ground shall be clearly delineated to prevent vehicles being driven over the tank.
 - (j) All water supplies for fire fighting purposes shall be clearly signposted as a fire fighting water supply.
 - (k) Below ground fire fighting water supply tank(s) shall have an access hole measuring a minimum 200mm x 200mm to allow fire fighting trucks to access water direct from the tank.
 - (l) Fire fighting water supply tank(s) and associated fittings, located within 60 metres of a bushfire hazard and on the hazard side of an approved building, shall be provided with radiant heat shielding to protect the tank from bush fire impacts and maintain safe access to the water supply for fire fighters.
 - (m) Pumps are to be shielded from the direct impacts of bush fire.
 - (n) A Static Water Supply (SWS) sign shall be obtained from the local NSW Rural Fire Service (RFS) and positioned for ease of identification by RFS personnel and other users of the SWS. In this regard:
 - i. Markers must be fixed in a suitable location so as to be highly visible; and
 - ii. Markers should be positioned adjacent to the most appropriate access for the water supply.
25. Property access to the existing dwelling on Lot 163 shall comply with the following requirements of section 4.1.3(2) of 'Planning for Bush Fire Protection 2006':
- a minimum carriageway width of four metres; and
 - a minimum vertical clearance of four metres to any overhanging obstructions, including tree branches.

Uralla Shire Council – Development Application Determination

ADVISORY NOTES – GENERAL

26. The applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
27. It is possible that a covenant may affect the land which is the subject of this consent. The grant of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
28. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
29. Any alteration to the drawings and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s4.55 of the Act or a fresh development application. No works other than those approved under this consent shall be carried out without the prior approval of Council.
30. Telecommunications Act 1997 (Commonwealth): Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.

REASONS FOR THE ABOVE CONDITIONS

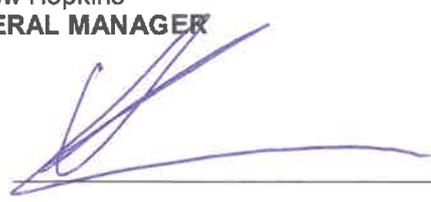
Given Council's duty to consider the matters set out in Section 4.15 (1) of the Environmental Planning and Assessment Act 1979 (as amended), the above conditions have been placed on the consent in accordance with Section 4.17 of the Environmental Planning and Assessment Act 1979 (as amended).

RIGHT OF APPEAL

If you are dissatisfied with this decision, Sections 8.7 and 8.10 of the Environmental Planning and Assessment Act 1979 give you the right to appeal to the Land and Environment Court within 12 months after the date on which you receive this notice. *Note: Sections 8.7 and 8.10 of the Environmental Planning and Assessment Act 1979 does not apply to the determination of a development application for State significant development or local designated development that has been the subject of a Commission of Inquiry.* Sections 8.2, 8.3, 8.4 and 8.5 of the Environmental Planning and Assessment Act 1979 gives you the right to request a Review of Determination. Upon payment of the prescribed fees, Council will review the determination under the provisions of Sections 8.2, 8.3, 8.4 and 8.5.

Note: Sections 8.2, 8.3, 8.4 and 8.5 of the Environmental Planning and Assessment Act 1979 do not apply to the determination of a Designated Development, Integrated Development or Crown Applications.

Andrew Hopkins
GENERAL MANAGER

Per: 

Date: 18 December 2018

SECTION 94 CONTRIBUTION SCHEDULE

Development Consent No.: DA-47-2018

Property Address: Lot: 16 DP: 243988
49 Marble Hill Road SAUMAREZ PONDS

Proposal: Staged 3 Lot Subdivision

Contributions are regularly reviewed. The contributions quoted on this notice will apply for each one (1) additional lot within a Subdivision Certificate released during the current financial year. Amounts payable after 30 June 2019 are to be confirmed with Council's Manager of Planning as the rates will rise.

Copies of all current Section 94 Contributions Plans are available for inspection at Council's Administration Building, Salisbury Street, Uralla, during normal office hours or on Council's website www.council.uralla.nsw.gov.au.

Please hand a copy of this form to the cashier when paying the contributions and charges referred to in your consent notice.

CONTRIBUTIONS CHARGED UNDER SECTION 94 ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979

	Contribution for Charge	Contribution Plan Applicable	Amount
1	Sealing of Main Traffic Routes	Section 94 Contributions Plan for Invergowrie 1(c) Rural Small Holdings	\$1,793.00
			Activity No.: 2015.0115.0165
2	Provision of Community Buildings	Section 94 Contributions Plan for Invergowrie 1(c) Rural Small Holdings	\$659.00
			Activity No.: 2015.0115.0166
3	Recoupment of Study and Investigation Costs relating to development	Section 94 Contributions Plan for Invergowrie 1(c) Rural Small Holdings	\$239.00
			Activity No.: 2015.0115.0167
4	Provision of Fire Fighting Equipment	Section 94 Contributions Plan for Invergowrie 1(c) Rural Small Holdings	\$814.00
			Activity No.: 2015.0115.0168
5	Recoupment of provision of a Type "B" intersection on Bundarra Road	Section 94 Contributions Plan for Invergowrie 1(c) Rural Small Holdings	\$186.00
			Activity No.: 2015.0115.0169
Total			\$3,691.00

Notes:

1. Areas and dimensions are indicative and subject to final title survey.
2. Aerial Image © Digital Globe 2018 & © GeoEye 2018. Overlay is indicative only.
3. 2m contours are indicative, derived from STRM Derived 1 Second Digital Elevation Model © Geoscience Australia

15.3 #2 Attachment

Lot Layout Lot 16 in DP243988 being 49 Marble Hill Rd SAUMAREZ PONDS NSW 2350			
"Southall" 100 Barney Street Armidale NSW 2350 p: 02 6772 1077 m: 0414 782 867 e: office@croftsurveying.com			
Date:	31.08.18	Reference:	181035 - D
Surveyor:	Michael Croft		Sheet 1 of 1 1:1500 at A3



Department: Infrastructure & Development
Prepared by: *Director*
TRIM Reference: UI/21/2683
Attachments: UI/21/2680 - 1. Photographs of Civil Works at Sewer Treatment Plant
UI/21/2682 - 2. Contractor Cashflow Summary, and claim to date
UI/21/2737 - 3. Gantt Chart of progress, program and milestones

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: To install a low pressure sewerage system to the existing Bundarra village, with the associated sewage treatment plant.

Strategy: Provide sewerage system in accordance with contemporary standards, for sanitation and environmental management.

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 171 developed properties within the village.
2. The construction contract was awarded in December 2020, with a 12 month construction timeframe.

RECOMMENDATION:

That Council receive the Bundarra Sewerage Scheme – Project Update Report.

REPORT:

3. The project is in the construction phase.
4. The bulk earthworks at the Sewer Treatment Plant (STP) are almost complete. Also at the STP, the irrigation pump shed is complete and the irrigation component is being constructed. The plumbing and wiring and installation of the solar powered pump is yet to be completed.
5. The sewer rising main from the corner of Oliver and Bombelli Streets is in place. There are some pits vents and valves to be installed, prior to testing and commissioning.
6. The low pressure mains throughout the village of Bundarra have begun to be under bored. Twenty five percent of the sewer lines from the pressure sewerage unit's (PSU's) located in properties to the street mains have been completed. The pressure units are yet to be installed in property owners' gardens. The electrical control panels for the PSU's have been installed at 25% of residential buildings also.
7. On-property audits have been completed by the contractor Ledonne Constructions, and their electrical subcontractor, at existing buildings. This is to individually plan the layout, and also advise of the upgrades to the existing plumbing and electrical system that is required.

8. Photographs are provided showing the works underway. Items completed are in Attachment 1.

KEY ISSUES:

9. Cost of electrical and plumbing upgrades to private infrastructure with costs to be met by the property owners will impose financial burden on the property owners. See separate report on Short Term Loan Agreements for Electrical/Plumbing Upgrades – Bundarra Sewerage.
10. Rock excavations for the oxidation ponds floors, and the irrigation trenching at the Sewerage Treatment Plant will incur variations.

COUNCIL IMPLICATIONS:

11. Community Engagement/ Communication (per engagement strategy)

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 Councils Website too which provides specific information to residents about enquiries related to their situation. In November 2020, Council implemented a Communications Plan for the imminent construction phase of the project. This included The Mayor Michael Pearce and the Local Member at a “Turning the First Sod”, media release, also radio interview. Information sheets have also been provided, giving updates about the project and its progress.

There will also be quarterly reports to Council, informing of progress and budgetary status.

12. Policy and Regulation

Nil

13. Financial (LTFP)

The Department of Planning, Industry and Environment; Water have provided funding for this project under the Safe and Secure Water Program. This has been supported by USC. The Ledonne Constructions contracted amount is \$7,767,506.00 Inc GST. A Ledonne Constructions projected cashflow summary is provided in Attachment 2.

TOTAL PROJECT BUDGET FOR THE CONSTRUCTION STAGE (ALL COSTS IN TABLE GST EXC)	\$7,898,333
TOTAL CONTRACT AMOUNT LEDONNE CONSTRUCTIONS (EXC GST)	\$7,061,369
SPENT TO DATE LEDONNE	PC 1,2,3 - \$967,709 PC 4 - \$944,700
LEDONNE REMAINING	\$5,148,960
CONTINGENCY AND PROJECT MANAGEMENT PROVISION	\$836,964

14. Asset Management (AMS)

Uralla Shire Council will take on additional infrastructure as a result of the installation of the system. This also requires “Capitalising of the Sewerage Assets” and inclusion in Councils Asset Management system which will be depreciated as per normal Council accounting practises. The individual lots will then be charged for the sewer connection as per Councils revenue policy.

15. **Workforce (WMS)**

Additional staffing will be required to undertake normal operations and maintenance work and has been included in the 2021/22 Draft 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.

16. **Legal and Risk Management**

The sewerage system will be compliant into the future with Sanitation Standards for residential dwellings. This also alleviates the risk of environmental problems which could arise from overflow drainage and flooding events.

There are a number of risks associated with the implementation of the system. One of these relates to sub-standard private electrical infrastructure. During the construction phase, property owners with substandard electrical installations will be required to engage suitably qualified electricians to bring the electrical system up to the necessary standard for compliance with the current regulations. The cost of this work varies, depending on the state of the existing infrastructure, but may be up to \$6,257.00 plus GST.

Some properties will also need to fund upgrades to the privately owned wastewater drainage systems.

See separate report on Short Term Loan Agreements for Electrical/Plumbing Upgrades – Bundarra Sewerage.

17. **Performance Measures**

The cash flow program is provided in attachment 2, with the individual Milestones the project is split into. The project is currently delayed by 3 weeks, primarily due to wet weather. The project is planned to be completed in early December 2021. Attachment 3 is a Gantt chart showing the projected Milestone completions.

There is rock present in the trenching that is occurring for the irrigation pipelines at the STP, which will lead to a claim under the variation terms. There is a protocol as per the Terms and Conditions of contract for managing these claims fairly.

18. **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.

**BUNDARRA SEWERAGE SCHEME
CONSTRUCTION PROGRESS REPORT
MAY 2021**

URALLA SHIRE COUNCIL - LEDONNE CONSTRUCTIONS

SEWERAGE TREATMENT PLANT (STP) WORKS



Bundarra STP oxidation ponds, maturation ponds and winter storage pond progress.



Oxidation pond in foreground, maturation ponds in far ground; profiles finished.



Oxidation pond foreground, and solar pump shed at centre. Winter storage pond behind roller



Pond floor adjustment for clay liner. Rock removal in progress.



Pump shed next to pond 5, the winter storage pond, irrigation area behind shed.



Irrigation area, mains constructions. The lateral sprinkler mains yet to be trenched.

SEWERAGE PUMPING STATION (SPS) IN BUNDARRA



Installation of SPS, lid being craned on.



SPS and valve pit installed.



SPS backfilled, ready for bollards and rehabilitation.

SEWER RISING MAIN



Sewer rising main being under bored to the STP 2.5km

Sewer rising main (SRM) pipe laying 100% complete, under boring complete, trenching where necessary complete. Isolation valve and air valve, and scour pit to be installed in line, the items remaining to complete.



Under boring of rising main at minor creek crossings.



Short 100m section of rock to be chiselled and trenched with conventional pipe laying technique.

RESIDENTIAL CONNECTIONS



Residential connections progress – “mini” under boring for connection to pressure units.

Under boring has commenced in the last 2 weeks and is well underway. This is the sewer lines from the street “mains” positions to the pressure units in resident’s gardens. The photograph below of the lot layout shows progress to date.



Bundarra South – green highlighted completed lots.

BUNDARRA STREET MAINS UNDERWAY



Drilling mains in laneways and along street verges. Minimal disturbance, except and joint or tap locations.

BUNDARRA SEWERAGE SCHEME - CONTRACT RFT 10031531

		PC 1	PC 2	PC 3	PC 4	PC 5	PC 6	PC 7	PC 8	PC 9	PC 10	PC 11	PC 12	
ITEM		Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	
VALUE														
1	BUNDARRA SEWERAGE SCHEME													
1	PRELIMINARIES & PROJECT MANAGEMENT establishment, docs. Survey,O&M, WAE	\$242,445	\$60,900	\$26,033	\$8,505	\$2,245			\$20,000	\$20,000	\$20,000	\$75,000	\$1,545	
		\$242,445												
2	RETICULATION SYSTEM & ON PROPERTY WORKS	\$3,765,454												
	streetmains incl bridge crossing, ezydump	\$1,344,932	\$20,000	\$5,200	\$13,200	\$47,130	\$200,000	\$150,000	\$150,000	\$140,000	\$134,932			
	BKs & BK-main poly - ALL	\$754,352			\$7,732	\$0	\$150,000	\$150,000	\$100,000	\$54,352	\$100,000			
	ON PROPERTY WORKS incl PU-BK poly	\$1,666,170		\$108,000	\$37,951	\$154,100	\$250,000	\$300,000	\$250,000	\$200,000	\$166,170	\$100,000	\$100,000	
3	TRANSFER PUMPING STATION	\$637,087												
	O'Brien Electrical / Ledonne	\$207,870		\$5,000	\$11,267	\$46,077	\$57,870							
	Xylem / ledonne	\$336,766		\$18,000	\$123,717	\$10,000	\$25,000	\$21,766						
	other - construct	\$92,451			\$7,492	\$53,150	\$30,000	\$7,451						
4	SEWER RISING MAIN	\$783,211												
	Ledonne	\$783,211	\$20,000	\$49,000	\$114,345	\$211,869	\$150,000	\$50,000	\$63,211					
5	CONSTRUCTION OF STP	\$2,227,511												
	Ponds	\$839,499		\$141,000	\$126,467	\$302,422	\$150,000	\$139,499						
	Fencing	\$155,132	\$45,000	\$2,000		\$0	\$75,000	\$30,132						
	Pipelines & flow structures	\$136,629			\$0	\$11,036	\$36,629							
	Effluent irrigation system	\$803,526		\$0	\$53,310	\$76,522	\$203,526	\$150,000						
	Electrical - O'Brien & Solar Depot & ledonne	\$292,725	\$30,000	\$11,000	\$0	\$78,622	\$100,000	\$80,000						
6	PROVISION OF SPARES	\$44,240												
	spares	\$44,240										\$20,000	\$24,240	
7	RATE ITEMS	\$48,550												
	Extra over rock at SPS	\$9,000				\$0								
	Extra over unsuitable trench foundation	\$9,550				\$0								
	Extra over rock at STP	\$30,000				\$30,000	\$0							
8	SCHEDULE OF OPTIONAL WORK	\$19,008												
	Access rd off MT DRUMMOND to Irrigation Pump Shed	\$19,008				\$9,504	\$6,000	\$4,008						
	Total	\$7,767,506.00												
9	VARIATIONS	\$16,131.82	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Actual Monthly Claim		\$179,114	\$367,375	\$517,991	\$1,039,170	\$0	\$0	\$0	\$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
	Revised Contract Sum (incl. GST)	\$7,783,637.82												
	Payment to date	\$1,064,480.68												
	This Claim	\$1,039,170.07												
	Balance to Complete	\$5,679,987.07												
	% Complete	27.03%												

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Ledonne Constructions Pty Ltd		Construction of Bundarra Sewerage Scheme - Program - as at April 2021											RFT10031531																						
ID	Task Mod	Task Name	Duration	Start	Finish	Predecessors	% Complete	tober 9/11	11 December 30/11	1 February 21/12	21 March 11/01	11 May 1/02	1 July 22/02	21 August 15/03	11 October 5/04	1 December 26/04	21 January 17/05	11 February 7/06	11 March 28/06	11 April 19/07	11 May 9/08	11 June 30/08	11 July 20/09	11 August 11/10	11 September 1/11	11 October 22/11	11 November 13/12	11 December 3/01	21 January 24/01						
1	Task Mod	Construction of Bundarra Sewerage Scheme - RFT 10031531	285.6 days	Mon 23/11/20	Wed 5/01/22		47%	[Gantt bar for Task 1]																											
2	Task Mod	Pre-Construction	149 days	Mon 23/11/20	Mon 28/06/21		80%	[Gantt bar for Task 2: Pre-Construction]																											
17	Task Mod	Construction	257.6 days	Mon 11/01/21	Wed 5/01/22		34%	[Gantt bar for Task 17: Construction]																											
18	Task Mod	Milestone 1 - STP & Irrigation System	137.4 days	Mon 11/01/21	Wed 21/07/21		62%	[Gantt bar for Task 18: Milestone 1 - STP & Irrigation System]																											
38	Task Mod	Milestone 2 - Transfer Pump Station & Rising Main	132.7 days	Wed 3/02/21	Fri 6/08/21		50%	[Gantt bar for Task 38: Milestone 2 - Transfer Pump Station & Rising Main]																											
57	Task Mod	Milestone 3 - On-Property Works	226.6 days	Mon 11/01/21	Tue 23/11/21		12%	[Gantt bar for Task 57: Milestone 3 - On-Property Works]																											
69	Task Mod	Milestone 4 - Property Connections	30 days	Tue 23/11/21	Tue 4/01/22		0%	[Gantt bar for Task 69: Milestone 4 - Property Connections]																											
72	Task Mod	Post Construction Activities	1 day	Tue 4/01/22	Wed 5/01/22		0%	[Gantt bar for Task 72: Post Construction Activities]																											

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Project: Bundarra Program Rev Date: 17 May 2021	Task		Inactive Task		Manual Summary Rollup		External Milestone		Manual Progress	
	Split		Inactive Milestone		Manual Summary		Deadline			
	Milestone		Inactive Summary		Start-only		Critical			
	Summary		Manual Task		Finish-only		Critical Split			
	Project Summary		Duration-only		External Tasks		Progress			

Department: Infrastructure & Development
Prepared by: *Director Infrastructure & Development*
TRIM Reference: UINT/21/5756
Attachments: Nil

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 3.4 Secure sustainable and environmentally sound water-cycle infrastructure and services
Strategy: 3.4.2 Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services
Activity: 3.4.2.1 Provide sewerage services

SUMMARY:

25. This report recommends Council enter into short-term, interest free loan agreements with property owners to facilitate necessary plumbing and electrical upgrades on private properties as required for the completion of the Bundarra Sewerage Scheme.

RECOMMENDATION:

That Council engage solicitors to draft a short-term, interest free loan agreement between Council and property owners, to facilitate a financing option for the necessary plumbing and electrical upgrades on private properties required for the completion of the Bundarra Sewerage Scheme.

REPORT:

26. Construction on the Bundarra Sewerage Scheme commenced in late 2020 following award of the construction tender at Council's Ordinary meeting held 27 October 2020.
27. A letter drop 'community information sheet' was issued to residents in December 2020 providing an update on the scheme and advising of property owners' responsibilities to complete electrical repairs and decommission septic tanks located on the property. Residents were advised to contact Council with any concerns and/or queries.
28. Property audits were conducted by the construction contractor's licenced electricians and plumbers to verify the compliance of existing electrical and plumbing systems with current codes and standards – necessary for connection of electrical and drainage works associated with the scheme.
29. These audits identified private electrical and plumbing upgrades would be required for a certain properties for connection to the Bundarra Sewerage Scheme.
30. Council issued correspondence to residents in March 2021 to provide a copy of the property audits and to advise of estimated costs (if works were to be conducted by the project electrical subcontractor) for necessary electrical/plumbing upgrades and requested residents to contact Council if they had any concerns.
31. Council has received correspondence from a number of residents concerned about the costs of the necessary works. Council understands that some residents may not have capacity to pay for necessary works within the timeframe required for the completion of the scheme.

32. Council's Hardship Policy does not apply in this instance as costs are for the upgrade of private infrastructure to connect to a public utility. The policy only provides consideration for the payment of Council rates, annual charges, interest and fees in accordance with the *NSW Local Government Act 1993* and the *Local Government (General) Regulations 2005 (NSW)*.
33. Some residents have requested Council cover these costs or use NSW Government funding to provide for the costs of the electrical/plumbing works. Works on private properties are not allowable under the funding deed. Furthermore, Section 67 of the *NSW Local Government Act 1993* states as follows:

67 Private works

- (1) A council may, by agreement with the owner or occupier of any private land, carry out on the land any kind of work that may lawfully be carried out on the land.*
- (2) A council must not carry out work under this section unless—*
- (a) it proposes to charge an approved fee for carrying out the work as determined by the council in accordance with Division 2 of Part 10 of Chapter 15, or*
 - (b) if it proposes to charge an amount less than the approved fee, the decision to carry out the work is made, and the proposed fee to be charged is determined, by resolution of the council at an open meeting before the work is carried out.*

34. To assist individual members of the community and facilitate completion of the Bundarra Sewerage Scheme, Council should engage solicitors to draft a short-term, interest free loan agreements to assist property owners with finance to progress plumbing and electrical upgrades on private properties required for the successful completion of the Bundarra Sewerage Scheme.
35. These agreements would:
- a. Enable property owners to enter into a payment plan with Council for the costs of necessary electrical/plumbing upgrades on private properties to connect to the Bundarra Sewerage Scheme;
 - b. Set out an interest-free arrangements during the term of the agreement (maximum four years and subject to timely repayments);
 - c. Assign the debt to the property if not paid and pursued under Council's Debt Recovery Policy; and
 - d. Be available to any Scheme customer upon request.
36. Following the term of the payment agreement, any unpaid amounts would be subject to the accrual of interest as set out in section 566 of the *NSW Local Government Act 1993*.

CONCLUSION:

37. To facilitate successful completion of the Bundarra Sewerage Scheme, Council should enter into short-term, interest free loan agreements with property owners to facilitate necessary plumbing and electrical upgrades on private properties.

COUNCIL IMPLICATIONS:

38. Community Engagement / Communication

Communications as per Council's Customer Service Charter, project construction phase communications plan, and engagement as per Council's Community Engagement Strategy.

39. Policy and Regulation

NSW Local Government Act 1993

67 Private works

(1) A council may, by agreement with the owner or occupier of any private land, carry out on the land any kind of work that may lawfully be carried out on the land.

Note: Examples of the kind of work that a council might carry out under this section include:-

- paving and roadmaking
- kerbing and guttering
- fencing and ditching
- tree planting and tree maintenance
- demolition and excavation
- land clearing and tree felling
- water, sewerage and drainage connections
- gas and electricity connections

(2) A council must not carry out work under this section unless:-

- (a) it proposes to charge an approved fee for carrying out the work as determined by the council in accordance with Division 2 of Part 10 of Chapter 15, or
- (b) if it proposes to charge an amount less than the approved fee, the decision to carry out the work is made, and the proposed fee to be charged is determined, by resolution of the council at an open meeting before the work is carried out.

(3) A council must include details or a summary of any resolutions made under this section and of work carried out under subsection (2)(b) in its next annual report.

(4) A report of work to which subsection (2)(b) applies must be given to the next meeting of the council after the work is carried out specifying--

- the person for whom the work was carried out
- the nature of the work
- the type and quantity of materials used
- the charge made for those materials
- the total of the number of hours taken by each person who carried out the work
- the total amount charged for carrying out the work (including the charge made for materials)
- the reason for carrying out the work

(5) This section does not apply to work carried out by a council, or by two or more councils jointly, for another council or for a public authority.

(6) This section does not apply to any graffiti removal work carried out by a council in accordance with Part 4 of the [Graffiti Control Act 2008](#).

Compliance with requirements of the Safe & Secure Water funding agreement.

40. Financial / Long Term Financial Plan

Legal costs will be incurred in drafting an agreement.

Interest earned will be reduced until all loans are repaid.

41. Asset Management / Asset Management Strategy

Nil

42. Workforce / Workforce Management Strategy

Finance / Infrastructure & Development staff; Council solicitors.

43. Legal and Risk Management

The financial risk to Council is low as the debt will be assigned to the property.

44. Performance Measures

Compliance with Safe & Secure Water funding agreement and completion of Bundarra Sewerage Scheme.

45. Project Management

Chief Financial Officer, Director Infrastructure & Development; Bundarra Sewerage Scheme Project Manager.

Department: Infrastructure & Development
Prepared by: *Director Infrastructure & Development*
TRIM Reference: UINT/21/2985
Attachments: Nil

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: 4.2.2.3 Maximise grant and funding partnership opportunities
Action: 4.2.2.3.1 Identify and seek grant funding opportunities for Infrastructure and Development projects or services.

SUMMARY:

1. The purpose of this report is to seek Council endorsement of the proposed prioritised list of future capital projects.
2. The progress of the projects will be subject to future grant funding.
3. The report also seeks community feedback through public exhibition of the prioritised list.

RECOMMENDATION:

That Council;

- I. Endorse the *Proposed Prioritised Project List* (listed below) of future capital projects, the progress of which are subject to future grant funding:

PRIORITY 1: <i>Project Title</i>	<i>Estimated Cost¹</i>
1. Light Industrial Subdivision at Rowan Avenue, Uralla - Stage 1 or Stages 1 and 2	\$1,900,000 \$2,700,000
2. McMaugh Gardens upgrades – Outstanding works identified in Sixhills report (eg replacement of smoke alarms; extension of pathways; storm water drainage works; roof maintenance; widen doorways; routine re-painting and maintenance, upgrades to handrails, ramps, etc)	\$320,000
3. Uralla CBD Digital upgrade – Install WIFI/visual displays	\$50,000
4. Bridge Street Upgrade – Development of detailed design through community consultation and construction in accordance with consultation outcomes	\$1,500,000
5. Gilmore Park Toilets	\$50,000
6. Uralla Library refurbishment including building works and equipment (High Technology Hub) and study spaces. Additional scoping required.	\$360,000
7. Uralla Township Entry Signs/Structures	\$50,000
8. Pioneer Park – Minor gardening and landscaping works	\$50,000
9. Walking Track - Porter Park to The Glen via Alma Park	\$250,000

¹ Cost as at last project budget estimate. Some projects may require additional investigation to determine up-to-date cost estimates and/or project scopes. Up-to-date project estimates would be provided to Council at the time of the funding application.

10. Outdoor gym either in The Glen or Pioneer Park	\$85,000
11. Mt Mutton Reservoir Murals	\$50,000
12. Constellations of the South at The Glen	\$150,000

PRIORITY 2:

<i>Project Title</i>	<i>Estimated Cost²</i>
13. Uralla Court House restoration and refurbishment. Additional scoping required.	\$925,000
14. Upgrades/Maintenance to Council Chambers – Flooring	\$40,000
15. Upgrades/Maintenance to Council Chambers – Heating/cooling, furniture	\$120,000
16. Uralla Visitor Information Centre – Park seating and shelter upgrade	\$45,000

PRIORITY 3:

<i>Project Title</i>	<i>Proposed Budget³</i>
17. McMaugh Gardens upgrades – Addition of 14 rooms. Additional scoping required.	\$800,000
18. McMaugh Gardens upgrades – Internal footpaths	\$20,000
19. Installation of rainwater tanks on all public buildings. Additional scoping required.	\$160,000
20. Plant or plant production for waste at Council's waste facility	\$200,000
21. Barry Munday Reserve upgrade – Munday's Lane and Thomas Lagoon entry way, car park, viewing platform, maps	\$52,000
22. Bridge Street footpath upgrades - Hill Street intersection to King Street (both sides)	\$70,000
23. Uralla Main Street garden upgrade	Not yet scoped
24. Rocky River Shared Bike Footpath – From Rocky River to Uralla	\$810,000
25. Kingstown Hall upgrades following community consultation.	\$50,000
26. Dangars Lagoon Rest Stop	\$20,000
27. Council Depot buildings refurbishment – Asbestos removal, lead paint removal, update offices	\$500,000
28. Building Extension – Civic Centre/Administration Offices	Not yet scoped
29. Skate Park Upgrade	\$80,000
30. Amphitheatre in Alma Park	\$50,000
31. Bundarra Swimming Pool	Not yet scoped
32. Emu Crossing Campground Upgrades – Shower block and solar lighting	\$140,000
33. Bundarra Park upgrades – Fitness equipment and recommendations by Bundarra School of Arts Hall Committee	\$30,000
34. Walking track - Mt Mutton to Wooldridge Fossicking Reserve along Rocky Creek	Not yet scoped
35. Fuller Park upgrade - Gardening and landscaping works	\$120,000
36. Fibonacci '2358' Park upgrade	Not yet scoped
37. McMaugh Gardens upgrades – Staff lunchroom	\$30,000
38. Welcome to Uralla Shire signage – 8 entry signs on roads on Shire boundary	\$20,000
39. Bundarra Town Entrance Signs	\$7,500
40. Uralla CBD Carpark Toilets	\$80,000

² Cost as at last project budget estimate. Some projects may require additional investigation to determine up-to-date cost estimates or revised project scopes. Up-to-date project estimates would be provided to Council at the time of the funding application.

³ Proposed budget allocation. Additional investigation to determine up-to-date cost estimates and/or project scopes may be required. Up-to-date project estimates and project scopes would be provided to Council at the time of the funding application.

41. Kentucky Memorial Hall air conditioners	\$25,000
42. Uralla Memorial Hall – Tiered seating	Not yet scoped
43. Racecourse Lagoon – Installation of composting toilets	\$60,000
44. McMaugh Gardens upgrade – Install bi-fold glass doors between the main dining/lounge and outside BBQ area	Not yet scoped
45. McMaugh Gardens upgrade – Install a lower false ceiling in the main dining/lounge room	Not yet scoped
46. Uralla Sports Complex – Rendering of buildings (Tennis club house, toilets, change rooms and squash courts)	\$55,000
47. Uralla Swimming Pool upgrade to year-round swimming pool with rehabilitation facilities	Not yet scoped
48. Uralla Sports Complex Bitumen Carpark	\$30,000
49. Barry Munday Reserve improvements (shelter, court improvements, tennis nets, BBQ facility, toilet, water tank)	\$175,000
50. Barry Munday Reserve removal of unsafe trees	\$15,000
51. All-weather walking track and bridge crossing at The Glen	\$110,000
52. Bundarra footpath extension and Park upgrades	\$30,000
53. Lions Park Bundarra – Updating of facilities including push-button gas BBQs, shelters and seating	Not yet scoped
54. Invergowrie Tennis Court upgrade/refurbishment	Not yet scoped
55. Bundarra Cemetery upgrades	Not yet scoped
56. Replacement of amenities at Wooldridge Fossicking Reserve	\$200,000
57. Bike/walking track - Alma Park to Fossicking Reserve	Not yet scoped
58. Mt Mutton Mountain Bike Track	Not yet scoped
59. Kellys Plains Road landscape	\$30,000
60. Zero energy resource centre	Not yet scoped
61. Agricultural centre	Not yet scoped
62. Tele Health centre	Not yet scoped

- II. Place the *Proposed Prioritised Project List* on public exhibition for a period of not less than 28 days and undertake community consultation during the period to ascertain the level of community support for the proposed projects and assist Council to allocate prioritisation when funding opportunities arise;

REPORT:

4. Council has identified that there are a number of capital projects worthy of completion within the Shire.
5. The completion of these projects would be accelerated if they were paid for from NSW State and Commonwealth grant funding streams when they arise.
6. Whilst the many of the previously identified projects have been completed, a number of these projects have not yet been funded.
7. Council also utilises grant funding to undertake civil infrastructure works contained in Council's Asset Management Plans which could be progressed earlier if the appropriate funding is secured. Additionally, potential projects and opportunities for the Uralla Shire community are continuously identified as grant funding initiatives become available.
8. An up-to-date list of potential projects has been developed via input from Councillors and staff. The completion of these projects is subject to either grant or internal funding. The list is comprised of three sections as follows:
 - Priority 1: Projects previously identified and endorsed by Council
 - Priority 2: Works scheduled in Council Asset Management Plans
 - Priority 3: Potential projects not yet formally endorsed by Council

9. This list of projects should now be taken to the Uralla Shire community for their feedback and views on the proposed projects and their priorities.
10. Should Council adopt a project priority list, this does not guarantee one project will ultimately be completed before another. Funding requirements specific to the grant programs and available amounts will determine when grant funding can be sought for any particular project.
11. The purpose of developing a prioritised list is to help Council's decision-making through community input and to guide Council's operations and allocation of resources.
12. In line with Council resolution 35.03/21, grant funding opportunities for capital works projects will be brought to Council's consideration for formal review and approval prior to applications for funding being sought. Priority list projects which require additional investigation to update cost estimates or project scopes would provide updated information to Council for consideration at this time.
13. Additionally, while Council has previously endorsed potential projects for NSW State and Commonwealth grant funding, it is reasonable that as circumstances arise priorities may change (eg a project previously identified as low priority may become high priority and vice versa.) Therefore it is recommended that the project list be brought back before Council on an annual basis.

Community Consultation

14. As per the objectives set out in Council's Community Engagement Strategy it is recommended that Council seek feedback from the community on the proposed project prioritisation list.
15. The projects identified are mainly locality-based, high impact projects which sets a baseline for deliberative engagement with the community. It is recommended Council seek feedback through the following methods:
 - a) Public submissions by placing project lists on public exhibition,
 - b) Inclusion in Council newsletter;
 - c) Consultation with stakeholders including s355 Committees of Council, Uralla Shire Business Chamber, and local schools;
 - d) Undertake an online community survey; and
 - e) Make project information available at Council's Customer Service Centre and publish on the Council website.
16. The methods listed above should be sufficient to involve and collaborate with the community so that Council is able to understand and consider the public's aspirations and possible concerns.

CONCLUSION:

17. That Council endorse, and seek feedback from the community on, the list of prioritised projects to ascertain the level of community support for the proposed projects and assist Council to allocate prioritisation when funding opportunities arise.

COUNCIL IMPLICATIONS:

18. **Community Engagement / Communication**
Public exhibition seeking submissions on the nominated projects; consultation with s355 Committees of Council, Uralla Shire Business Chamber, and local schools; publish project information on Council's website; and undertake community surveys.
19. **Policy and Regulation**
USC Community Engagement Strategy; USC Procurement Policy.

20. Financial / Long Term Financial Plan

Potential reduction in building maintenance backlog. Increased maintenance and depreciation costs of new assets. Council will need to confirm its capacity to accommodate whole-of-life costs within the Long Term Financial Plan at the time of approving each application for grant funding.

21. Asset Management / Asset Management Strategy

New/upgraded and renewed assets are managed in accordance with Council's Asset Management Strategy.

22. Workforce / Workforce Management Strategy

Resourcing required to conduct community engagement, to develop project scopes/cost estimates, and to seek out and report grant funding opportunities to Council to be allocated within existing resources and may, at times, limit Council's capacity to pursue every grant funding opportunity.

23. Legal and Risk Management

There is reputational risk to Council through seeking grant funding for capital works projects. Council's Community Engagement Strategy is a mechanism in place to mitigate this risk. Any major projects funded by grant funding will require specific project risk management plans to mitigate any risks associated with the project delivery.

24. Performance Measures

Number of grant funding opportunities pursued.

25. Project Management

Director Infrastructure & Development

Department: Infrastructure & Development
 Prepared by: *Director Infrastructure & Development*
 TRIM Reference: UINT/21/5557
 Attachments: Nil

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council
Strategy: 4.1.3 Provide open, accountable and transparent decision making for the community
Activity: 4.1.3.1 Implement and maintain a transparent and accountable decision making framework

SUMMARY:

1. This report provides Council with detailed information on action taken pursuant to Council resolution OM 17.02/21.

RECOMMENDATION:

That Council:

- I. Note that the Planning Secretary's Environmental Assessment Requirements (SEARs) for the Thunderbolt Energy Hub SEARS is adequate for informing the developer of General Requirements, Key Issues, Plans and Documents, and Consultation that are to be addressed in the environmental impact statement.
- II. Writes to the developer confirming its position in that Council endorses sustainable development within the Shire, and expects the Development Application to be considered in the context of our Community Strategic Plan, particularly the following stated goals:
 - a) To Preserve, protect and renew our beautiful environment
 - b) Maintain a healthy balance between development and the environment
 - c) An attractive environment for business, tourism and industry
 - d) Growing and diversified employment, education and tourism opportunities
 - f) A 'cradle to grave' approach should be taken to ensure the project is environmentally sustainable during construction, operation, and decommissioning through appropriate bonding arrangements with the NSW Government
 - g) That local employment be preferred
 - h) Systems be put in place to preserve environmental values
 - i) Any upgrades and maintenance to Council infrastructure to service the construction and/or operation of the development should be at the developer's expense
 - j) No council infrastructure should be negatively impacted by the renewable energy project's construction and or operation, and

k) Protection of the amenity of residents surrounding the renewable energy projects and along transport routes should be the paramount consideration in the decision-making process

REPORT:

2. At Council's Ordinary meeting held 23 February 2021, Council resolved at **OM 17.02/12**, in part 2:

Councillors be canvassed to provide comment on the Thunderbolt Energy Hub SEARs and a letter outlining Council's expectations for issues to be considered in the Environmental Impact Statement for Thunderbolt Energy Hub be sent to the Developer, The Department of Planning and the Hon Adam Marshall

And in part 5:

Council notes that it has already established Council's position in regards to renewable projects in that Council endorses sustainable development within the Shire, and expects the Development Application to be considered in the context of our Community Strategic Plan, particularly the following stated goals:

- a) *To Preserve, protect and renew our beautiful environment*
 - b) *Maintain a healthy balance between development and the environment*
 - c) *An attractive environment for business, tourism and industry*
 - d) *Growing and diversified employment, education and tourism opportunities*
 - e) *Further:*
 - f) *A 'cradle to grave' approach should be taken to ensure the project is environmentally sustainable during construction, operation, and decommissioning through appropriate bonding arrangements with the NSW Government*
 - g) *That local employment be preferred*
 - h) *Systems be put in place to preserve environmental values*
 - i) *Any upgrades and maintenance to Council infrastructure to service the construction and/or operation of the development should be at the developer's expense*
 - j) *No council infrastructure should be negatively impacted by the renewable energy projects construction and or operation, and*
 - k) *Protection of the amenity of residents surrounding the renewable energy projects and along transport routes should be the paramount consideration in the decision-making process*
3. In response to part 2 of **OM 17.02/12**, six Councillors provided submissions in relation to the Planning Secretary's Environmental Assessment Requirements (SEARs) for the Thunderbolt Energy Hub for Council's expectation of issues to be considered in the Environmental Impact Statement (EIS):
4. One submission received identified the following key issues:
- a. Landscape and visual
 - i. The EIS must include an assessment of the impact on the amenity values
 - ii. The EIS must include an assessment of the impact on current and future local tourism such as farm stay activities
 - iii. The EIS must include an assessment of the impact on local landholders future long term plans for their properties and businesses
 - b. Biodiversity
 - i. Assess the cumulative impact of regional developments on ecosystems and threatened species.
 - ii. Assess the likely impacts on aquatic habitat and ecosystems particularly the potential impact on Bells Turtle and platypus populations
 - iii. Assess the likely impacts on Raptors, including the impact on wedge tail eagles hunting and nesting in the area
 - iv. Assess the likely impact on threatened and endangered ecosystems potentially impacted by the development in the context of climate change. As climate warms ecosystems cannot migrate to higher/cooler elevation and will therefore be lost.

- v. Assess the impact of project roads on the size and shape of functional habitat remaining in areas of high biodiversity
 - c. Water and soils
 - i. Assess the potential short and long term impacts of soil erosion associated with the extensive internal road network on water quality and how this will be addressed in this fragile landscape.
 - ii. Assess the impact of footings and foundations of roads and towers on subterranean ground water movements and the resulting impacts on landscape hydration on a larger scale
 - d. Consultation
 - i. Carry out detailed consultation with Australian Agricultural Aviation Association
 - e. Community
 - i. Assess the cumulative impacts on community health and well being
5. A second submission supported these key issues.
 6. A third submission identified concerns with the scale of the construction work (up to 900 cubic metres of concrete per tower), the destruction of High Conservation Value areas, the impact of runoff from the tower construction sites, the impact on aerial firefighting due to the height of the vanes, the impact on raptor bird life and the decommissioning of the sites.
 7. A fourth submission identified concerns with waste management and disposal mechanisms for the dismantling of the site post contract.
 8. Two other submissions confirmed no issues with the current SEARS.
 9. A presentation to Councillors was made by the Department at the Renewable Energy Zone forum held in the Uralla Memorial Hall. The presentation detailed the planning assessment process for State significant developments including solar and wind farms. A copy of the presentation has been circulated to Councillors.
 10. As a submission of the Council, Council needs to formally resolve its position prior to this correspondence being submitted to the Developer, the NSW Department of Planning and the Hon Mr Adam Marshall MP.
 11. The SEARS is a pro forma document which outlines broad environmental and social considerations to be addressed in the EIS for any proposed development.
 12. Community consultation will take place during the developer's preparation of the EIS. This process will inform considerations in the final EIS, which will be subject to a public exhibition period.
 13. Should any of the items listed above following submission to the Developer, The Department of Planning and the Hon Mr Adam Marshall MP not be addressed to Council's satisfaction in the EIS when published and placed on public exhibition, Council may then make a submission on the proposal at this time.
 14. The SEARS as issued is available at <https://www.planningportal.nsw.gov.au/major-projects/project/40551>

CONCLUSION:

15. That Council formalise its position and make a submission to the Planning Secretary's Environmental Assessment Requirements (SEARs) for the Thunderbolt Energy Hub for Council's expectation of issues to be considered in the Environmental Impact Statement (EIS).
16. The content of the SEARs is considered adequate and appropriate to inform the applicant of the necessary consultation and items to be considered in the development of the EIS.

COUNCIL IMPLICATIONS:

17. Community Engagement / Communication

Community consultation is a requirement for the State Significant Development assessment process.

18. Policy and Regulation

Statutory requirements for the assessment of State Significant Developments are detailed in Division 4.7 of the *Environmental Planning and Assessment Act 1979*.

19. Financial / Long Term Financial Plan

Nil

20. Asset Management / Asset Management Strategy

Nil

21. Workforce / Workforce Management Strategy

Nil

22. Legal and Risk Management

Nil

23. Performance Measures

Nil

24. Project Management

Director Infrastructure & Development / Manager Development & Planning.

Department: Infrastructure & Development
Prepared by: Director Infrastructure and Development
TRIM Reference: UINT/21/5852
Attachments: Nil

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

- Goal:** 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycle ways that are adequate, interconnected and maintained
Strategy: 2.3.1 Provide an effective road network that balances asset conditions with available resources and asset utilisation
Activity: 2.3.1.1 Deliver road and drainage maintenance services and capital works programs

SUMMARY:

- The purpose of this report is provide Council with a recommendation for the upgrading of roads from gravel to sealed surface, together with estimated costs for this work.
- The proposed upgrades for 2021/22 can be funded by the balance of the Local Roads Community Infrastructure (LRCI) Funding.

RECOMMENDATION:

That Council:

- Approve the following road upgrades utilising Local Roads and Community Infrastructure grant funding in 21/22

Road Name	Section	Length (m)	Year	Cost estimate (\$)
Old Gostwyck Road	To Corey Road	1,100	21/22	153,480
Corey Road	Full length	440	21/22	48,220
Hariet Gully Road	Full Length	760	21/22	83,300
				285,000

- Subject to additional grant funding, adopt the gravel roads upgrade to sealed roads prioritisation list as follows for subsequent years

Road Name	Section	Length (m)	Priority	Cost estimate (\$)
Gostwyck Road	14.9 to 16.9 km	2,000	1	490,000
Bendemeer Road	0.5 to 2.5 km	2,000	2	490,000
Gostwyck Road	16.9 to 19.0 km	2,100	3	515,000
Williams Road	0.2 to 2 km	1,800	4	441,000

- Places the other candidate roads list on public exhibition and invite nominations from the community for other gravel road candidate projects for investigation and prioritisation in the future.

REPORT:

Background

3. At Council's March meeting, in considering a report on the Prioritisation of Candidate Projects for Upgrading Gravel Roads to Sealed Roads, Council resolved at OM 19.03/21:

That Council defer the adoption of the Roads Prioritisation list until:

- (i) Council is provided with the full Rural Rating Model Score work sheet for upgrading roads from gravel to sealed surface, and*
- (ii) Council's current Transport Asset Management Plan on sealed road pavement rehabilitation versus extending the sealed road network is confirmed.*

This information has now been provided to Councillors.

4. Additionally, the costs to upgrade the gravel roads to sealed for 2021/22, as per the previous report's recommendation, have been reviewed in light of the re-sheeting works that have been undertaken and the reduced funding available due to the second successful grant funding application to complete the road widening and rehabilitation of Hawthorne Drive via the Fixing Local Roads program.
5. Old Gostwyck Road, Hariet Gully Road and Corey Road are situated South of Saumarez Creek and border with Armidale Regional Council. The shortest access route to these roads from the Council boundary on the New England Highway is 10.5km via Kellys Plain in Armidale Shire. This gives rise to additional costs to maintain these gravel roads by having to float the plant in and out of the area.
6. In the past, Council has undertaken maintenance grading 2 to 4 times a year, depending on the weather conditions.

Upgraded estimate for Old Gostwyck Road, Hariet Gully Road and Corey Road

7. The re-sheeting works undertaken at Old Gostwyck Road, Hariet Gully Road and Corey Road to address the clay patches provides for a reduced amount of construction works and carting of material typically necessary to upgrade a gravel road to a sealed road.

Revised scope of work

8. Old Gostwyck Road, Hariet Gully Road and Corey Road were re-sheeted in November 2020. As such, no additional gravel overlay is required during the upgrade works. The construction process includes working with the existing pavement material to create an acceptable base course prior to sealing.
9. The scope of works considered in this upgrade include:
 - Rip the existing base course to the depth of 100mm
 - Crush the aggregates to more fines using grid drum
 - Shape, roll and compact
 - Two coat sprayed bitumen seal to 6m wide
10. The revised cost estimate provides that the cost of the works can be accommodated by the remaining funds in the Local Roads and Community Infrastructure grant, after providing for the Council contribution to the second stage of the Hawthorne Drive upgrade.

The revised costs are estimated at:

Road Name	Section	Length (m)	Year	Cost estimate (\$)
Old Gostwyck Road	To Corey Road	1,400	21/22	153,480
Corey Road	Full length	440	21/22	48,220
Hariet Gully Road	Full Length	760	21/22	83,300
				TOTAL \$285,000

11. The March 2021 report to Council had advised:

A. The Prioritisation Tool

The prioritisation tool considers the following seven independent Assessment Criteria:

- Vehicle usage - Traffic volumes, % heavy vehicles and school bus route.
- Tourist Route
- Impacts of sealing – missing link or only route
- Road alignment
- Economics
- Road Safety

Candidate projects are then ranked from No. 1 being the highest priority. Projects with the same score have the same rank. This model is a refined version based on the RMS assessment tool used to distinguish between REPAIR program candidate projects submitted by Council.

B. Candidate projects

Candidate projects considered in the assessment included:

- Retreat Road 10.1 to 12.1km
- Retreat Road 12.1 to 14.1km
- Retreat Road 14.1 to 16.1km
- Retreat Road 16.1 to 17.46km
- Bendemeer Road 0.5 to 2.5km Kingstown
- Gostwyck Road 14.9 to 16.9km
- Gostwyck Road 16.9 to 19.0km
- Mihi Road 0.6 to 1.8km
- Mihi Road 2.2 to 4.8km (remainder)
- Old Gostwyck Road (to Corey Road)
- Corey Road (full length)
- Hariet Gully Road (full length)
- Barloo Road (full length)
- Malapatinti Road (full length)
- Williams Road 0.2 to 2.0km (full length)

C. Ranking of candidate projects based on assessment tool

The assessment provided for the following results:

Local Road Candidate Projects for Upgrade in Ranking Order

Road Section	Cost	Score	Rank
Old Gostwyck Road (to Corey Road)	\$270,000	21	1
Corey Road (full length)	\$108,000	19	2
Gostwyck Road 14.9 to 16.9km	\$490,000	18	3
Gostwyck Road 16.9 to 19.0km	\$515,000	17	4

Hariet Gully Road	\$186,000	17	4
Bendemeer Road	\$490,000	17	4
Williams Road	\$441,000	16	7
Retreat Road 10.1 to 12.1km	\$490,000	15	8
Retreat Road 12.1 to 14.1km	\$490,000	15	8
Retreat Road 14.1 to 16.1km	\$490,000	15	8
Retreat Road 16.1 to 17.46km	\$333,200	15	8
Mihi Road 0.6 to 1.8km	\$294,000	15	8
Mihi Road 2.2 to 4.8km (remainder)	\$637,000	14	13
Barloo Road	\$140,000	14	13
Malapatinti Road	\$120,000	12	15

D. Recommended 5 year program (Subject to available funding)

Road Name	Section	Length (m)	Year	Cost estimate (\$)
Old Gostwyck Road	To Corey Road	1,100	21/22	270,000
Corey Road	Full length	440	21/22	108,000
Hariet Gully Road	Full Length	760	21/22	186,000
				TOTAL - 564,000
Gostwyck Road	14.9 to 16.9 km	2,000	22/23	490,000
Bendemeer Road	0.5 to 2.5 km	2,000	23/25	490,000
Gostwyck Road	16.9 to 19.0 km	2,100	24/25	515,000
Williams Road	0.2 to 2 km	1,800	25/26	441,000

The cost estimate is based on \$245,450 per km. Actual costs can be impacted by local and external factors.

CONCLUSION:

12. The prioritisation tool provides an informed and objective process enabling Council to determine the gravel roads which should be upgraded to sealed roads, subject to the necessary additional grant funding.
13. The adoption of a program informs the community that road upgrades are being prioritised on an objective basis.
14. The 2021/2022 proposed upgrades can be funded by the balance of the additional funding provided by the Local Roads and Community Infrastructure program.

COUNCIL IMPLICATIONS:

15. Community Engagement/ Communication (per engagement strategy)

Community consultation on the draft Operational Plan and Budget 2021/22.

Weekly posts to Council's Facebook and internal weekly bulletin keep the community informed of progress

16. Policy and Regulation

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

Local Government Act (1993), Roads Act (1993), Work Health & Safety Act (2011), Environmental Planning & Assessment Act (1979) and Australian Standards

17. Financial (LTFP)

2021/2022 works funded by Local Roads Community Infrastructure (LRCI). Provides for best long term financial outcomes while improving service levels.

18. Asset Management (AMS)

In accordance with Asset Management Plan

19. Workforce (WMS)

Council staff and contractors

20. Legal and Risk Management

Low financial risk – seeks to maximise use of road grant funding to improve service standards and maintain or reduce Council's associated operating cost.

Low reputation risk – determining roads to be upgraded with a methodical assessment process reduces the risk of complaints that Council is unfairly prioritising certain roads.

21. Performance Measures

Works completed to appropriate standards

22. Project Management

Manager Civil Infrastructure, Overseer & Director Infrastructure & Development

Department: Infrastructure & Development
Prepared by: *Manager Civil Infrastructure*
TRIM Reference: UINT/21/5615
Attachments: UINT/21/5616 - May 2021 – Capital Works Program as at 30 April 2021

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.3	A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycle ways that are adequate, interconnected and maintained
Strategy:	2.3.1	Provide an effective road network that balances asset conditions with available resources and asset utilisation
Activity:	2.3.1.1	Deliver road and drainage maintenance services and capital works programs
Action:	2.3.1.1.1	Deliver sealed roads bitumen maintenance program in line with established service levels and intervention points - per Transport Asset Management Plan
	2.3.1.1.2	Deliver sealed roads capital renewal program - per Transport Asset Management Plan
	2.3.1.1.4	Deliver unsealed roads grading program in line with established service levels and intervention points - per Transport Asset Management Plan
	2.3.1.1.5	Deliver unsealed roads re-sheeting program in line with established service levels – per Transport Asset Management Plan

SUMMARY:

- The purpose of this report is to inform Council of the works that have been completed or progressed to the following month, and works being undertaken in the current month.

RECOMMENDATION:

That Council receive the works completed or progressed during April 2021 and works programmed for May 2021 report.

REPORT:

- Works Undertaken in April 2021

- Main Road Maintenance**
 MR73 Thunderbolts Way (Walcha) Bitumen patching
 Thunderbolts Way and Bundarra Road Bitumen patching
- Sealed Roads Maintenance**
 Uralla Streets and Rural Roads Bitumen patching. Mowing
- Unsealed Roads Maintenance Grading**
 Racecourse Road, Rowan Avenue Graded
 Leece Road, Lookout Road Graded

CONCLUSION

5. That Council receive the report detailing works completed or progressed during April 2021 and works programmed for May 2021 and coming months.

COUNCIL IMPLICATIONS:

6. **Community Engagement/ Communication (per engagement strategy)**
Weekly posts to Council's Facebook and internal weekly bulletin keep the community informed of progress.
7. **Policy and Regulation**
Procurement Policy; Infrastructure Asset Management Policy; and other applicable Civil Infrastructure and Works policies of Council
Local Government Act (1993), Roads Act (1993), Work Health & Safety Act (2011), Environmental Planning & Assessment Act (1979) and Australian Standards.
8. **Financial (LTFP)**
In accordance with budget.
9. **Asset Management (AMS)**
In accordance with Asset Management Plan.
10. **Workforce (WMS)**
Council staff and contractors.
11. **Legal and Risk Management**
Maintaining Council assets to minimise legal and risk exposure.
12. **Performance Measures**
Works completed to appropriate standards.
13. **Project Management**
Works Manager, Overseer & Director Infrastructure & Development

15.9 #1 Attachment

Capital Works Program at 30 April 2021

Business Paper 25 May 2021 Ordinary Meeting

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ID	Task Name	Comments	Estimates	Actual Costs to date	July 29/06	August 27/07	September 24/08	October 21/09	November 19/10	December 14/12	January 11/01	February 8/02	March 8/03	April 5/04	May 3/05	June 31/05	July 28/06
1			\$0.00	\$0.00													
2	Bingara Road upgrade (8.9km - 11.1km)	Restart	\$794,183.00	\$662,458.58													
3	Tolleys Gully Bridge	Growing Local Economies	\$1,100,000.00	\$98,003.93													
4	Survey, investigation and tender		\$45,000.00	\$46,193.36	[Blue bar from July to November]												
5	Bridge design and construction		\$448,500.00	\$51,810.57													
6	Bridge approaches construction		\$551,000.00	\$0.00													
7	Safer Roads - MR73(South)	Safer Rd / Blackspot	\$247,840.00	\$69,628.25													
8	Design		\$20,000.00	\$18,650.00	[Blue bar from August to November]												
9	Construction & install safety barriers		\$227,840.00	\$50,978.25													
10	Regional Roads - REPAIR Program (Ext Funding \$187,326)	REPAIR / Block Grant	\$615,089.00	\$361,855.92													
11	Thunderbolts Way (MR73) South, Heavy Patching	REPAIR. Proposed to use the underspent monies for heavy patching	\$0.00	\$0.00													
12	Thunderbolts Way(MR73C), REPAIR reconstruction ch 22000to 22650 (adjacent Gwydir River bridge)	REPAIR. Proposed to use the underspent monies for heavy patching	\$287,912.00	\$183,481.39													
13	Thunderbolts Way(MR73C), REPAIR reconstruction ch 1300 to 1730 (Rifle Range) and guardrail	REPAIR	\$177,177.00	\$182,355.37													
14	Upgrade		\$400,000.00	\$467,057.15													
15	Retreat Rd (2km)	LRCI	\$400,000.00	\$467,057.15													
16	Renewals 1		\$2,484,234.00	\$1,236,242.35													
17	Reseals - Urban	R2R	\$70,343.00	\$60,086.32													
18	Reseals - Rural	R2R	\$372,269.00	\$162,439.05													
19	Reseals - Regional	Block	\$289,268.00	\$124,708.45													
20	Rehabilitation - Sealed Rural Roads		\$1,493,110.00	\$652,870.01													
21	Kingstown Road Heavy Patching (4.5 - 12.5km)	R2R	\$404,250.00	\$276,398.92													
22	Arding Road Heavy Patching(2.15km - 5km)	R2R	\$215,634.00	\$221,277.26													
23	Torryburn Road Heavy Patching (11.5 - 12.5km)	LRCI. To use remaining budget (\$68,000) for heavy patching	\$134,750.00	\$0.00													
24	Gostwyck Road Heavy Patching(4 - 5km)	R2R. To use remaining \$144,626 from R2R for heavy patching	\$0.00	\$0.00													
25	Hawthorne Drive Upgrade (0 - 2.2km)	FLR	\$655,000.00	\$155,193.22													
26	Rehabilitation - Sealed Urban Roads		\$307,720.00	\$236,139.13													
27	Uralla Street (Uralla Creek - Hill St)		\$31,000.00	\$35,195.37													
28	East Street (Duke St - Salisbury St)		\$94,820.00	\$61,090.06													
29	Queen Street (Central School - Park St)		\$99,125.00	\$78,872.55													
30	Maitland Street (King St - Wood St)	LRCI	\$82,775.00	\$60,981.35													
31	Construction Projects		\$195,606.00	\$0.00													
32	Footpath (Bundarra)		\$60,256.00	\$0.00													
33	Bike Track (Plane Avenue)		\$64,753.00	\$0.00													
34	Kerb & Gutter		\$70,600.00	\$0.00													
35	Resheeting		\$503,373.00	\$179,569.00													
36	Unsealed Rural Roads		\$482,668.00	\$179,569.00													
37	Unsealed Regional Roads		\$20,705.00	\$0.00													
38	Others Projects		\$20,000.00	\$0.00													
39	Uralla Caravan Park - pavement improvement	Drought Stimulus	\$20,000.00	\$0.00													

Project: May 2021 - Capital Works Prog

Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	Slippage
Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	

Department: Corporate Services
Prepared by: *Coordinator Governance and Risk*
TRIM Reference: UINT/21/5731
Attachments: UINT/21/5715

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
Activity: 4.1.1.1 Deliver integrated strategic planning and reporting requirements
Action: 4.1.1.1.3 Develop and monitor the annual Operational Plan, including Budget

SUMMARY:

1. This report provides to Council a summary of the actions delivered during the third quarter of the 2021-22 Operational Plan and to reflect the progress made toward achieving the four-year Principal Activities contained in Council's 2017-21 Delivery Program.

RECOMMENDATION:

That the 2020-21 Operational Plan Progress Report at 31 March 2021 be received.

REPORT:

2. Section 404(5) of the *NSW Local Government Act 1993* requires that regular progress reports are provided to Council reporting its progress in respect to the principal activities detailed in its Delivery Program. Progress reports must be provided at least every 6 months.
3. The Delivery Program is Council's commitment to the delivery of services and implementation of Principal Activities over a four-year period to achieve the goals and strategies detailed in the Community Strategic Plan. It is the key accountability mechanism for Council in the delivery of the community's goals and aspirations.
4. The Operational Plan is a sub-set of the Delivery Program and provides details of the individual actions that will be undertaken during a financial year to achieve the Delivery Program's Principal Activities. Responsibility for the delivery of Operational Plan actions is allocated to responsible officers who provide progress information.
5. The third quarter of the 2020-21 financial year comprises the period from 1 January 2021 to 31 March 2021. Council's Third Quarter Progress Report as at 31 March 2021 is contained within the Attachments
6. A summary of the key Operational Plan actions delivered and progress achieved for the three month period to 31 March 2021 is set out in the table below:

Action Status Summary

Action Status at 31 March 2020		Our Society	Our Economy	Our Environment	Our Leadership	Total	%
<input checked="" type="checkbox"/>	Achieved or on target	47	34	39	66	186	95
<input type="checkbox"/>	Not on target, being closely managed	1	4	2		7	3.5
<input type="checkbox"/>	Action cancelled or not able to be achieved				3	3	1.5
<input type="checkbox"/>	Action not yet commenced						
	Total	48	38	41	69	196	100

7. Highlights include:

- Restructuring of the annual Operational Plan layout for 2021/22.
- Meeting statutory deadlines.
- Developing the Safety System.
- Developing the Strategic Risk Register.
- Completion of a series of projects under the Bushfire Community Resilience and Economic Recovery Funds (BCRERF) in support of tourism and economic development.
- Listening Post community engagement trial commenced and then extended (total seven conducted).
- Annual Youth Forum
- Library School Holiday Program
- McMaugh Gardens extension of 3 Year Accreditation to 4 years based on performance
- Commencement of construction of the Bundarra Sewerage Scheme
- Completion of the sealing of an additional 2km of Retreat Road
- Commenced refurbishment works on the Visitor Information Centre to expand the useable area to provide for pop up displays for local artists and producers.
- Commenced Hawthorne Drive rehabilitation construction for 2km from the Rocky River Road intersection
- Asphalt overlay at Uralla Street
- Completed the minor works to finalise the Bingara Road Construction project – providing for the upgrading to sealed road for the remaining 2km of gravel road.

8. Focus areas to address challenges include:

- COVID19 ongoing risk management.
- Work Health Safety and employee engagement to retain staff.
- Reduce workers compensation claims and keep lost time injury days low.
- Procurement system gaps.
- Complaint management.
- Leave liability (backlog).

CONCLUSION:

9. Of Council's Operational Plan actions for the three month period ending 31 March 2021, 95% are on target or achieved with 3.5% being closely managed and 1.5% being cancelled or not able to be achieved. Of the 196 total actions, 1.5% have not yet commenced as at 31 March 2021.

COUNCIL IMPLICATIONS:

10. Community Engagement/ Communication (per engagement strategy)

Community engagement and consultation was undertaken in the preparation of the combined Delivery Program 2017-22 and Operational Plan 2020-21. Quarterly reporting in public Council Agenda. Annual Report.

11. Policy and Regulation

The *Local Government Act 1993*.

Integrated Planning and Reporting (IPR) Manual for local government in NSW

12. Financial (LTFP)

The Budget and Long Term Financial Plan form part of the suite of IPR documents.

13. Asset Management (AMS)

Asset Management Plan form part of the IPR suite of documents.

14. Workforce (WMS)

The Workforce Plan is aligned with the Delivery Program and Operational Plan and forms part of the IPR suite of documents.

15. Legal and Risk Management

Reporting on a quarterly basis identifies whether strategies are working. This is an opportunity to assess any risks in relation to projects or activities. The risk is assessed as low.

8. Performance Measures

This report outlines the achievement of key actions from within the combined Delivery Program 2017-22 and Operational Plan 2020-21.

9. Project Management

Operational Plan quarterly progress reports are compiled by the Coordinator Governance and Risk.



Delivery Program 2017-2022

Operational Plan 2020/2021

Q3 Progress Report

About this report

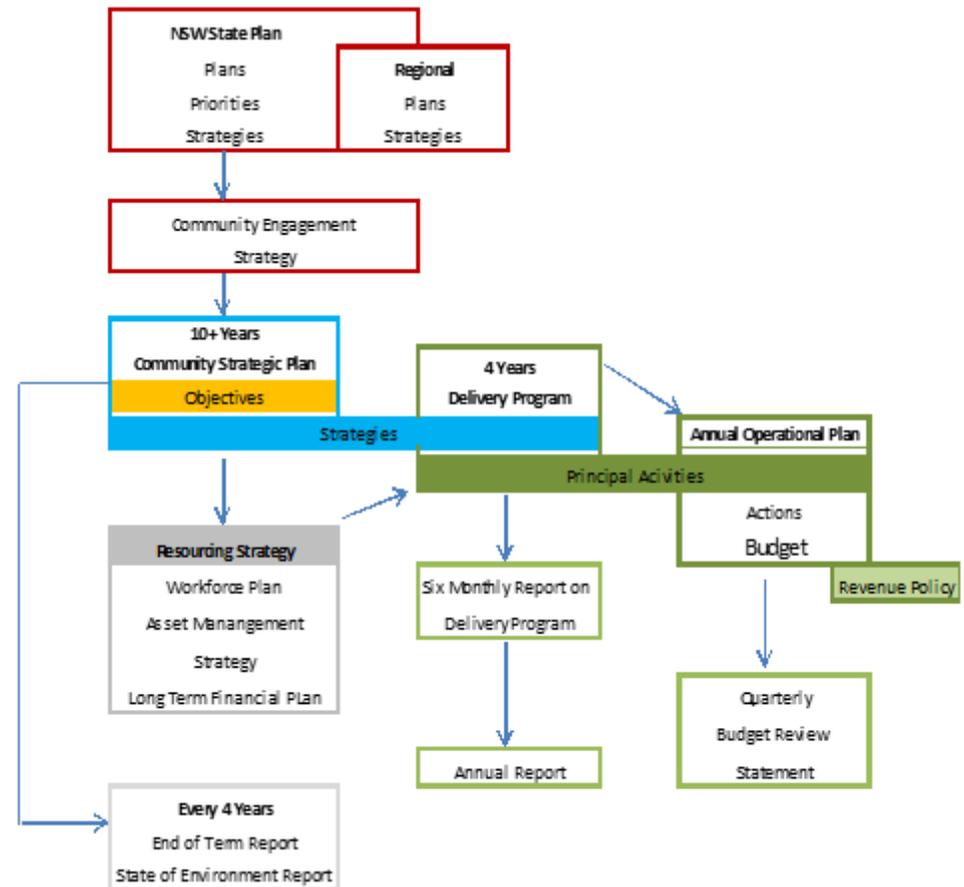
In 2009, the NSW Government introduced a new framework guiding local government in a new approach to planning for and reporting on their activities. This new framework is known as Integrated Planning and Reporting.

Uralla Shire Council adopted its first ever suite of documents within the Integrated Planning framework in 2012. Overarching this suite of interrelated plans is the Community Strategic Plan which identifies the aspirations of the community. This Plan was reviewed and updated in 2015 and 2017.

The Delivery Program is informed by the Community Strategic Plan and prioritises the programs and activities Council will commit to providing during the four year term of the Council. At the beginning of each year, Council prepares an Operational Plan which outlines the actions Council will undertake to work towards achieving the outcomes in the four year Delivery Program.

Council is required to report progress on the Delivery Plan to the community at least every six months. Council intends to report on progress throughout the year on a quarterly basis.

The attached report is a summary of our achievements during the Q3 of the combined Delivery Program 2017-2022 and Operational Plan 2020/2021 and covers the financial year ending June 2021.



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Measuring our progress

Uralla Council’s 2017-2027 Community Strategic Plan centres around four major themes: Our Society, Our Economy, Our Environment, and Our Leadership.

In 2020/2021 Council committed to 198 actions focused on achieving the community’s vision within these four themes. Those actions are detailed in the combined Delivery Program 2017-2022 and Operational Plan 2020/2021. In this report, our progress in meeting the community’s vision within Council’s Delivery Program 2017-2022 and Operational Plan 2020/2021 is illustrated by the following coloured symbols:

- Achieved or on target
- Not on target, being closely managed
- Action cancelled or not able to be achieved
- Action not yet commenced in this quarter

Each of the 198 actions are assigned to a responsible local government officer, who provides quarterly progress report on each action using the coloured symbols above. The responsibility legend is set out below.

• GM	General Manager	General Manager’s Office
• EA	Executive Assistant to the General Manager and Mayor	General Manager’s Office
• CFO	Chief Financial Officer	General Manager’s Office
• MHR	Manager Human Resources	General Manager’s Office
• DID	Director Infrastructure and Development	Infrastructure and Development
• EMC	Environmental Management Coordinator	Infrastructure and Development
• MWWSS	Manager Waste, Water and Sewerage Services	Infrastructure and Development
• MDP	Manager Development and Planning	Infrastructure and Development
• MCI	Manager Civil Infrastructure	Infrastructure and Development
• EMCS	Executive Manager Corporate Services	Corporate Services
• CCE	Coordinator Communications and Engagement	Corporate Services
• LIB	Librarian	Corporate Services
• CTI	Coordinator Technology and Information	Corporate Services
• TPOO	Tourism Promotion and Operations Officer	Corporate Services
• RMSO	Risk Management and Safety Officer	Corporate Services
• MMG	Manager McMaugh Gardens Aged Care	Aged and Community Care
• MCC	Manager Community Care	Aged and Community Care

Organisational Performance

Delivery Program – 2020/2021 Annual Action

Detailed Performance Report

1: Our Society

1.1: A proud, unique and inviting community

1.1.1: Provide vibrant and welcoming town centre, streets and meeting places

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.1.1.1	Maintain parks, gardens and open spaces	Liaise with volunteers and other community groups to assist in the maintenance of parks, gardens, and open spaces.	Manager - Development and Planning	Volunteer maintenance activities	Increased		Progressing with multiple grants.
				Volunteer maintenance activities	Increased		
		Liaise with volunteers and other community groups to assist in the maintenance of parks, gardens, and open spaces.	Manager Civil Infrastructure	Volunteer maintenance activities	Increased		Ongoing with routine maintenance and upkeeping
				Volunteer maintenance activities	Increased		
				Service levels	Maintained		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Undertake annual maintenance program of parks.	Manager Civil Infrastructure	Service levels	Maintained		Ongoing with routine maintenance, watering, planting and mowing. Maintain Covid-safe cleaning at public toilets. Linemarking schedule in late April for sport season.

1.1.2: Embellish our community with parks, paths, cycleways, facilities and meeting places

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.1.2.1	Prepare open space strategy	Engage with the community and key stakeholders in developing the Open Spaces Strategy.	Manager - Development and Planning	Engagement program	Implemented		Draft complete and being assessed by staff.
				Engagement program	Implemented		
		Develop an overarching Open Spaces Strategy with an Action Plan guided by community consultation, and including disability inclusion and access provisions (DIAP 2.5) (2.6) (2.7).	Manager - Development and Planning	Strategy and Action Plan	Adopted		Draft being finalised for public exhibition.
				Strategy and Action Plan	Adopted		

1.1.3: Respect the heritage of the region and highlight and enhance our unique characteristics

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.1.3.1	Provide cemetery services	Undertake annual maintenance program of all cemeteries.	Manager Civil Infrastructure	Service levels	Met		Maintain cemetery amenity and vegetation.
				Service levels	Met		
		Seek heritage funding to carry out restoration work at Uralla's Old Cemetery.	Manager Civil Infrastructure	Heritage funding application	Lodged		No funding identified.
				Heritage funding application	Lodged		
		Provide family history information and interment services.	Manager Civil Infrastructure	Services	Provided		Ongoing record keeping and updating.
				Services	Provided		

1.1.4: Support, encourage and celebrate community participation and volunteerism

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.1.4.1	Encourage volunteer participation	Develop a volunteer strategy including an induction and support program to promote participation that encourages involvement by people with a disability (DIAP 3.2).	Communications Officer	Strategy	Developed		Being developed
				Strategy	Developed		

1.2: A safe, active and healthy shire

1.2.1: Provide accessible quality sport and recreation facilities that encourage participation

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.1.1	Maintain community swimming complex, sports and recreation facilities	Undertake the necessary maintenance to enable the operation of the Uralla swimming pool.	Manager Civil Infrastructure	Service levels	maintained		Provide Covid-safe plan. Service pumps and filter. Undertake water testing per Health guidelines. Upgraded kitchen.
				Service levels	maintained		
		Maintain and test pool water quality in compliance with Department of Health guidelines.	Manager Civil Infrastructure	Water quality	Compliant		Undertake water testing per Health guidelines.
				Water quality	Compliant		
		Implement upgrades to the Uralla Sporting Complex through the Stronger Country Communities Fund.	Manager - Development and Planning	Upgrades	Completed		Complete.
				Upgrades	Completed		
		Undertake the annual maintenance program at sporting fields (DIAP 2.7).	Manager Civil Infrastructure	Service levels	Maintained		Undertake routine mowing. Field linemarking schedule in late April for sport season.
				Service levels	Maintained		

1.2.1.2	Provide shared footpaths and cycleways	Implement the priority projects set out in the shared footpath and cycleway plan including disability access provisions in conjunction with the Pedestrian Access and Mobility Plan, subject to RMS funding approval (DIAP 2.6).	Manager Civil Infrastructure	Identified works	Completed		Plane Avenue shared path construction to commence in late May/early June 21.
				Identified works	Completed		

1.2.2: Work with key partners and the community to lobby for adequate health services in our region

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.2.1	Improve access to regional health services	Liaise with medical practitioners to prepare for participation in the 2020-2021 Bush Bursary/CWA Scholarship program.	Manager McMaugh Garden aged care DON	Liaison with medical practices	Completed		Bush Bursary placements completed
				Liaison with medical practices	Completed		

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.3.1	Enhance recreational facilities for children	Deliver upgrades to children's recreation facilities throughout the shire through grant funding.	Director - Infrastructure & Development	Grant funding	Milestones met		Completed via Stronger Country Communities and Drought Communities Extension funding programs. Bundarra Multi Purpose Courts and Uralla Swimming Pool works to be finalised in Q4
				Grant funding	Milestones met		

1.2.4: Partner with police, community organisations and the community to address crime, anti-social behaviour and maintain community safety

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.4.1	Preserve community safety	Give support, within Council's area of functional responsibility, to the police, emergency services, and community groups to preserve community safety.	Director - Infrastructure & Development	Support	Provided		Ongoing
				Support	Provided		

1.2.5: Provide effective, regulatory, compliance and enforcement services for the community

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.5.1	Provide effective regulatory, compliance and enforcement services	Carry out food premises inspections to ensure compliance with the Food Act.	Manager - Development and Planning	Food premises inspected annually	100%		Some more inspections needed prior to June 2021
				Food premises inspected annually	100%		
		Submit annual food premises compliance report.	Manager - Development and Planning	Food premises returns submitted	Annually		To be completed prior to July 2021
				Food premises returns submitted	Annually		
		Issue and serve Orders where necessary under relevant legislation.	Manager - Development and Planning	Issued orders are compliant with legislation	100%		Up to date.
				Issued orders are compliant with legislation	100%		
		Register, licence and inspect onsite sewerage treatment systems.	Manager - Development and Planning	Number of inspections undertaken as scheduled	90%		Up to date.
				Number of inspections undertaken as scheduled	90%		
		Administer companion animal registrations, respond to companion	Manager - Development and Planning	Respond to companion animal complaints	100%		Up to date.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		animal noise complaints, and impound animals and stray stock as required.		Respond to companion animal complaints	100%		
		Finalise and implement a trade waste policy.	Manager - Development and Planning	Policy	Implemented		Draft policy prepared. Implementation program to be designed and approved.
				Policy	Implemented		

1.3: A diverse and creative culture

1.3.1: Provide enhanced and innovative library services that support and encourage lifelong learning

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.3.1.1	Provide library services and programs	Manage the service level agreement with Central Northern Regional Library.	Manager McMaugh Garden aged care DON	Service level agreement	Compliant		Broad range of library services provided as per service level agreement
				Service level agreement	Compliant		
			Manager McMaugh	Committee meetings	attended		CNRL Meetings attended. IEMCS,

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Attend Central Northern Regional Library committee meetings.	Garden aged care DON	Committee meetings	attended		Library Manager and Councillor Delegate scheduled to attend CNRL Meeting to be held 21/04/2021
		Operate the Uralla library service and programs.	Manager McMaugh Garden aged care DON	Uralla library open	7 days a week		Library open 30 hours per week as per service level agreement
				Uralla library open	7 days a week		
		Operate the Bundarra library service.	Manager McMaugh Garden aged care DON	Bundarra library operating and resources renewed	Quarterly		Bundarra library services operating and resources renewed
				Bundarra library operating and resources renewed	Quarterly		

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.3.2.1	Facilitate the development of a range of community and cultural activities	Coordinate the development of a Uralla Shire event toolkit.	Tourism Promotion and Operations Officer	Toolkit	Completed		Being developed
				Toolkit	Completed		
				Meetings	Attended		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Attend Arts North West regional meetings.	Communications Officer	Meetings	Attended		Liaison with Arts North West regarding IEMCS attending the next meeting

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.3.3.1	Enhance opportunities for community cultural and creative expression	Coordinate and deliver Council's annual community grants and financial assistance programs.	Communications Officer	Grants program round delivered	=2		Round 1 and Round 2 Community Grants Program completed
				Grants program round delivered	=2		

1.4: Access to and equity of services

1.4.1: Operate and maintain the McMaugh Gardens Aged Care Facility

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.1.1		Manage McMaugh Gardens Aged Care facility in a financially	Manager McMaugh	Operating result	Per plan		Bathroom refurbishments completed and
				Operating result	Per plan		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	Operate a residential aged care facility	sustainable manner, including identifying and planning for impacts of bathroom renovations upon revenues.	Garden aged care DON	Annual average occupancy at benchmark	Per plan		achieved significantly refurbished increased revenue
		Maintain aged care facility accreditation and satisfactory aged care quality audit outcomes.	Manager McMaugh Garden aged care DON	Accreditation	Maintained		
				Accreditation	Maintained		
				Quality audit outcomes	Satisfactory		

1.4.2: Provide quality Community Care, Ageing and Disability services

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.2.1	Provide aged and disability services	Manage consumer directed aged and disability services in a financially sustainable manner.	Manager Community Care - TCSO	Net operating surplus	Achieved		CHSP funding is currently under-utilised in some areas but in great demand in others. HCP spending is going well and within budget. From September 2021 HCP service delivery will be billed retrospectively by TCS under arrangements similar to NDIS.
				Net operating surplus	Achieved		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Manage state and federal funding agreements and grant acquittals for compliance.	Manager Community Care - TCSO	Funding agreements reporting and acquittals	Compliant		Documentation is robust and will facilitate smooth data transfer to the acquittal documents.
				Funding agreements reporting and acquittals	Compliant		
		Maintain accreditation and satisfactory quality audit outcomes.	Manager Community Care - TCSO	Accreditation	Maintained		No audits have been conducted in Q3. Certification has been maintained and significant progress has been made in regular documentation of the Aged Care Quality Standards.
				Accreditation	Maintained		
				Quality audit outcomes	Satisfactory		
1.4.2.2	Provide community	Manage community transport services in a		Net operating surplus	Achieved		Transport services have increased by

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	transport services	financially sustainable manner.	Manager Community Care - TCSO	Net operating surplus	Achieved		52 active clients during Q3 due in part to great services by staff and volunteers, a centralised advertising program by the peak body; CTO . The service is operating within budget.
		Manage NSW State Government funding agreements and grant acquittals for compliance.	Manager Community Care - TCSO	Funding agreements reporting and acquittals	Compliant		Reporting to TfNSW in accordance with funding agreement has been completed on time this quarter.
				Funding agreements reporting and acquittals	Compliant		
		Maintain satisfactory service reviews and audit outcomes.	Manager Community Care - TCSO	Audit outcomes	Satisfactory		No audits have been conducted. An internal Service Review has been conducted throughout Q3.
				Audit outcomes	Satisfactory		

1.4.3: Create a better understanding within the community of the services and facilities council provides

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.3.1	Promote Council's services and facilities	Coordinate a local government week program to raise awareness of the services provided by Council.	Communications Officer	Program	Delivered		Dates for Local Government Week 2021 scheduled - 02/08/2021 to 08/08/2021
				Program	Delivered		
		Oversee the preparation and distribution of a regular Council newsletter to residents.	Communications Officer	Newsletter published	Monthly		
				Newsletter published	Monthly		

1.4.4: Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.4.1	Increase community participation in community and cultural events	Promote Uralla Shire community events through Council's website.	Tourism Promotion and Operations Officer	Events promoted	As requested		Uralla Shire community events promoted through Council's website
				Events promoted	As requested		
		Seek Youth Week funding and facilitate	Communications Officer	Funding application	Lodged		Youth Week funding secured,

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		the coordination of the Youth Week program of activities.		Funding application	Lodged		coordination and delivery of activities completed
		Facilitate youth program of activities.	Manager McMaugh Garden aged care DON	Youth activities	Delivered		Youth Week activities planned and delivered in collaboration with Uralla Neighbourhood Centre
				Youth activities	Delivered		
		Seek National Aboriginal and Islander Day Observance Committee (NAIDOC) funding and coordinate Council's NAIDOC activities in consultation with the Elders.	Communications Officer	NAIDOC activities	Delivered		NAIDOC Activities planned and completed
				NAIDOC activities	Delivered		

1.4.5: Lobby government to maintain and improve community and public transport services and infrastructure

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.5.1	Enhance transport services	Advocate, when necessary, for continuing access to Mascot airport at peak times.	General Manager	Advocate	As necessary		Mayor and GM liaison with local and Federal member Jan 2021
				Advocate	As necessary		

1.4.6: Work towards achieving the status of a Disability Friendly community through the provision of accessible and inclusive facilities and services

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.6.1	Develop and implement a range of strategies to improve access and inclusion to council facilities and services	Incorporate principles of inclusion into Council's asset planning and renewal programs (DIAP).	Director - Infrastructure & Development	Principles	Implemented		Ongoing. Access for people with disability provided for in new works and renewals
				Principles	Implemented		
		Develop and implement a Disability Inclusion Action Plan (DIAP).	Manager Community Care - TCSO	Plan developed	Implemented		Have had discussions with several staff about the proposed review of the draft DIAP and planned actions for 2021-2022.
				Plan developed	Implemented		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Operate the Visitor Information Centre.	Tourism Promotion and Operations Officer	Visitor Information Centre	Operational		Visitor Information Centre operating according to VIC Accreditation requirements
				Visitor Information Centre	Operational		

2: Our Economy

2.1: An attractive environment for business, tourism and industry

2.1.1: Promote Uralla Shire and the region as a place to live, work, visit and invest

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.1.1	Promote Uralla Shire through the Visitor Information Centre	Deliver the goals of the Uralla Shire Promotional Campaign project through the NSW Bushfire Community Resilience & Economic Recovery Fund - Phase 1 grant funding.	Tourism Promotion and Operations Officer	Project milestones	Met		All projects completed
				Project milestones	Met		

2.1.2: Promote the Uralla Shire to business and industry and increase recognition of the areas strategic advantages

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.2.1	Improve recognition of Uralla Shire and the region's strategic economic advantages	Commence implementation of the Visitor Information Centre improvement project.	Director - Infrastructure & Development	Project implementation	Commenced		Construction commenced. Anticipated completion by end of May.
				Project implementation	Commenced		
		Partner with neighbouring councils to coordinate delivery of the Regional Economic Development Strategy.	Manager McMaugh Garden aged care DON	Sub-regional working group meetings	Attended		Liaison with Armidale Council Principal Advisor Economic Development. Strategies 4 and 5 complete for USC
				Sub-regional working group meetings	Attended		

2.1.3: Lobby for government funded infrastructure and services to match business and industry development in the region (education, transport, health)

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.3.1	Enhance infrastructure to support regional education, transport and health development	Lobby government for funding to undertake necessary upgrades to provide HML capacity.	Director - Infrastructure & Development	Number of lobbying activities	Maintained		Liaising with Transport for NSW for HML arrangements for Lone Pine Bridge over the Gwydir River. Issue raised with NE Regional NSW, Local and Federal members Jan 2021.
				Number of lobbying activities	Maintained		
		Develop a list of priority transport infrastructure projects to capitalise on grant funding opportunities.	Director - Infrastructure & Development	Priority list	Compiled		
				Priority list	Compiled		

2.1.4: Implement tools to simplify development processes and encourage quality commercial, industrial and residential development

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.4.1	Process building and development applications	Assess and determine development, construction, and other regulatory applications.	Manager - Development and Planning	Applications determined	=Statutory timeframes		Up to date.
				Applications determined	=Statutory timeframes		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Construction certificates provided in accordance with legislation.	Manager - Development and Planning	Certificates provided	=Statutory timeframes		Up to date.
				Certificates provided	=Statutory timeframes		

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

2.2: Growing and diversified employment, education and tourism opportunities

2.2.1: Provide land use planning that facilitates employment creation

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.2.1.1	Optimise land use planning instruments to support employment creating business and industries	Monitor and review Council's Local Environment Plan and other strategic and supporting planning documents.	Manager - Development and Planning	LEP and DCP	Maintained		Up to date. Currently no amendments proposed for the LEP. DCP on public exhibition.
				LEP and DCP	Maintained		

2.2.2: Support and encourage existing business and industry to develop and grow

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.2.2.1	Encourage business and industry development	Assess and maintain a sufficient supply of residential, lifestyle, agricultural commercial and industrial zoned land.	Manager - Development and Planning	Supply and demand review	Completed		Adequate land stock available in all zones.
				Supply and demand review	Completed		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Commence construction of Stage 1 for the Rowan Avenue, Uralla, subdivision, subject to funding and resolution of Council.	Director - Infrastructure & Development	Construction of Stage 1	Commenced		Currently not funded. Alternative staging to be assessed along with further grant funding applications. Grant funding application submitted for Stage 1 under the Building Better Regions Round 5.
				Construction of Stage 1	Commenced		

2.2.3: Support the attraction of new businesses, including sustainable employment generating projects

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.2.3.1	Provide information to support new and existing business operators	Provide consultation with potential new business operators and pre-development application assistance.	Manager - Development and Planning	Consultation and assistance activities	Documented		Up to date.
				Consultation and assistance activities	Documented		
		Facilitate disaster preparedness and	General Manager	Project milestones	Met		Completed

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		resilience training and resources to local businesses through the NSW Bushfire Community Resilience & Economic Recovery Fund - Phase 1 grant funding.		Project milestones	Met		

2.2.4: Partner with neighbouring Councils to effectively market the unique natural characteristics and diverse tourism opportunities available within Uralla Shire and New England region

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.2.4.1	Promote Uralla Shire and the region as a tourism destination	Collaborate with other councils and tourism bodies to promote the region with a Uralla Shire focus.	Tourism Promotion and Operations Officer	Promotional activity	=2		Promotion through partnership with New England High Country
				Promotional activity	=2		

2.2.5: Facilitate major social and cultural events being staged in our Shire and our region

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

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.1.1	Deliver road and drainage maintenance	Deliver sealed roads capital renewal program -	Manager Civil Infrastructure	Percentage of program completed	90%		Complete rehabilitation and resealing works in

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	services and capital works programs	per Transportation Asset Management Plan.		Percentage of program completed	90%		March. Remaining budgets will be expended in the final quarter.
		Seek funding for transport infrastructure expansion projects.	Manager Civil Infrastructure	Number of funding applications	Maintained		Successfully acquired the Fixing Local Roads funding for Hawthorne Drive stage 2 construction.
				Number of funding applications	Maintained		
		Deliver unsealed roads grading program in line with established service levels and intervention points - per Transportation Asset Management Plan.	Manager Civil Infrastructure	Percentage of program completed	90%		Ongoing maintenance grading.
				Percentage of program completed	90%		
		Deliver unsealed roads re-sheeting program in line with established service levels - per Transportation Asset Management Plan.	Manager Civil Infrastructure	Percentage of program completed	90%		Complete resheeting of Old Gostwyck Rd, Harriet Gully Rd and Corey Rd. Continue remaining resheeting in Q4.
				Percentage of program completed	90%		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Inspect all bridges and carry out the required maintenance programs.	Manager Civil Infrastructure	Percentage of program completed	90%		Bridge crew undertook clearing of debris after the storm events. Pipes and culvert in Retreat Road, Hawthorne Drive and Tarana Curve construction in Q3. Continue maintenance in Q4.
				Percentage of program completed	90%		

2.3.2: Maintain, review and replace Council bridges and culverts as required

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.2.1	Deliver bridge and culvert maintenance services and capital works programs	Deliver sealed roads capital renewal program - per Transportation Asset Management Plan.	Manager Civil Infrastructure	Percentage of program completed/	90%		Undertake bridge and culvert maintenance after the storm events. Further maintenance in the final quarter.
				Percentage of program completed/	90%		
		Deliver bridge and culvert capital works program -	Manager Civil Infrastructure	Percentage of program completed	90%		Pipes and culvert renewal at Retreat Road, Hawthorne

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		per Transportation Asset Management Plan.		Percentage of program completed	90%		Drive and Tarana Curve construction.

2.3.3: Ensure road network supporting assets (signs, posts, lighting, guardrails, etc.) are maintained adequately and renewed as scheduled

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.3.1	Deliver roads, lighting, signs, guard rail, and posts maintenance and renewal program	Deliver unsealed road network supporting infrastructure replacement program.	Manager Civil Infrastructure	Percentage of program completed	90%		Replacement of damaged pipes and culverts. Routine maintenance of traffic signs.
				Percentage of program completed	90%		
		Renew and maintain lighting, signs, posts, and guard rail assets as necessary.	Manager Civil Infrastructure	As necessary	Completed		Ongoing.
				As necessary	Completed		

2.3.4: Provide a network of town and village streets that balances asset conditions with available resources and asset utilisation

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.4.1	Deliver town and village streets maintenance	Deliver town streets maintenance and resealing programs - per	Manager Civil Infrastructure	Percentage of program completed	90%		Complete urban streets resealing and rehabilitation

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	services and capital works programs	Transportation Asset Management Plan.		Percentage of program completed	90%		capital works. Maintenance ongoing.

2.3.5: Maintain existing and cycling networks across the region

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.5.1	Deliver walkways and cycle ways maintenance services and capital works programs	Inspect footpaths and deliver maintenance and repair program.	Manager Civil Infrastructure	Percentage of program completed	90%		Undertake year end inspection in June 2021.
				Percentage of program completed	90%		

2.3.6: Facilitate the enhancement and expansions of accessible walking and cycle networks where strategically identified and interconnect them with other transport and recreation facilities

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.6.1	Expand the Shire's integrated and accessible cycle ways and walkways network	Seek funding from Roads and Maritime Services to extend shared pedestrian/cycleway along Plane Avenue to from East Street for 185m towards Rowan Avenue.	Manager Civil Infrastructure	Funding applications	Submitted		Applications for the 2021/22 Walking and Cycling Program are yet to be called. Construction of Plane Avenue schedule in May/June 21.
				Funding applications	Submitted		

2.3.7: Implement and maintain developer contribution plans

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.7.1	Develop section 94 and section 64 contribution framework	Develop Section 64 and Section 7.11 and Section 7.12 contribution plans for consideration	Manager - Development and Planning	Plan	Completed		No progress on Section 64 plans as yet. 7.11 and 7.12 drafts prepared, works schedules currently being incorporated by consultants.
				Plan	Completed		

2.3.8: Provide the required public infrastructure and work with key partners to expand the provision of cost effective public transport

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.8.1	Enhance Council's public transport infrastructure	Develop a renewal and maintenance program for Council bus stops.	Manager Civil Infrastructure	Service levels	Developed		No renewal identified.
				Service levels	Developed		

2.4: Communities that are well serviced with essential infrastructure

2.4.1: Develop a strategically located network of quality, accessible and safe public amenities that are adequately maintained and renewed

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.4.1.1	Provide public amenities for residents and visitors	Deliver maintenance and renewal programs for public amenities - per Buildings Asset Management Plan.	Director - Infrastructure & Development	Service levels	Maintained		Buildings Asset management Plan under review to reflect current condition and renewal works and upgrades undertaken as part of the grant funding programs.
				Service levels	Maintained		

2.4.2: Implement Council's strategic asset management plan and continue to develop asset systems, plans and practices for infrastructure assets to minimise whole of life costs

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.4.2.1	Develop and implement asset management plans	Prepare an overarching asset management policy and strategy.	Director - Infrastructure & Development	Draft	Completed		Under preparation.
				Draft	Completed		
		Review and update the Plant Asset Management Plan.	Director - Infrastructure & Development	Plan update	Completed		Renewal program updated.
				Plan update	Completed		
		Review and update the Buildings Asset Management Plan, including service levels.	Director - Infrastructure & Development	Plan update	Finalised		Review underway.
				Plan update	Finalised		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Review and update the Transport Asset Management Plan.	Director - Infrastructure & Development	Review	Completed		Review underway.
				Review	Completed		
		Incorporate Council cemeteries into the Parks and Open Spaces Asset Management Plan.	Director - Infrastructure & Development	Plan	Completed		Draft plan to be reviewed.
				Plan	Completed		
		Review and update the Sewer Asset Management Plan.	Manager Waste, Water & Sewerage Services	Plan update	Completed		Under development.
				Plan update	Completed		
		Review and update the Water Supply Asset Management Plan.	Manager Waste, Water & Sewerage Services	Plan update	Completed		Under development
				Plan update	Completed		
		Implement the Stormwater Drainage Asset Management Plan.	Director - Infrastructure & Development	Plan update	Completed		Requires further development.
				Plan update	Completed		

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.4.3.1	Provide connectivity to public spaces	Continue with footpath and cycleway program as per the Pedestrian Access and Mobility Plan.	Manager Civil Infrastructure	Connectivity	Improved		Construction of Plane Avenue schedule in May/June 21. Construction of Bundarra Town footpath to commence in May 21. Two sections identified: adjacent to the Bundarra General Store and at Oliver Street.
				Connectivity	Improved		

2.4.4: Ensure adequate public car parking and kerb and gutter infrastructure is provided, maintained and renewed

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.4.4.1	Maintain kerb and guttering to established service levels	Inspect all kerb and gutter and undertake the required repair and replacement program.	Manager Civil Infrastructure	Program delivered	>90%		Survey and design at Cooper Street completed. Survey and design at Roman Street - pending review.
				Program delivered	>90%		

3: Our Environment

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

3.1.1: Record and promote the region's heritage in partnership with the community

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.1.1.1	Preserve Uralla Shire's heritage	Progressively implement the recommended actions from the Heritage Strategy.	Manager - Development and Planning	Strategy actions	Implemented		Amendment of LEP not warranted and not funded. Heritage strategy out of date and requires review and updating.
				Strategy actions	Implemented		
		Continue management of Council's Crown Reserves.	Manager - Development and Planning	Management activities	Maintained		
				Management activities	Maintained		

3.1.2: Protect the Shire's historic buildings and sites, recognising their value to the community

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.1.2.1	Provide heritage services and support	Facilitate a Heritage Advisory Service and Local Heritage Assistance Fund.	Manager - Development and Planning	Number of service activities	Maintained		Cancelled during COVID. Some reports being done remotely.
				Number of service activities	Maintained		

3.1.3: Protect and maintain a healthy catchment and waterways

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.1.3.1	Maintain compliant catchment and waterways management	Undertake annual maintenance program for Council's gross pollutant traps.	Manager Civil Infrastructure	As necessary	Maintained		Ongoing. Big clean-up after the storm events.
				As necessary	Maintained		
		Develop Operation and Maintenance Plan and Emergency Management Plan for the Kentucky Creek Dam.	Manager Waste, Water & Sewerage Services	Plan	Reviewed		To be finalised.
				Plan	Reviewed		
		Maintain compliance with Environmental Protection Licence requirements for the Uralla landfill, sewer and water treatment plants.	Manager Waste, Water & Sewerage Services	Testing regime	Compliant		Ongoing. Leachate management infrastructure to be reviewed.
				Testing regime	Compliant		

3.1.4: Raise community awareness of environmental and biodiversity issues

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.1.4.1	Provide bush generation activities and information	Continue to implement the actions for the Bush Regeneration Work plan.	Manager - Development and Planning	Implementation	Commenced		Ongoing. Priority focus on urban areas for 2021.
				Implementation	Commenced		
		Liaise with the New England Weeds Authority		Statutory obligations	Met		Ongoing.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		to manage Council's statutory obligations under the Biosecurity Act.	Manager - Development and Planning	Statutory obligations	Met		

3.2: Maintain a healthy balance between development and the environment

3.2.1: Retain open space and greenbelts that are accessible to everyone

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.2.1.1	Preserve sensitive greenbelt lands	Review and monitor vegetation and environmental protection measures for sensitive land.	Manager - Development and Planning	LEP and DCP	Maintained		Up to date.
				LEP and DCP	Maintained		

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.2.2.1	Raise community awareness of sustainability practices	Collaborate and partner with the Uralla ZNET.	Manager - Development and Planning	Number of awareness programs	Maintained		Partnering with ZNet on the Lets talk About Water project.
				Number of awareness programs	Maintained		
		Continue to review and Implement the Environmental Sustainability Action Plan priorities.	Manager - Development and Planning	Implementation of priorities	Commenced		Ongoing.
				Implementation of priorities	Commenced		

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.2.3.1	Collaborate with service providers to be emergency response ready	Participate in natural disaster mitigation and provide local emergency management officer.	Director - Infrastructure & Development	Seasonal mitigation activities	Maintained		Ongoing.
				Seasonal mitigation activities	Maintained		

3.3: Reuse, recycle and reduce wastage

3.3.1: Promoting recycling, reusing and providing regular and efficient waste and recycling services

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.3.1.1	Provide waste removal and recycling services within the Shire	Provide general waste collection services to the defined service areas.	Manager Waste, Water & Sewerage Services	Service levels	Maintained		Ongoing.
				Service levels	Maintained		
		Provide recycling waste collection services to the defined service areas.	Manager Waste, Water & Sewerage Services	Service levels	Maintained		Ongoing.
				Service levels	Maintained		
		Continue operations evaluation and begin community consultation regarding future operation of the Bundarra Landfill site.	Manager Waste, Water & Sewerage Services	Evaluation	Progressing		Report to March Council meeting.
				Evaluation	Progressing		
		Plan	Complete				

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Develop and implement a Waste Services Asset Management Plan.	Manager Waste, Water & Sewerage Services	Plan	Complete		Draft plan developed. Under review in coordination with the Site Development Plans.

3.3.2: Providing education to the community on ways to minimise the waste produced by households

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.3.2.1	Improve community awareness of recycling and waste minimisation	Support the Northern Inland Regional Waste Community Recycling Centre Regional Communication and Education Plan.	Manager Waste, Water & Sewerage Services	Program	Delivered		Waste and Recycling A-Z information page developed on Council website.
				Program	Delivered		
		Offer schools access to Council-supported participation in waste education programs.	Manager Waste, Water & Sewerage Services	School participants	3		Programs are on offer in coordination with NIRW.
				School participants	3		
		Operate the Uralla Community Recycling Centre.	Manager Waste, Water & Sewerage Services	Service levels	Maintained		Ongoing
				Service levels	Maintained		

3.3.3: Implementing initiatives to reduce illegal dumping and providing community education to prevent litter

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.3.3.1	Promote litter reduction	Continue to participate in the Northern Inland Regional Waste Litter Implementation Plan.	Manager Waste, Water & Sewerage Services	Program	Delivered		Ongoing
				Program	Delivered		
		Review the NSW Illegal Dumping Strategy for participation and implementation opportunities.	Manager Waste, Water & Sewerage Services	Strategy	Reviewed		
				Strategy	Reviewed		

3.3.4: Identifying and implementing water conservation and sustainable water usage practices in Council operations

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.3.4.1	Minimise water wastage	Review council water consumption for major council facilities against historical records.	Manager Waste, Water & Sewerage Services	Inspections	Completed		Pending
				Inspections	Completed		

3.3.5: Identifying technologies in Council facilities, infrastructure and service delivery to reduce our ecological footprint

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.3.5.1	Reduce Council's environmental footprint	Partner with ZNET to deliver the Elephants in the Woodlands project.	Manager - Development and Planning	Participation at meetings	=4		Ongoing as required. Project concludes at the end of May.
				Participation at meetings	=4		
		Update and implement criteria to assess		Criteria implementation	Commenced		Solar installations complete at six

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		environmental management and compliance in infrastructure and development projects.	Manager - Development and Planning	Criteria implementation	Commenced		sites. LED lights installed on several Council buildings. LED streetlight program progressing.

3.4: Secure sustainable and environmentally sound water-cycle infrastructure and services

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments		
3.4.1.1	Provide water supply	Deliver Uralla and Bundarra water supply in compliance with the Drinking Water Quality Management Plan.	Manager Waste, Water & Sewerage Services	Compliance	Achieved		Ongoing.		
				Compliance	Achieved				
		Work with landholders to improve protection of Kentucky Creek and Taylors Pond drinking water storages.	Manager Waste, Water & Sewerage Services	Improvement initiatives	Implemented			Further discussions to be held for improved stock control around Kentucky Creek dam.	
				Improvement initiatives	Implemented				
		Develop the Integrated Water Cycle Management consultancy brief and	Manager Waste, Water	Brief	Completed				IWCM application under review prior to deed funding
				Brief	Completed				

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		progress the investigations for the augmentations of the Bundarra and Uralla water supplies to increase yield via alternative water sources.	& Sewerage Services	Investigations	Commenced		letter, awaiting "Department of Planning Infrastructure and Environment - Water" feedback.
		Conduct investigations to identify origins of arsenic in the Uralla Water supply and progress other initiatives identified in the Integrated Water Cycle Management Plan to mitigate the risk.	Manager Waste, Water & Sewerage Services	Investigations	Conducted		Approval given by "Department of Planning Infrastructure and Environment - Water" to fund investigations under IWCM. Pending IWCM approval and funding deed.
				Investigations	Conducted		
		Develop and deliver annual water main replacement program.	Manager Waste, Water & Sewerage Services	Program	Delivered		Assets being reviewed. Assessing any additional replacement requirements. To be incorporated into Asset Management Plan.
				Program	Delivered		
				Improvements	Completed		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Implement recommended work place health and safety improvements to Uralla and Bundarra water supply schemes.	Manager Waste, Water & Sewerage Services	Improvements	Completed		Further works required to finalise tender documents.
		Implement recommended work place health and safety improvements to Uralla and Bundarra water supply schemes.	Risk Management & Safety Officer	Improvements	Completed		Completed
				Improvements	Completed		

3.4.2: Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.4.2.1	Provide sewerage services	Operate the Uralla sewer treatment plant in an efficient and effective manner.	Manager Waste, Water & Sewerage Services	Licence compliant	Met		Ongoing.
				Licence compliant	Met		
		Maintain and renew the sewer infrastructure network in line with established programs.	Manager Waste, Water & Sewerage Services	Service levels	Met		Maintenance program continuing.
				Service levels	Met		
		Undertake the project management of the construction phase of the Bundarra Sewerage Scheme through the engagement of project management staff or consultant.	Manager Waste, Water & Sewerage Services	Additional funding	Secured		Project manager engaged. Construction ongoing.
				Additional funding	Secured		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Implement the recommended work place health and safety improvements to the Uralla sewerage scheme.	Manager Waste, Water & Sewerage Services	Improvements	Completed		Further development of the tender documents required.
		Implement the recommended work place health and safety improvements to the Uralla sewerage scheme.	Risk Management & Safety Officer	Improvements	Completed		
		Implement the recommended work place health and safety improvements to the Uralla sewerage scheme.	Risk Management & Safety Officer	Improvements	Completed		Completed
		Implement the recommended work place health and safety improvements to the Uralla sewerage scheme.	Risk Management & Safety Officer	Improvements	Completed		

3.4.3: Ensure adequate stormwater and drainage infrastructure is provided, maintained and renewed

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.4.3.1	Provide stormwater and drainage infrastructure	Maintain and renew stormwater and drainage infrastructure.	Manager Civil Infrastructure	Maintenance program	Met		Ongoing
				Maintenance program	Met		
		Develop a stormwater asset management plan for the urban stormwater network.	Director - Infrastructure & Development	Plan	Complete		Draft under review
				Plan	Complete		

4: Our Leadership

4.1: A strong, accountable and representative Council

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.1.1	Deliver integrated strategic planning and reporting requirements	Continue to develop and adjust the Resourcing Strategy in support of the 4-year Delivery Program. The resourcing strategy consists of the: Asset Management Strategy Workforce Management Plan Long Term Financial Plan	Director - Infrastructure & Development	Resourcing strategy	Monitored and updated		Development and adjustment ongoing.
				Resourcing strategy	Monitored and updated		
		Continue to develop and adjust the Resourcing Strategy in support of the 4-year Delivery Program. The resourcing strategy consists of the: Asset Management Strategy Workforce Management Plan Long Term Financial Plan	Manager Human Resources	Resourcing Strategy	Monitored and updated		The Workforce Management Plan for the reporting period is complete (2019 to 2021).
				Resourcing Strategy	Monitored and updated		
		Continue to develop and adjust the Resourcing Strategy in support of the	Chief Financial Officer	Resourcing Strategy	Monitored and updated		Budget setting for 2021/22 is continuing with

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		4-year Delivery Program. The resourcing strategy consists of the: Asset Management Strategy Workforce Management Plan Long Term Financial Plan		Resourcing Strategy	Monitored and updated		appropriate community consultation.
		Develop and monitor the annual Operational Plan, including Budget.	Coordinator Governance and Risk	Plan adopted	30 June		New format presented to Council.
				Plan adopted	30 June		
		Monitor the annual Operational Plan by way of regular progress reporting to Council.	Coordinator Governance and Risk	Progress reported	Quarterly		Second quarter review of the Operational Plan was presented to Council at its Ordinary Council meeting in February 2021. It is anticipated that the third quarter report will be presented to Council at its Ordinary Meeting in May 2021.
				Progress reported	Quarterly		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Coordinate and produce the Annual Report.	Coordinator Governance and Risk	Report adopted and provided to the Office of Local Government	30 December		The Annual Report was presented to Council at its Ordinary Meeting held in November 2020.
				Report adopted and provided to the Office of Local Government	30 December		

4.1.2: Engage with the community effectively and use community input to inform decision making

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.2.1	Incorporate inclusive community consultation and stakeholder engagement in Council decision making	Facilitate the delivery of community presentations to Council.	Executive Assistant to GM and Mayor	Eligible community presentations to Council	Facilitated		Ongoing
				Eligible community presentations to Council	Facilitated		
		Conduct Councillors community engagement events.	Communications Officer	Number of councillor community engagement activities	=3		5 Community Engagement Listening Posts completed
				Number of councillor community engagement activities	=3		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Deliver the community survey and engagement goals of the Local Business Community Engagement project through NSW Bushfire Community Resilience & Economic Recovery Fund - Phase 1 grant funding.	General Manager	Project milestones	Met		completed
				Project milestones	Met		

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments	
4.1.3.1	Implement and maintain a transparent and accountable decision making framework	Review and update the agency information guide.	Coordinator Governance and Risk	Update	Completed		The document has been reviewed by the Coordinator Governance and Risk; an organisational restructure has been proposed. A new structure is to be included in the document.	
				Update	Completed			
		Develop an IT Strategic Plan.	Manager McMaugh Garden aged care DON	Plan	Developed			IT Strategic Plan being developed
				Plan	Developed			

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Undertake the actions of the IT Strategic Plan.	Manager McMaugh Garden aged care DON	Implementation milestones	Met		IT Service review being completed. Investigation of options for IT platform being explored
				Implementation milestones	Met		
		Maintain the register of government contracts over \$20,000 and publish to the website.	Coordinator Governance and Risk	Register of government contracts updated	Every 20 days		The Contracts Register has recently been updated. Maintenance of the Register is an ongoing activity.
				Register of government contracts updated	Every 20 days		
		Priority statutory and corporate policies and codes reviewed and updated as part of a broader policy register review program.	Coordinator Governance and Risk	Implementation milestones	Progressing		The Code of Meeting Practice was recently reviewed by Council, placed on public exhibition and adopted.
				Implementation milestones	Progressing		
		Council and Council Committee business papers and minutes are distributed to Councillors and	Executive Assistant to GM and Mayor	Code of Meeting Practice or relevant Committee Charter	Compliant		Business Papers and communications published within agreed service levels.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Committee members, and published to the community within agreed service levels.		Code of Meeting Practice or relevant Committee Charter	Compliant		
		Council ordinary and extraordinary meetings are conducted and open to the public.	General Manager	Adopted schedule of meeting	Conducted		Ongoing.
				Adopted schedule of meeting	Conducted		
		Oversee Council and Council Committee meetings.	Coordinator Governance and Risk	Meetings conducted	Compliant with policies and legislation		Council and Committee meetings are taking place, abiding by Covid-19 restrictions.
				Meetings conducted	Compliant with policies and legislation		

4.1.4: Provide strong representation for the community at the region, state and federal levels

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.4.1	Maintain effective partnerships and advocacy activities	Advocate the needs of the shire to State and Federal Governments through the New England Joint Organisation.	General Manager	As necessary advocacy activities	Maintained		Ongoing Liaison with Local and Federal members include regular catch up meetings. Participation in NEJO and other committee related activities continue.
				As necessary advocacy activities	Maintained		

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.5.1	Implement and manage Council's integrity system	Maintain Public Interest Disclosure, Conflict of Interest, Related Party Disclosures, and Code of Conduct Complaints Registers in accordance with legislative requirements.	Coordinator Governance and Risk	Registers	Maintained		Council received one Code of Conduct Complaint which was not upheld and no Public Interest Disclosures. A complaints reports is provided on a biannual basis to Council.
				Registers	Maintained		
						Reporting	Compliant

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Coordinate Public Interest Disclosures and Code of Conduct complaints in accordance with legislation, policy, and procedures.	Coordinator Governance and Risk	Reporting	Compliant		Once Code of Conduct complaint was received which was not upheld.
		Publish a register of pecuniary and non-pecuniary interests disclosures to council's website in accordance with Government Information (Public Access) Act guidelines.	Coordinator Governance and Risk	Interests disclosure log updated and published	every 45 days		Disclosures of Pecuniary Interests were tabled at the Council meeting held in October 2020. Code of Conduct training is being facilitated internally. Disclosures are mentioned in the training.
				Interests disclosure log updated and published	every 45 days		
		Implement the Fraud and Corruption Control Strategy.	Coordinator Governance and Risk	Implementation milestones	Progressing		Registers are being maintained. Improvements and process changes have been implemented.
				Implementation milestones	Progressing		

4.2: An effective and efficient organisation

4.2.1: Provide a range of services that meet benchmarks determined with the community, having regard to quality and cost

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.1.1	Improve the cost effectiveness and efficiency of community service provision	Complete 2 Infrastructure and Development 'service level' reviews.	Director - Infrastructure & Development	2 service level reviews	Completed		Waste Services reviewed as part of the report to Council in March 2021.
				2 service level reviews	Completed		
		Complete 2 Corporate Services 'service level' reviews.	Manager McMaugh Garden aged care DON	2 service level reviews	Completed		Service level reviews completed as part of the development of the Services Register process
				2 service level reviews	Completed		

4.2.2: Operate in a financially responsible and sustainable manner

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.2.1	Maintain and control financial system and improve long term financial sustainability	Review and revise the 10-year Long Term Financial Plan.	Chief Financial Officer	Reviewed and adopted	Annually		Work is continuing on the update of the 10 year long term financial plan.
				Reviewed and adopted	Annually		
		Subject to resolution of Council, make an application for an	Chief Financial Officer	Special rate variation application	Lodged		With the ongoing preparation of budgets for 2021-22

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		increase in rate revenue in accordance with the Independent Pricing and Regulatory Tribunal criteria (FFTF).		Special rate variation application	Lodged		and the associated update of the LTFFP, further modelling of possible rate revenue increases will be considered. Council has still not resolved to make an application to IPART at this time.
		Complete and report quarterly budget review statements.	Chief Financial Officer	Budget review reported	Quarterly		The third quarterly budget review will be presented to the May 2021 Council meeting.
				Budget review reported	Quarterly		
		Ensure adequate and effective internal controls are in place for all financial management functions and implement procurement and financial control recommendations adopted by the Audit, Risk and Improvement Committee.	Chief Financial Officer	Internal audit actions for financial controls	Implemented		Work continues on improving internal controls and includes implementing any recommendations from the Audit Office or Audit Risk and Improvement Committee as they arise.
				Internal audit actions for financial controls	Implemented		
		Maximise return on investment within the		Investment returns	Appropriate for risk		In accordance with the USC Investments

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		risk parameters provided by the USC Investments Policy 2019.	Chief Financial Officer	Investment returns	Appropriate for risk		Policy 2019, council continues to make investments that maximise returns whilst maintaining capital stability.
		Model and adopt rate structures to maximise equity across the Council area and between categories.	Chief Financial Officer	Rate structure review	Completed		Rate structures will be reviewed as part of the budget update process for 2021-22.
				Rate structure review	Completed		
		Collect all rates and charges in line with payment requirements and undertake debt recovery action for outstanding accounts in accordance with Council's Debt Recovery Policy.	Chief Financial Officer	Outstanding debts	=<6.5%		Rates and charges are now within the target set by Council for collections.
				Outstanding debts	=<6.5%		
		Implement changes to the current procurement process by moving it from a paper based one to an electronic one and using the new procurement policy and procedures as a guide.	Chief Financial Officer	Guidelines and toolkit	Implemented		A purchase order has been raised for the implementation of the Authority online requisitioning system which is expected to be filled before 31 July 2021.
				Guidelines and toolkit	Implemented		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Identify strategies to achieve a consolidated profit before capital grants (balanced budget) over the full term of the LTFP.	Chief Financial Officer	Expenditure reduction opportunities	Proposed		In developing the 2021-22 budget & associated LTFP, numerous options have been put to Council and it's Budget Review and Finance Committee to work towards a consolidated profit before capital grants. No significant options have been adopted.
				Expenditure reduction opportunities	Proposed		
		Review all fees and charges on an annual basis for full cost recovery.	Chief Financial Officer	Review	Completed		A review of all fees and charges has been completed and a draft listing has been provided to Council as part of the development of the 2021-22 budget.
				Review	Completed		
		Review asset valuations and depreciation methodology for all asset classes.	Chief Financial Officer	Roads	Completed		Asset valuations and depreciation methodology are reviewed each year as part of the annual audit process.
				Roads	Completed		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Update Council's borrowing policy.	Chief Financial Officer	Review	Completed		The development of a new policy on borrowings has not yet commenced.
				Review	Completed		
		Determine asset maintenance backlog based on asset management plans and incorporate into Long Term Financial Plan - (FFTF).	Director - Infrastructure & Development	Asset maintenance backlog	Determined		Ongoing as part of the LTFP development.
				Asset maintenance backlog	Determined		
		Determine asset maintenance backlog based on asset management plans and incorporate into Long Term Financial Plan - (FFTF).	Chief Financial Officer	Asset maintenance backlog	Determined		The most recent asset backlog ratio from the 2020 Financial Statements is being integrated within the updated 10 year LTFP.
				Asset maintenance backlog	Determined		
4.2.2.2	Develop and implement business plans for all business areas	Finalise a draft business plan for Tablelands Community Transport.	Manager Community Care - TCSO	Plan	Developed		Service Review is well under way. There will be limited changes in Community Transport as it is working well and has increased numbers of active clients.
				Plan	Developed		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Finalise a draft waste management services business plan (FFTF).	Manager Waste, Water & Sewerage Services	Plan	Developed		Reschedule for 21/22
				Plan	Developed		
		Finalise a draft water supply business plan (PBPR).	Manager Waste, Water & Sewerage Services	Plan	Developed		Reschedule for 21/22.
				Plan	Developed		
		Finalise a draft sewer business plan.	Manager Waste, Water & Sewerage Services	Plan	Developed		Reschedule for 21/22
				Plan	Developed		
		Finalise a draft business plan for caravan parks.	Director - Infrastructure & Development	Plan	Developed		Under preparation.
				Plan	Developed		
4.2.2.3	Maximise grant and funding partnership opportunities	Identify and seek grant funding opportunities for Infrastructure and Development projects or services.	Director - Infrastructure & Development	Number of grant funding opportunities pursued	Maintained		Ongoing.
				Number of grant funding opportunities pursued	Maintained		
		Identify and seek grant funding and partnership opportunities for Aged	Manager McMaugh Garden aged care DON	Number of grant funding opportunities pursued	Maintained		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Care projects or services.		Number of grant funding opportunities pursued	Maintained		
		Identify and seek grant funding and partnership opportunities for Aged and Community Care projects or services.	Manager Community Care - TCSO	Number of grant funding opportunities pursued	Maintained		TCS and TCT have continued to work with The Ascent Group to facilitate a smooth transition of clients and all Uralla and Armidale clients transitioned well.
				Number of grant funding opportunities pursued	Maintained		
4.2.2.4	Achieve efficiency gains for internal services with a program of continuous improvement	Undertake process reviews of identified Corporate Services priorities.	Manager McMaugh Garden aged care DON	Number of process reviews completed	=1		4 Identified process reviews completed. Customer Request Module Process review underway with identified improvements to be actioned
				Number of process reviews completed	=1		
		Undertake process reviews of identified	Director - Infrastructure	Number of process reviews completed	=1		Ongoing. Planning and Development services under

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Infrastructure and Development priorities.	& Development	Number of process reviews completed	=1		review in association with engagement with developers. Additional day available for inspections.
		Undertake process reviews of identified Finance priorities.	Chief Financial Officer	Number of process reviews completed	=1		Work has continued on the budget setting and Operational Plan processes.
				Number of process reviews completed	=1		
		Undertake process reviews of identified Aged Care priorities.	Manager McMaugh Garden aged care DON	Number of process reviews completed	=1		
				Number of process reviews completed	=1		
		Undertake process reviews of identified Aged and Community Care priorities.	Manager Community Care - TCSO	Number of process reviews completed	=1		A service review has been undertaken during Q3 and with some changes expected to be made in structure and staff to facilitate continuous improvement.
				Number of process reviews completed	=1		

4.2.3: Develop and consistently apply an asset management framework that ensures existing and future infrastructure is affordable, funded and maintained to ensure inter-generational equity and sustainability

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments	
4.2.3.1	Provide asset revaluation and long term funding scenarios for asset maintenance and renewal	Develop long term funding scenarios that explore options to fund asset maintenance and renewal.	Chief Financial Officer	Long term financial plan scenarios	Developed		The update of the LTFP will include developing scenarios that fund all asset maintenance and renewal subject to available Council funding.	
				Long term financial plan scenarios	Developed			
		Deliver the asset revaluation program.	Chief Financial Officer	Community land, other assets, other structures, land improvements	Completed			
				Community land, other assets, other structures, land improvements	Completed			
		Deliver the asset revaluation program.	Director - Infrastructure & Development	Community land, other assets, other structures, land improvements	Completed		Underway. Condition assessments completed.	
				Community land, other assets, other structures, land improvements	Completed			

4.2.4: Establish Uralla Shire Council as an employer of choice that trains, recruits and retains talented staff and facilitates a diverse workforce

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.4.1	Enhance Council's reputation as an innovative and inclusive workplace	Continue to develop a succession planning program for key positions (WMP 2.1 & 5.2).	Manager Human Resources	Program	Complete		Management continue to identify key positions to be included in the succession planning program per the Staff Management Succession Planning procedure. Traineeships & certificate level courses commenced by staff per succession plan requirements.
				Program	Complete		
		Proactively manage the return to work and workers compensation processes (WMP 1.2).	Manager Human Resources	Number of absentee days	Maintained or reduced		
				Number of absentee days	Maintained or reduced		
			Program	Operational			

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Formalise and implement a staff training and health and wellbeing program.	Manager Human Resources	Program	Operational		Staff training is an ongoing priority, the Corporate Training plan for 20/21 presented to the consultative committee on 4/11/2020. Council offers an EAP to all staff & direct family (inc Councillors) and an annual flu vaccination program.

4.2.5: Provide customer service excellence

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.5.1	Enhance customer service excellence	Review and update Council's Customer Service Charter.	Manager Human Resources	Charter review	Draft		Customer service charter reviewed, items highlighted for variation.
				Charter review	Draft		
		Implement Council's customer satisfaction and community wellbeing surveys.	Manager Human Resources	Survey development	Commenced		6 Listening posts conducted in the last qtr.
				Survey development	Commenced		
				Staff training	Commenced		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Improve customer service skills and knowledge, including responding to people with a disability - including those with a language or literacy difficulty (DIAP).	Manager Human Resources	Staff training	Commenced		Front facing employees attended training course delivered by LGNSW, Verbal Judo. Further training to be scheduled.
		Manage customer complaints in accordance with the USC Complaints Management Policy 2019.	Manager Human Resources	Complaint management	Compliance with policy		Complaints managed as per USC Complaints Management Policy
				Complaint management	Compliance with policy		

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.6.1	Develop and incorporate a risk management framework which is effective and accessible	Develop a workplace safety system.	Risk Management & Safety Officer	Workplace Health and Safety System	Progressing		Elements have been redone and submitted along with training and workshops.
				Workplace Health and Safety System	Progressing		
		Finalise development of an enterprise wide	Risk Management	Risk management framework	Progressing		Training and workshops on going

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		risk management framework.	& Safety Officer	Risk management framework	Progressing		
		Facilitate regular meetings of the Audit, Risk and Improvement Committee.	Manager McMaugh Garden aged care DON	Committee meetings held	=>4		ARIC Meeting scheduled and held according to schedule
				Committee meetings held	=>4		
		Facilitate an annual internal audit program.	Manager McMaugh Garden aged care DON	Audit program completed	=>1		Internal audits completed as per internal audit program. Forward plan being developed
				Audit program completed	=>1		

4.2.7: Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.7.1	Improve the corporate governance framework	Implement the Corporate Governance Improvement Action Plan.	Coordinator Governance and Risk	Action Implementation milestones	Progressing		The Corporate Governance Improvement Action Plan and report was presented to ARIC in February 2021. Policies are being circulated to Councillors on a weekly/fortnightly basis for review. A report will be presented to Councillors in due course.
				Action Implementation milestones	Progressing		
		Coordinate compliance and reporting requirements to meet statutory obligations, and provide regular status reporting to the executive.	Coordinator Governance and Risk	Compliance status reports	Quarterly		
				Compliance status reports	Quarterly		
		Maintain the Gifts and Benefits Register.	Coordinator Governance and Risk	Register	Maintained		
				Register	Maintained		
Complete and lodge annual Financial		Statutory requirements	Met		Work on drafting financial statements		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Statements in accordance with statutory requirements.	Chief Financial Officer	Statutory requirements	Met		for the year ended 30 June 2021 has commenced.
		Complete all taxation returns and grant acquittals as required by external bodies	Chief Financial Officer	Returns and acquittals	Provided		All taxation returns and grant acquittals continue to be completed in a timely manner.
				Returns and acquittals	Provided		
		Organise and manage the external audit of Council and address any management letter recommendations.	Chief Financial Officer	External audit	Completed		The interim audit for the year ended 30 June 2021 has been completed by the Audit Office.
				External audit	Completed		
				Management letter actions	Addressed		

4.3: Deliver the goals and strategies of the Community Strategic Plan

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.3.1.1	Enhance the effectiveness of Council resourcing strategies	Review organisation structure to enable delivery of agreed services levels and projects.	General Manager	Structure	Reviewed		Assessment and consultation on broad organisation structure needs completed and Councillors briefed. Transition plan being prepared within total existing FTE and current budget.
				Structure	Reviewed		

Department: General Manager's Office
Prepared by: *Executive Assistant*
TRIM Reference: UINT/21/6091
Attachments: UINT/21/6175

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council

Strategy: 4.1.1 Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program, and Operational Plan

SUMMARY:

1. The purpose of this report is to provide Council with the Resolution Action Status updates as at 19 May 2021.

RECOMMENDATION:

That Council receive the Resolution Action Status as at 19 May 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.

CONCLUSION:

5. The Resolution Action Status shows actions which are currently pending, in progress or completed since the last report.
6. Actions which were completed as at the date of the report to the last Council ordinary meeting, 19 May 2021, where the full resolution has been completed, have been removed from the document.

15.11 #1 Attachment

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/03/2015	26.03/15	Land Disposal – Karava Place, Uralla	That Council: 1. Give the General Manager delegation to negotiate payment options; and 2. Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.	DID DID	2/06/2015	Lot 103 – No agreement made. Property owners have so far declined to enter agreement. Council's solicitor engaging with property owners to progress. Unlikely to proceed to finalisation for Lot 103.	B B
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	Survey plans completed. Council's solicitors to progress. Delays associated with changes to road closure process and resourcing.	B
25/07/2016	18.07/16	2.18.06.10 Gazetting of Land Acquired for approaches to new Emu Crossing Bridge	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) for the purpose of a public road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) by compulsory process under Section 177 of the Roads Act 1993.	DID DID	Jun-21	1. Noted. 2. August 2019. Department of Planning, Industry and Environment, Lands and Water has advised of no objection to the compulsory acquisition of Lot 110. Advice referred to Council solicitors to progress.	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 MDP MDP 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. 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

MEETING DATE	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. Signage installed. Valuation received. Probity advice received and probity plan developed.</p> <p>DA Consent concluded. Grant funding application lodged under the Building Better Regions Fund Round 4 was unsuccessful. Further marketing pending funding and approval. Funding applied for under the BLERF grant February 2021. Application lodged for Stage 1 balance funding through BBR 5 - March 2021.</p>	<p>COMPLETED & REPORTED TO COUNCIL</p> <p>COMPLETED & REPORTED TO COUNCIL</p> <p>B</p>
24/07/2018	35.07/18	Report 14 - Petition for a Primitive Campground at The Glen recreation area	That Council consider the proposal detailed in the petition in the preparation of the Uralla Open Spaces Strategy.	MDP		Resourced in 20/21 Operational Plan budget - Consultant engaged Oct 2020 to prepare the Strategy. In progress.	B

MEETING DATE	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	<p>That Council resolve to:</p> <ol style="list-style-type: none"> 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, barbeques, 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		<p>1. Noted</p> <p>2. Noted</p> <p>3. Multiple request made for design - no progress to date.</p> <p>4. Unsuccessful application lodged under SCC Round 3 by Uralla Arts.</p> <p>5. In progress. Last mention at the presentation of the draft Open Space Strategy to UTEC 22.3.2021.</p> <p>6. Added to project capital works future projects list, subject to community feedback and funding.</p> <p>7. Complete</p> <p>8. Complete</p> <p>9. Complete</p>	<p>COMPLETED & REPORTED TO COUNCIL</p> <p>COMPLETED & REPORTED TO COUNCIL</p> <p>B</p> <p>COMPLETED & REPORTED TO COUNCIL</p> <p>B</p> <p>B</p> <p>COMPLETED & REPORTED TO COUNCIL</p> <p>COMPLETED & REPORTED TO COUNCIL</p> <p>COMPLETED & REPORTED TO COUNCIL</p> <p>COMPLETED & REPORTED TO COUNCIL</p>
28/11/2018	29.11/18	Report 15 - Heritage Advisory Services Summary Nov 2018 Reported to Ordinary Meeting 27 April 2021 Resolution Closed	<p>Incorporation of the Old Cemetery bronze plaques into redevelopment of Pioneer Park has been recommended by the consultants for the Open Space Strategy.</p> <ol style="list-style-type: none"> 1. The Heritage Advisory Services Summary for November 2018 be received and noted by Council; and 2. That consideration be given to utilising the bronze plaques prepared for the Old Cemetery in Uralla as part of the Open Spaces Strategy. 	DID/MDP		<p>Subject to grant funding and community consultation.</p> <p>1. Complete</p> <p>2. Complete.</p>	<p>B</p> <p>COMPLETED & REPORTED TO COUNCIL</p> <p>COMPLETED & REPORTED TO COUNCIL</p>

MEETING DATE	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		Noted. Funding not yet received.	B B B B B B

MEETING DATE	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	Underway. Progressing option with UPC at the moment. ZNET Plus seeking to determine community sentiment regarding reuse. Additionally the Council is in negotiations with UPC regarding the potential for reuse as part of necessary road construction.	B
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	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	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. Pending. Drought Management Plan in Final Draft 5. Scope for groundwater project for Uralla has been finalised with staff from DPIE-Water. 6. Underway - currently on hold due to vacancy	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL B COMPLETED & REPORTED TO COUNCIL B
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. Councillors thank the staff for the preparation of the report.	DID	Feb-20	Pending. Study deferred with the progression of the reuse scheme being developed with UPC.	A

MEETING DATE	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)	<p>That:</p> <p>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</p> <p>(i) to determine the process for appointment of the general manager by the council and to monitor the general manager's performance.</p> <p>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.</p> <p>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.</p>	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
5/05/2020	17.05/20	Report 7 - Recommendations of Uralla Township and Environs Committee February 2020 meeting	<p>That Council:</p> <p>1. Receive and note the minutes of February 2020 meeting of the Uralla Township and Environs Committee (UTEC), and:</p> <p>2.</p> <p>a) purchase two copies each of the authoritative publications "Colour Schemes for Old Australian Houses ISBN 0-9594923-3-x" and "More Colours for Old Australian Homes ISBN 1—875253-04-1" to hold in the library reference section and Council's Customer Service Section as well as provide copies of the heritage paints guidance brochure, prepared by staff, to the public on request;</p> <p>b) request a report to a Council meeting on a proposal to amend the UTEC constitution in respect to the election of the chairperson and quorum requirements, for Council consideration, before the term of the committee comes to an end on 30 June 2020;</p> <p>c) convene a workshop of councillors, Mrs Gwen Fuller, Uralla Garden Club, UTEC members and James Sinclair to develop options for Fuller Park;</p> <p>d) write to Riley Watson asking him to provide his suggestions for skatepark additions to the Uralla Township and Environs Committee through Council.</p>	MDP	Jun-20	1. Noted	COMPLETED & REPORTED TO COUNCIL
				MDP		2. a) Publications have been purchased and made available; Heritage paints brochure available on website and hardcopy.	COMPLETED & REPORTED TO COUNCIL
				MDP		b) Completed – workshop July 2020, report to Council Aug 2020.	COMPLETED & REPORTED TO COUNCIL
				MDP		c) Letter of advice to convene workshop when appropriate has been sent to Gwen Fuller.	B
				MDP		d) Attempts to contact have been made. Council will engage with a skate park designer to determine what improvements/additions could be made. No further action proposed.	C

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
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 MDP MDP	Jun-20	1. Noted 2. Debt Settlement Agreement complete 3. Pending. Consultant engaged for 7.11 (s94) plans	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL B
23/06/2020	17.06/20	Report 6 Public Exhibition of draft Delivery Program 2017-22 and Operational Plan 2020-21	That Council: 1. Adopt the Draft Delivery Program 2017-22 for advertising purposes; 2. Adopt the Draft Operational Plan 2020-21 for advertising purposes; 3. Publicly exhibit the combined Draft Delivery Program 2017-22 and Draft Operational Plan 2020-21, including the Statement of Revenue Policy, contained at Attachment A, on public exhibition for a period of 28 Days from 24 June 2020 and indicating the at submissions may be made to the council at any time during the period that the draft operational plan is to be on public exhibition; 4. Adopt an interest rate equivalent to the maximum allowable percentage determined by the Office of Local Government of the 2020-21 financial year to be charged on arrears of rates and charges; 5. Resolves that the process for the development of the annual budget, fees and charges, delivery program and operational plan commence no later than March each year with early draft documents ready for discussion to the March Ordinary meeting; 6. Resolves to adopt a format similar to that of other Councils were the operational plan has the financial resources associated with each item identified as part of that operational plan item; 7. Staff and Councillors participate in community forums such as pop up information sessions, webinars and community meetings for a 4 week period of not less that 4 such opportunities , prior to adopting the plan; 8. Vote an addition \$40,000 of internal audit during the 2020/2021 financial year.	CFO CFO CFO CFO CFO CFO CFO		1 COMPLETED 2 COMPLETED 3 COMPLETED 4 COMPLETED 5 COMPLETED 6 Briefing on new format 9/2/21; draft new format outline presented to 23/3/21 7 Scheduled Listening Posts started Feb 21 Briefing on new format 9/2/21 8 COMPLETED	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL B B COMPLETED & REPORTED TO COUNCIL

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25/08/2020	04.08/20	Committee Report 1 - Budget Review & Finance Committee Report LTFP 2030	<p>That Council:</p> <p>1. Set a strategic objective for the General Fund to achieve a balanced operating result before capital grants by 2022/2023 - including the full funding of depreciation, amortisation and impairment of intangible assets and infrastructure, property, plant equipment, and to build reserves of \$4 million over the remaining seven years of the long term financial plan (LTFP); and</p> <p>2. To inform the implementation of the strategic objective, Council:</p> <p>a) consider shire continuity and financial sustainability including a review of financial performance measures;</p> <p>b) review service standards and councils operating costs;</p> <p>c) undertake community engagement on the above and financial strategies;</p> <p>d) prepare and endorse policy/plans to inform the construction of the LTFP; and undertake further community consultation on the LTFP.</p> <p>(2) That the Audit Risk and Improvement Committee (ARIC) review and present a new (annual) workplan in consultation with relevant parties (audit/Council administration) for consideration at the next ARIC meeting.</p> <p>(3) That the Charter be endorsed as amended.</p> <p>(5) That Council's Internal Auditor provide a report to ARIC on the effectiveness of the Contract Register.</p>	CFO	Aug-20	1. Noted for inclusion in the preparation of the next budget & LTFP. Executive are providing advice to Council on a range of strategies that may enable Council to work towards achieving financial sustainability within the next few years.	B
				CFO		2. Noted with follow up at the October 2020 ARIC meeting	B
				CFO	Apr-21	Some community engagement has commenced through the online survey related to the draft 2021/22 budget.	
				CFO			
				ARIC		2. represented and endorsed by ARIC Oct 20 Meeting	COMPLETED & REPORTED TO COUNCIL
CGR		3. Completed. Copy provided to ARIC	COMPLETED & REPORTED TO COUNCIL				
CGR		5. CGR advised IA of resolution requesting report for February meeting. External Auditor completed review of Contracts Register	COMPLETED & REPORTED TO COUNCIL				
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.	CGR		Scheduled to commence EOI in Jan 2021 - Scoping document has been drafted.	B
29/09/2020	X04.08/20	Report 1 - Late report - Local Strategic Planning Statement Recommendation	<p>That Council:</p> <p>1. adopt the draft Uralla Local Strategic Planning Statement 2020, as amended, as a first step in the continuing process of community consultation and feedback to enhance the strategic plan;</p> <p>2. by 30 January 2021 commence public consultation to revise the LSPS to reflect community views as required by the initial instruction from the NSW Government;</p> <p>3. by 30 June 2021 submit a revised version of the LSPS</p>	MDP	Nov-20	1. Noted	COMPLETED & REPORTED TO COUNCIL
				MDP	Jan-21	2. Commenced.	COMPLETED & REPORTED TO COUNCIL
				MDP	Jun-21	3. In progress	B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27/10/2020	17.10/20	15.2. Works Progress Report as at 30 September 2020	That Council request the General Manager to: <ul style="list-style-type: none"> • contact the Retreat Road Action Group to understand their concerns as part of an ongoing dialogue • contact the residents of Harriet Gully Road to understand how to be progress their concerns • report back to Council on both discussions and the way forward. 	DID	Nov-20	Completed	C
				DID	Nov-20	Completed	C
				DID	Dec-20	Reported to Council via upload of correspondence to NextCloud. Way forward - refer to March 2021 agenda item 15.8 Reported in 23 March 2021 meeting. This resolution closed per 23 March 2021 report; effectively reopened by Council seeking further action: OM31.03/21. <i>[Note: keep OM17.10/20 marked as C until OM31/.03/21 is completed so both remain visible]</i>	C
15/12/2020	10.12/20	14.1 Report of Committees - Uralla Township & Environs Committee Minutes 10 November 2020	That Council <ol style="list-style-type: none"> 2. Liaise with Mrs Gwen Fuller, Uralla Garden Club, UTEC members and James Sinclair to convene a workshop for Councillors to develop suggested design options for Fuller Park; 3. Continue to maintain the path from Maitland Street (Porter Park) through Bridge Street underpass to Apex Park following remediation works by Transport NSW 4. Liaise with the landowner and Tamworth Regional Council to explore options for removal of the old Uralla Military Museum signs at the southern end of the highway approach to Uralla Shire, and 5. Circulate the design to consider the Main Street Beautification Design by the Creative Village Committee in the preparation of the Uralla Shire Open Space Strategy. 	DID		See 17.05/20	B
				DID		Noted	COMPLETED & REPORTED TO COUNCIL
				DID		Pending. Initial enquiries made.	B
				MDP		Provided to consultants.	COMPLETED & REPORTED TO COUNCIL

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
15/12/2020	30.12/20	15.6 Draft Policy- Provision of Information and Interaction between Councillors and Staff	That Council lay the matter lay on the table	CGR	Feb-21	GM Memo issued re: interaction between Councillors and Staff. Further review of policy in progress.	B
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)	CFO		This will form part of the community consultation on the drafting of the 2021-22 Budget - Continuing	B
			b) that the service review information be developed in conjunction with the Integrated Water Cycle Management Strategy (9 February meeting)	DID		IWCM scope to be finalised. This will form part of the community consultation on the drafting of the 2021-22 Budget - Continuing	A
			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)	CFO		This may be undertaken as part of the drafting of the 2021-22 budget and/or included as actions in the 21/22 Operational Plan - Commenced	B
			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			B
23/02/2021	11.02/21	Uralla Township & Environs Committee Meeting Held 8 December 2020	That Council: 1. received and note the minutes of the Uralla townships & Environs Committee (UTEC)meeting held 8 December 2020, including the following recommendations to Council: a) That Mr Guy Crossley be invited to present to Council his concept design and installation of Fibonacci Park; b)(i) That the UTEC is supportive of the proposal to change the name of Hampden Park to Sunny Jim Mackay Park. c) (i) That consideration be made with respect to the allocation of open space resources to improve the services levels of the Bridge Street blister gardens. (ii) That public consultation be sought for the changed of name Hampden Park to Sunny Jim Mackay Park. (ii) That the Uralla Main Street garden upgrade project be added to Councils Project list subject to funding d) (i) That Council investigate the free camping options within Uralla Shire, including the site at The Glen, as part of the development of Open Spaces Strategy. (ii) That Council liaise with Uralla Rotary Club about the potential reconfiguration of Rotary Park to include the RV Dump-Ezy facility.	DID		Noted	COMPLETED & REPORTED TO COUNCIL
			2. Invites Mr Guy Crossley to present the Fibonacci concept Plan to a future workshop	DID		Invitation sent. Invitation accepted for June 8 GM Workshop.	B
			3. Undertake a public notification process and an online survey soliciting opinions from the community regarding the proposed name change of Hampden Part to Sunny Jim Mackay Park, and	MDP		In progress	B
			4. Considers service levels for the Bridge Street Gardens in preparation of the 2021/2022 budget	DID		Underway with development of the budget	B
			5. Request the Consultant delivering the Open Spaces Strategy attend a UTEC meeting and engage with the Committee as part of the Open Spaces Strategy.	MDP		Completed	COMPLETED & REPORTED TO COUNCIL

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			6. Fund the additional cost, if any, from reserves.	MDP		Noted	B
23/02/2021	17.02/21	16.4 Councillors Involvement in the Assessment Process for State and Regional Significant Development - Notice of Motion Cr R Crouch	<p>1. Councillors be kept fully informed in a timely manner (subject to commercial in confidence constraints) of communication with the Department of Planning regarding the development of renewable energy developments within Uralla Shire.</p> <p>2. Councillors be canvassed to provide comment on the Thunderbolt Energy Hub SEARs and a letter outlining Council's expectations for issues to be considered in the Environmental Impact Statement for Thunderbolt Energy Hub be sent to the Developer, The Department of Planning and the Hon Adam Marshall.</p> <p>3. All future requests for comment relating to Council comments on Regional Significant Projects be brought before Council to ensure community and Councillor concerns are addressed at an early stage in the process, as possible, and that Councillors are kept fully informed of renewable energy developments in Uralla Shire.</p> <p>4. Council invites representatives from the Department of Planning to present at a future General Manager's workshop on the planning processes for State Significant Development;</p> <p>5. Council notes that it has already established Council's position in regards to renewable projects in that Council endorses sustainable development within the Shire, and expects the Development Application to be considered in the context of our Community Strategic Plan, particularly the following stated goals:</p> <p>a) To Preserve, protect and renew our beautiful environment</p> <p>b) Maintain a healthy balance between development and the environment</p> <p>c) An attractive environment for business, tourism and industry</p> <p>d) Growing and diversified employment, education and tourism opportunities</p> <p>e) Further:</p> <p>f) A 'cradle to grave' approach should be taken to ensure the project is environmentally sustainable during construction, operation, and decommissioning through appropriate bonding arrangements with the NSW Government</p> <p>g) That local employment be preferred</p> <p>h) Systems be put in place to preserve environmental values</p> <p>i) Any upgrades and maintenance to Council infrastructure to service the construction and/or operation of the development should be at the developer's expense</p> <p>j) No council infrastructure should be negatively impacted by the renewable energy projects construction and or operation, and</p> <p>k) Protection of the amenity of residents surrounding the renewable energy projects and along transport routes should be the paramount consideration in the decision-making process</p>	<p>MDP</p> <p>DID</p> <p>DID</p> <p>DID</p> <p>DID</p>		<p>Noted</p> <p>Noted</p> <p>Canvassing complete. Report under preparation for May/June meeting. Advice provided to the Department and Local Member regarding the Council resolution.</p> <p>Noted.</p> <p>Completed at NEREZ Joint Council forum 7 May 2021 and presentation circulated to Councillors.</p> <p>Email to Planning Department to be sent to developers as relevant</p>	<p>B</p> <p>COMPLETED & REPORTED TO COUNCIL</p> <p>B</p> <p>COMPLETED & REPORTED TO COUNCIL</p> <p>C</p> <p>COMPLETED & REPORTED TO COUNCIL</p>

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/02/2021	29.02/21	15.8 Winterbourne Wind Farm Community Consultative Committee Representative	That Council a) Nominate Cr Crouch as Council's representative, and the General Manager as Council's alternate representative, for the Winterbourne Wind Farm Community Consultative Committee. b) Invite Armidale Regional Council, Tamworth Regional Council and Walcha Council to participate in a joint Council workshop to identify common issues of concern and opportunities in relation to the Regional Energy Zone (REZ).	DID GM		Noted Completed 7 May 2021	COMPLETED & REPORTED TO COUNCIL C

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/02/2021	39.02/21	15.11 Policy Update	That the item 15.11 Policy Update lay on the table for a discussion at a future workshop	CGR		A policy is circulated for Councillors' feedback on a weekly basis. This information will be presented at a future Council workshop.	B
23/02/2021	42.02/21	16.5 Media Policy	Through the General Manager. Council draft a Media Policy for Council's consideration	CFO		Commenced	B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/03/2021	08.03/21	Item 15.3 DA-10-2021 Carport and Addition to Existing Shed - 2 Depot Rd URALLA	That Council:	MDP	Mar-21	Application approved at April 2021 meeting.	C
			1. Lay item, 15.3 Recommendation part #1 – Carport extension, on the table to enable consideration of late plan amendments.	MDP	Mar-21	Complete	COMPLETED & REPORTED TO COUNCIL
23/03/2021	11.03/21	Item 15.4 Development Control Plan (DCP) Amendment No 5	1. That Council endorse the draft amendment No. 5 of the Uralla Development Control Plan 2011 for public exhibition for a second period of not less than 28 days; and	MDP	Mar-21	Adopted	C
			2. Provide the draft amendment No. 5 of the Uralla Development Control Plan 2011 to the Department of Planning, Industry and Environment for consideration and comment; and	MDP	May-21	Complete	C
			3. Subject to no submissions received, adopt the Uralla Development Control Plan 2011 as amended	MDP	May-21	Complete	C
23/03/2021	14.03/21	Item 15.5 Draft Uralla Shire Council Adverse Events Plan see Item 15.9 Draft Adverse Events Plan Dec# 10 04/21	That the General Manager:	MDP		Plan reviewed and submitted to April meeting	C
			1. Review the Adverse Events Plan and correct errors, including incorrect names for NSW Government campaigns and for organisations;	MDP		Plan reviewed and submitted to April meeting	C
			2. Review the plan for compliance against the guidelines including areas of focus that appear in the guidelines but are not included in this plan (these are listed on page 9 of the Drought Communities Extension Programme Guidelines);	MDP		Plan reviewed and submitted to April meeting	C
			3. Review the plan with a focus on supporting the community;	MDP		Plan reviewed and submitted to April meeting	C
			4. Revise the wording to ensure it reflects our community more accurately, particularly under the headings of “Land Use” and “Economy and Industry”;	MDP		Community Engagement Strategy available on w	C
			5. Ensure a copy of the Uralla Shire Council Community Engagement Strategy 2017 is placed on the Uralla Shire Council website, social media pages and advice of such is provided in the Council newsletter;	MDP		Attached to April Report.	C
			6. Provide a copy of the Uralla Shire Council Local Emergency Management Plan to the next Ordinary meeting of Council and ensure that it is published on Council’s website;	MDP		Attached to April report	C
7. Provide a copy of the Local Emergency Risk Management Committee study referred to on page 238 to the next ordinary meeting of Council	MDP						

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/03/2021	17.03/21	Item 15.6 review of Council's Waste Management Operating and Service Delivery Environment	That Council: 1. Receive the reports with modifications as required: (1) USC Uralla Landfill - Site Development Plan V3; (2) USC Bundarra Landfill - Site Development Plan V2; (3) USC Kerbside Waste Collection Services Investigation V4; (4) USC Green Waste - Investigation V1; 2. Design and construct a waste transfer station for BWMF. 3. Terminate landfilling operations at the Bundarra Waste Management Facility (BWMF) to replace with a transfer station. 4. Commence the transportation of waste from Bundarra transfer station to Uralla. 5. Coordinate transfer bin collection routes with Bundarra and Kingstown facility following construction of transfer station. 6. Undertake investigation of options to transport waste to other landfills in the region. 7. Undertake the capping and rehabilitation of closed landfill cells at BWMF. 8. Commence discussions with neighbouring Councils regarding the potential for a region wide waste strategy. 9. Continue kerbside waste collection services for the current locations with current service standards. 10. Continue to address the further points in the reports	MWWS MWWS MWWS MWWS MWWS MWWS MWWS MWWS MWWS		Noted Design brief under development Pending Pending Pending Pending Pending Noted Noted	COMPLETED & REPORTED TO COUNCIL B A A A A A COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL
23/03/2021	19.03/21	Item 15.8 Prioritisation of Candidate Projects for Upgrading Gravel Roads to Sealed Roads	That Council defer the adoption of the Roads Prioritisation until:- (I) Council is provided with the full Rural Rating Model Score work sheet for upgrading roads from gravel to sealed surface, and (II) Council's current Transport Asset Management Plan on sealed road pavement rehabilitation versus extending the sealed road network is confirmed.	DID		Documents provided to Councillors. Report reviewed for presentation to May Council meeting.	C

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/03/2021	27.03/21	15.12 Late Report 9.1.1 Preparation of the 2021-2022 Operational Plan	That Council:				COMPLETED & REPORTED TO COUNCIL
			1. Note that the 2021/22 draft budget has been prepared (version 0.1) and that significant work is required to reduce the forecast operating deficit; and	CFO		Noted	
			2. Undertake preliminary community engagement on service levels and associated expenditure and increased/new revenue opportunities; and	CFO		Community engagement commenced through online survey and information posted to USC website. Publication of the draft operational plan will also provide an opportunity for further community engagement	B
			3. Undertake further consideration of service levels and associated expenditure and increased/new revenue opportunities at the Budget Review and Finance Committee on 13 April 2021 commencing at 10:30am, to inform the next version of the 2021/22 draft budget meeting.	CFO		Significant work was undertaken prior to BR&FC meeting of 13 April 2021. Executive sought advice from Council on the service levels to be reviewed and increased revenue opportunities. BR&FC recommended a much smaller increase in water charges than was proposed leaving a significant difference between anticipated revenue and expenditure. As a consequence, it is unlikely that Council will be able to achieve its resolved strategic objective of operating the Water and Sewer Funds during the next ten years at a balanced operating position.	B
23/03/2021	31.03/21	Item 16.1 Notice of Motion - Works Program Cr Toomey	1. That the General Manager implement Resolution 17.10/20 as a matter of urgency	DID		Letter drop to residents completed. Further report to Council provided on candidate roads for upgrading from gravel to sealed prepared for May meeting.	B
			2. The current documentation/consultant report being relied upon in determining roads priorities for the 2020/2021 program be provided to Council in full.	DID		Pending	B
23/03/2021	35.03/21	Item 16.4 Notice of Motion - Uralla Court House	1. That Council endorses the application for funding of \$925,000 for the refurbishment of the Uralla Courthouse under the Bushfire Local Economic Recovery Fund subject to:				
			a. That the full cost of lodging the application for the \$925,000 grant for the refurbishment of the Uralla Court House (referred to in Councillor Bulletin January 29 2021) along with the internal source of the funding to prepare the application and the name of the grant applied for;	DID		Pending	A
			b. That the details of this application for grant funding in relation to the Court House be provided to Council in a manner that can be provided to our community, including plans and proposed use;	DID		Pending	A
			2. That Council does not submit applications for grants for capital work without Council approval;	GM		Noted	COMPLETED & REPORTED TO COUNCIL
			3. Council prioritises their time on funding and developing the industrial land.	GM		Noted	COMPLETED & REPORTED TO COUNCIL

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/03/2021	36.03/21	Item 16.5 Notice of Motion - Council Increase the Availability of Qualified Building Certifiers	That Council : 1. Increase the availability of a qualified building certifier to undertake inspections on behalf of council to at least two days per week. 2. Review how the increased level of service noted above will be funded.	DID CFO		Certifier commenced two days per week on 3 May, subject to demand. Recommended that fees and charges be adjusted to achieve full costs recovery. At the last Budget Review and Finance Committee meeting, it was recommended that Council investigate: (a) employment of a full time Health & Building inspector, (b) upskilling a current employee, and (c) a shared service Discussions on shared services (including Building certification) has commenced with Armidale and Walcha.	C B
23/03/2021	40.03/21	Item 17.1 CONFIDENTIAL SESSION - Documents Presented to the Audit, Risk and Improvement Committee	1. That the unconfirmed Minutes from the Audit Risk and Improvement Committee meeting held on 9 February 2021 be noted; and 2. Council endorse the following recommendations: <i>8.1 Independent Consultant Report on Possible Deviation Between Approved 2020 Budget and Transport Asset Management Plan-</i> 1. That ARIC advise Council they have reviewed the Independent Investigation report and noted the budgeting and approval process deficiencies. 2. That the recommendations in the TNR Investigation Report be noted and that the improvement plan be implemented: a. All aspects of the capital works programmes should be determined and finalised so the information can be provided to Council prior to adopting the annual operational plan and financial budget; and b. Council should assess and benchmark its resources to ensure that it has appropriate personnel to provide a robust asset management function and deliver on Council expectations; and c. Councillors and the management Team should review areas of discontent and develop processes, and where necessary policies, to ensure Council's operations are efficient, effective and compliant with applicable laws and regulations; and d. Management should identify budget variations and have them approved by Council in advance of commencing works. Protocols should be developed to ensure that the Management Team and Council are clear and content on the process of advising and approving budget variation; and	CFO CFO CFO CFO CFO		Noted Noted Noted for implementation in the 2021/22 budget Noted but work on determining what sufficient resources are necessary to ensure Council has appropriate personnel to provide a robust asset management function and deliver on Council expectations has not yet commenced. However, consideration on appropriate staffing levels to meet this recommendation may be undertaken as part of the ongoing preparation of the 2021/22 budget. Noted but not yet commenced 1. Noted for future Quarterly Budget Review identification; 2. Protocols not yet developed	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL B B A B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p>9.6 Internal Audit Report on Hill Street Asphalt Overlay</p> <ol style="list-style-type: none"> 1. That ARIC advise Council it has reviewed the Internal Audit Special Report – Asphalt Hill Street report and as a result conclude that a perception exists of a breach of delegation and a splitting of orders; and 2. That an undertaking to review the procurement policies and procedures to ensure proper delegation process is followed. <p>9.7 Audit Office of NSW Management Letter on the Interim Phase of the Audit for the Year Ended 30 June 2020:</p> <ol style="list-style-type: none"> 1. That the Audit Office of NSW Management Letter on the Interim phase of the audit for the year ended 30 June 2020 including the recommendations within the letter be noted; 2. ARIC recommends to Council that the General Manager address the recommendations in the Audit Office letter; and 3. ARIC recommend that sufficient resources are allocated to address this work. 	CFO		Noted	COMPLETED & REPORTED TO COUNCIL
				CFO		Noted but not yet commenced	A
				CFO		Noted	COMPLETED & REPORTED TO COUNCIL
				CFO		Noted	B
				CFO		Noted but work on determining what sufficient resources are needed to undertake the recommendations has not yet commenced	A
27/4/201	04.04/21	Item 12.1 Mayoral Minute - Emergency Services Levy	That Council write to the NSW Government advising that a 43.7% increase to this year's Uralla Shire Council contribution to the local RFS, together with the inevitable increase in the emergency services levy is not affordable and recommending that the NSW Government restricts the annual increase in Council's contributions to all agencies associated with Emergency Services Levy contributions to the rate peg limit, with the NSW budget to fund any shortfalls, and that this remains in place until a broad-based property levy is implemented.	CFO		Assessing effect of the Local Government Amendment Bill 2021 (NSW) [awaiting Assent] which decoupled the ESL from rates before sending letter.	B
27/04/2021	08.04/21	Item 14.1 Budget Review and Finance Committee Meeting of Council Held 13 April 2021	<p>A. That the minutes of the Budget Review & Finance Committee Meeting held on 13 April 2021 be noted and endorsed, including the recommendations to Council that:</p> <ol style="list-style-type: none"> 1. Council note the budget preparation stages outlined in the report and resolve to schedule an additional Budget Review and Finance Committee meeting on Tuesday 4 May 2021 commencing at 10:30am to finalise the draft budget. 2. Access charges and usage charges for the Water Fund be increased by 10%. 3. Review current contracts and consultancies at the next Budget Review & Finance Committee Meeting. 4. Investigate: <ol style="list-style-type: none"> a. employment of a full time Health & Building inspector, b. up skilling a current employee, and c. a shared service. 5. Develop Section 7.11 & 7.12 developer charges policy to enable inclusion and associated revenue forecasts; 6. Investigate shared service opportunities with New England Joint Organisation (NEJO) and neighbouring councils. 7. Investigate commercial income streams. 8. Investigate options to diversify investments <p>B. That the Budget Review & Finance Committee undertake consideration of further service level reductions and/or revenue raising opportunities and internal savings at the 4 May 2021 meeting.</p>	CFO		Noted	C
				CFO			C
				CFO			C
				CFO			C
				CFO		Action added to 2021/22 Draft Operational Plan Options provided at BR&FC meeting of 4 May 2021	C
				CFO		Action added to 2021/22 Draft Operational Plan	C
				CFO		Action added to 2021/22 Draft Operational Plan	C
				CFO		Action added to 2021/22 Draft Operational Plan	C
				CFO			C

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27/04/2021	09.04/21	Item 15.1 Cast at Bank and Investments	Request the General Manager provide a breakdown of the internal and the external restrictions applied by the Chief Financial Officer in the projection of the unrestricted funds.	CFO		See quarterly budget review statements - report 3 to May Council meeting.	C
27/04/2021	10.04/21	Item 15.2 Community Grants Program 2020/21 Round 2 Application Assessments	That Council approve Community Grants Program 2020-21 Round 2 funding allocations of \$7,600 to the following applicants in accordance with the general grant conditions: <ul style="list-style-type: none"> a. Uralla And District Pony Club - Show jumping Course (\$3,000 requested, provide \$1,939) b. Bundarra Fishing Club - Re-stocking native fish (\$3,000 requested, provide \$1,939) c. Friends of Barry Munday Reserve - Preparing Tennis Courts for Public Use (\$2,906 requested, provide \$1,878) d. Arding Landcare Group Inc. - Tree removal at Arding Reserve (\$2,420 requested, provide \$1,564) e. Ethan Woolldridge - Attendance at State equestrian event- fees and equipment (\$280 requested, provide \$280) 	CCE CCE CCE CCE CCE			C C C C C
27/04/2021	11.04/21	Item 15.3 DA-18-21 Installation of Flood Lights - 52 Hill Street Uralla	That Council approve the Development Application 18/2021 for installation of flood lights at 52 Hill Street Uralla (Lot A DP 156002) in accordance with the conditions contained within the revised report reissued and published, noting 9 pm curfew.	MDP		Application approved	C
27/04/2021	12.04/21	Item 15.4 DA-10/21 Carport and Addition to Existing Shed, 2 Depot Rd Uralla	That Council resolve to approve the carport for Development Application 10/2021 at 2 Depot Road Uralla (Lot 4 DP 1092795) in accordance with the conditions within the report.	MDP		Application approved	C
27/04/2021	16.04/21	Item 15.6 Thunderbolts Festival Sponsorship Request 2021	That Council: <ol style="list-style-type: none"> 1) agree to funding and support for the 2021 Thunderbolts Festival as follows: <ul style="list-style-type: none"> a) \$12,000 in direct support; and b) Additional in-kind support as noted at a) to m) in the Report paragraphs below, valued at approximately \$4,200 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. 	CFO CFO CCE		Noted	C C C
27/4/201	17.04/21	Item 15.7 Regional NSW Planning Portal Grant	That Council resolve to apply for the Regional NSW Planning Portal grant of \$50,000 to assist with the costs of: <ul style="list-style-type: none"> - IT system upgrade (purchasing a new system or Application Programming Interface); - Purchase of equipment (computers, kiosks, chairs/desks); and - Human resources (reallocation of staff or training of staff). 	MDP MDP MDP		Funding approved. RFQ issued for kiosk works. S	C B B
27/04/2021	18.04/21	Item 15.8 Heritage Council of NSW Proposed Curtilage Extension of McCrossin's Mill Precinct on the State Heritage Register	That Council resolve to make a submission to the Heritage Council of NSW in support of the proposed curtilage extension of McCrossin's Mill Precinct (SHR No. 00161), being Lot 1 DP 1127831 and Lot 30 DP 801344.	MDP			C
27/04/2021	19.04/21	Item 15.9 Draft Adverse Events Plan	That Council resolve to: <ol style="list-style-type: none"> 1. Place the draft Uralla Shire Council Adverse Events Plan on public exhibition for a period of 28 days; 2. Provide the draft Uralla Shire Council Adverse Events Plan to representatives of the Local Emergency Management Committee and the Regional Emergency Management Officer for consideration and comment; and 3. Subject to no submissions received, adopt the Uralla Shire Council Adverse Events Plan. 	MDP MDP MDP		On display until 25 May Forwarded Pending 1 and 2	B B A

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27/04/2021	26.04/21	Item 15.12 Public Spaces Legacy Program Project	That Council: 1. subject to funding of up to \$2,000,000 under the NSW Public Spaces Legacy Program, undertakes the following projects: a) The Constellations of The South at The Glen, adjacent Rotary Park upgrade and model boating lake, circa \$1,500,000; and b) Fibonacci theme at Pioneer Park circa \$500,000 2. authorise the General Manager to execute the proposed funding deed; 3. undertake further community consultation during the concept and detailed design phases of the projects; 4. Include the operating costs of the new capital works projects as part of development of the Long Term Financial Plan.	MDP MDP MDP MDP MDP		In negotiations with the Department to modify the funding deed if possible to accommodate the new resolution.	B A A A A A
27/04/2021	31.04/21	Item 16.3 Notice of Motion - Workers Compensation - Cr Toomey	That the General Manager: i) Provide an urgent report on the assumptions and advice that have led to the significant increase forecast for Workers Compensation premiums in the draft 21/22 Budget; and ii) Seek advice from Council's insurers on the appropriateness of the Council's mitigation measures to minimise Workers Compensation claims and any other mitigation measures Council could consider.	GM		Request sent to Insurer Presentation to Councillors 18 May 2021	B
27/04/2021	35.04/21	Item 16.4 Notice of Motion - Work, Health & Safety - Cr Toomey	That Item 16.4 Notice of Motion - Work Health & Safety lay on the table.	COUNCILLORS		See resolution 31.04/21 and report to 11 May ARIC Committee meeting.	C

16 MOTIONS ON NOTICE/QUESTIONS WITH NOTICE

16.1 RESPONSE TO QUESTION – HILL ST & MOUNT MITCHEL ROAD AUDIT
FROM APRIL 2021 ORDINARY MEETING



Department: Finance
Prepared by: Chief Financial Officer
TRIM Reference: UINT/21/5893

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council
Strategy: 4.1.3 Provide open, accountable and transparent decision making for the community
Activity: 4.1.3.1 Implement and maintain a transparent and accountable decision making framework

SUMMARY:

1. This report provides a response to the question from Councillor Sampson taken on notice during the 27 April 2021 Ordinary Meeting of Council.

RECOMMENDATION:

That Council receive the response to the question from Councillor Sampson at the 27 April 2021 Ordinary Meeting of Council.

REPORT:

2. **Question:** What are the costs associated with the audits undertaken regarding Mount Mitchell Rd and Hill St?

3. **Response:**

The independent audit relating to Mount Mitchell Road and undertaken by the external consultant, TNR, incurred direct costs of \$21,366 excluding GST.

The approximate internal audit cost relating to Hill Street incurred direct costs of \$2,895 excluding GST.

Additional costs relating to staff time in participating in interviews and preparing submissions and reports was not captured. However, it is estimated that total staff time would have exceeded five weeks of a full time equivalent employee.

CONCLUSION:

4. This report provides an answer to the question on notice received at the 27 April 2021 Ordinary Meeting of Council.

Department: Infrastructure & Development
Prepared by: *Director Infrastructure & Development*
TRIM Reference: UINT/21/5563

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council
Strategy: 4.1.3 Provide open, accountable and transparent decision making for the community
Activity: 4.1.3.1 Implement and maintain a transparent and accountable decision making framework

SUMMARY:

1. This report provides a response to the question from Councillor Toomey taken on notice during the 27 April 2021 Ordinary Meeting of Council.

RECOMMENDATION:

That Council receive the response to the question from Councillor Toomey at the 27 April 2021 Ordinary Meeting of Council.

2. **Question:** How often is the Local Emergency Risk Management Study reviewed and when it is next due to be updated?

3. **Response:** The Uralla Emergency Risk Management Report, the document resulting from the Local Emergency Risk Management Study, has not been formally reviewed by Council since it was endorsed in July 2007 for submission to the Combined Local and District Emergency Management Committees for consideration and adoption.
4. The Local Emergency Risk Management Study (2007) was facilitated by Armidale Dumaresq Council on behalf of member councils of the New England Strategic Alliance of Councils (NESAC). The purpose of the study was to identify natural disaster hazards specific to each local area for the purpose of developing each council's separate Local Emergency Management Plan.
5. The study ultimately informed the Uralla Shire Local Emergency Management Plan (EMPLAN) following introduction of the State Emergency Management Plan in January 2013.
6. While the EMPLAN has a nominated 3-year review cycle, there is no requirement for a review of the Local Emergency Risk Management Study.
7. The New England LEMC member Councils have commenced a review of the risks within the LEMP in accordance with an updated risk matrix.
8. Consequence Management Guides for selected prioritised risks are to be developed.

CONCLUSION:

9. This report provides an answer to the question on notice received at the 27 April 2021 Ordinary Meeting of Council.

COUNCIL IMPLICATIONS:

10. Community Engagement / Communication

The Uralla Emergency Risk Management Report is a public document and can be viewed on Council's website on the Publications page at www.uralla.nsw.gov.au/Council/Council-information/Publications#section-17.

The Uralla Shire Local Emergency Management Plan (EMPLAN) Parts 1-2 Unrestricted is a public document and can be viewed on Council's website on the Publications page at www.uralla.nsw.gov.au/Council/Council-information/Publications#section-24 as well as on the Disaster Planning – Alerts and Resources page at www.uralla.nsw.gov.au/Council-Services/Disaster-Planning/Alerts-and-Resources.

Council's strategic objectives in the Community Strategic Plan and the combined Delivery Program and Operational Plan are placed on public exhibition in accordance with s402, s404 and s405 of the *NSW Local Government Act 1993*.

11. Policy and Regulation

NSW Local Government Act 1993

State Emergency and Rescue Management Act 1989

12. Financial / Long Term Financial Plan

A review and update of the emergency risk management study is not currently separately resourced.

13. Asset Management / Asset Management Strategy

Nil

14. Workforce / Workforce Management Strategy

Nil; not resourced

15. Legal and Risk Management

The Local Emergency Risk Management Plan has been reviewed and updated. Consequence Management Guides for selected prioritised risks are to be developed.

16. Performance Measures

Nil

17. Project Management

Director Infrastructure & Development

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: 3.4 Secure sustainable and environmentally sound water-cycle infrastructure and services

Strategy: 3.4.2 Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services

1. SUMMARY:

On Saturday May 8, Cr Crouch, Cr Ledger and I attended a public meeting organised by the Bundarra residents in the Bundarra School of Arts Hall. Approximately 100 residents were in attendance. The Mayor, all Councillors, the General Manager, and Executive staff had been invited to attend the meeting.

The unanimous resolution of the meeting was that the community could not afford the individual costs of the upgrades required for their electricity and plumbing. These costs and the upgrades identified are significantly higher than were originally indicated in the GHD investigation.

A number of other sewer schemes such as Deepwater have minimal residential connection costs as the pump stations are in the road reserve. Uralla's mostly gravity-fed system also involves minimal residential connection costs.

COUNCILLOR'S MOTION:

1. That Councillors be advised of the total of the estimated cost for each property owner to connect to the new scheme.
2. That Councillors be updated on the project costs to date including:
 - Contract costs, including approved claims for extras
 - Land acquisition costs
 - Consultants' fees
 - Authority fees and charges
 - Project and Construction Management costs
 - Council management costs.
3. That, depending on the current estimated cost to complete, Council seek approval from the grant funding bodies to capitalise all resident connection costs; or Council seek separate grant funding to cover these costs.
4. That Councillors be provided with a monthly update on progress for this project, including an up to date Gantt chart and details on the project management.
5. Confirm that the previous rates for Bundarra Sewer were gazetted as required under Section 553 (b) of the Local Government Act 1993.
6. That Council review the reintroduction of a sewer rate for Bundarra for 2021-22, given that the scheme is unlikely to be operational until 2022.

Submitted by Cr R Bell

EXECUTIVE ADVICE:

1. Council can provide the quotations given by contractor's/subcontractor's for the electrical works to the private infrastructure upgrades. There are no cost estimates or quotations for the required plumbing upgrades.
2. A summary of the costs can be collated and included in the monthly report proposed for this project. The first monthly report has been prepared for Council's information for the May 2021 council meeting.
3. **Local Government Act 1993 (NSW)**
Division 3 Private works
s67 Private works

(1) A council may, by agreement with the owner or occupier of any private land, carry out on the land any kind of work that may lawfully be carried out on the land.

Note—

Examples of the kind of work that a council might carry out under this section include—

 - paving and roadmaking
 - kerbing and guttering
 - fencing and ditching
 - tree planting and tree maintenance
 - demolition and excavation
 - land clearing and tree felling
 - water, sewerage and drainage connections
 - gas and electricity connections.

(2) A council must not carry out work under this section unless—

(a) it proposes to charge an approved fee for carrying out the work as determined by the council in accordance with Division 2 of Part 10 of Chapter 15, or

(b) if it proposes to charge an amount less than the approved fee, the decision to carry out the work is made, and the proposed fee to be charged is determined, by resolution of the council at an open meeting before the work is carried out.

(3) A council must include details or a summary of any resolutions made under this section and of work carried out under subsection (2)(b) in its next annual report.

(4) A report of work to which subsection (2)(b) applies must be given to the next meeting of the council after the work is carried out specifying—

 - the person for whom the work was carried out
 - the nature of the work
 - the type and quantity of materials used
 - the charge made for those materials
 - the total of the number of hours taken by each person who carried out the work
 - the total amount charged for carrying out the work (including the charge made for materials)
 - the reason for carrying out the work.

(5) This section does not apply to work carried out by a council, or by two or more councils jointly, for another council or for a public authority.

(6) This section does not apply to any graffiti removal work carried out by a council in accordance with Part 4 of the Graffiti Control Act 2008.

Capitalisation of privately owned infrastructure is unlikely to be lawful in this instance.

The provision of a loan facility may be an appropriate option in this instance and report 15.6 has been prepared for the May meeting detailing this potential funding option.

4. See agenda item 15.5 to this Council meeting.
5. The sewer charge is not a special charge as per s533(b), and was made in accordance with s501 and s502 of the *Local Government Act 1993 (NSW)*, as advised in the Operational Plan

Refer p 109

<https://www.uralla.nsw.gov.au/files/assets/public/hptrim/corporate-management-planning-council-wide-strategic-plans-operational-plan-2013-2014-2014-2015-2015-2016-2016-2017-2017-2018-2018-2019/combined-delivery-program-2017-2021-and-operational-plan-2017-2018.pdf>

6. Commissioning of the scheme is currently scheduled for January 2022. Deferral of planned reintroduction of the Bundarra sewer charges will decrease Council's revenue in 2021/22 by more than \$107,000.

COUNCIL IMPLICATIONS:

7. **Community Engagement/ Communication (per engagement strategy)**
n/a
8. **Policy and Regulation**
Local Government Act 1993 (NSW) Div 3 s67 likely to make part 3 of the motion ultra vires
9. **Financial (LTFP)**
Deferral of planned reintroduction of the Bundarra sewer charges will decrease Council's revenue in 2021/22 by more than \$107,000.
10. **Asset Management (AMS)**
n/a
11. **Workforce (WMS)**
Existing staff will prepare monthly project reports.
12. **Legal and Risk Management**
n/a
13. **Performance Measures**
n/a
14. **Project Management**
Project Manager, Infrastructure and Development

17 CONFIDENTIAL MATTERS

Nil

18 COMMUNICATION OF COUNCIL DECISIONS

19 CONCLUSION OF THE MEETING

END OF BUSINESS PAPER