



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

27 April 2021

Commencing at 12:30pm

Kate Jessep
GENERAL MANAGER



CONTENTS

1	OPENING & WELCOME.....	3
2	PRAYER.....	3
3	ACKNOWLEDGEMENT OF COUNTRY.....	3
4	WEBCAST INFORMATION	3
5	APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS.....	3
6	DISCLOSURES & DECLARATIONS OF INTEREST.....	3
7	CONFIRMATION OF MINUTES.....	3
7.1	Ordinary Meeting of Council held 23 March 2021	4
8	TABLING OF PETITIONS.....	35
9	URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS.....	35
10	WRITTEN REPORTS FROM DELEGATES	35
10.1	Winterbourne Wind Farm Community Consultative Committee – Cr Crouch.....	35
11	ITEMS PASSED IN BULK.....	36
12	MAYORAL MINUTE.....	37
12.1	Mayoral Minute – Emergency Services Levy	37
12.2	Mayoral Minute – Youth Week Forum –“Together More Than Ever”	49
13	PUBLIC FORUM/PRESENTATION.....	50
14	REPORT OF COMMITTEES.....	50
14.1	Budget Review and Finance Committee Meeting of Council held 13 April 2021	51
15	REPORTS TO COUNCIL.....	60
15.1	Cash at Bank and Investments	60
15.2	Community Grants Program 2020-21 Round 2 Application Assessments	64
15.3	Development Application 18/2021 – Installation of Flood Lights - 52 Hill Street, Uralla	69
15.4	Development Application 10/2021 – Carport and Addition to Existing Shed, 2 Depot Road Uralla	82
15.5	Works Progress Report	103
15.6	Thunderbolts Festival Sponsorship Request 2021.....	108
15.7	Regional NSW Planning Portal Grant	118
15.8	Heritage Council of NSW Proposed Curtilage Extension of McCrossin’s Mill Precinct on the State Heritage Register	129
15.9	Draft Adverse Events Plan	134
15.10	Variations and Status Updates of Projects Funded by Drought Communities Program Extension.....	191
15.11	Response to Questions from 23 March 2021 Ordinary Meeting	204
15.12	Public Spaces Legacy Program Project	207
15.13	Resolution Register Actions Status	215
16	MOTIONS ON NOTICE/QUESTIONS WITH NOTICE.....	236
16.1	Notice of Motion - Expansion of the Building Certifier Services – Cr Ledger.....	236
16.2	Notice of Motion – ARIC Membership – Cr Toomey.....	239
16.3	Notice of Motion – Workers Compensation – Cr Toomey	241
16.4	Notice of Motion - Work, Health and Safety – Cr Toomey	245
17	CONFIDENTIAL MATTERS.....	250
18	COMMUNICATION OF COUNCIL DECISIONS.....	250
19	CONCLUSION OF THE MEETING.....	250

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 27 April 2021 Meeting of Council:

7.1 ORDINARY MEETING OF COUNCIL HELD 23 MARCH 2021



MINUTES of

ORDINARY MEETING OF COUNCIL

Held on 23 March 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 Dusting
Cr N Ledger
Cr T Toomey
Cr L Sampson

Staff:

Ms K Jessep, General Manager
Mr S Paul, Chief Financial Officer
Mr T Seymour, Director Development & Infrastructure (arrived 1:15pm)
Ms C Valencius, Executive Manager Corporate Services
Ms W Westbrook, Minute Clerk (departed 3:55pm)
Mr M Clarkson, Manager Planning & Development
Heidi McElnea, Communications & Engagement Officer (departed 5:00pm)

Apologies:

Cr Dusting
Cr O'Connor

1	Contents	
1	OPENING & WELCOME	3
2	PRAYER.....	3
3	AKNOWLEDGEMENT TO COUNTRY	3
4	WEBCAST INFORMATION	3
5	APOLOGIES & APPLICATION FOR LEAVE IF ABSENCES BY COUNCILLORS.....	3
6	DISCLOSURES & DECLARATIONS OF INTERESTS	4
7	CONFIRMATION OF MINUTES	4
	7.1 MINUTES Ordinary Meeting 23 February 2021	4
8	TABLING OF REPORTS & PETITIONS	4
9	URGENT, SUPPLEMENTARY & LATE ITEMS/REPORTS OF BUSINESS	4
	9.1 LATE REPORTS TO COUNCIL	4
	9.1.1 PREPARATION OF THE 2021 – 2022 OPERATIONAL PLAN	4
	9.1.2 PUBLIC SPACES LEGACY PROGRAM PROJECTS	4
	9.2 URGENT ITEMS.....	4
	9.3 SUPPLEMENTARY ITEMS.....	4
10	WRITTEN REPORT FROM DELEGATES.....	4
	10.1 WRITTEN DELEGATE REPORT.....	4
	10.2 ACTIVITIES SUMMARIES.....	4
11	ITEMS PASSED IN BULK.....	8
	15.1 Cash at Bank and Investments.....	8
12	MAYORAL MINUTE	8
13	PUBLIC FORUM/PRESENTATIONS.....	8
	13.1 Speaker 1: Phillip Brown – Item 17.2 Notice of Motion – Penalty Notices 314399526 & 314392574.....	8
14	REPORT OF COMMITTEES.....	8
15	REPORTS TO COUNCIL	9
	15.2 DIVISION DECISION - DA-9-2021 Shed Addition to Existing Office – 25 Rowan Avenue Uralla.....	9
	15.3 DIVISION DECISION - DA-10-2021 Carport and Addition to Existing Shed – 2 Depot Road Uralla.....	14
	15.4 DIVISION DECISION - Uralla Development Control Plan (DCP) Amendment No 5.....	20
	15.5 Draft Uralla Shire Council Adverse Events Plan.....	20
	15.6 Review of Council’s Waste Management Operating and Service Delivery Environment..	21
	15.7 Works Progress Report.....	23
	15.8 Prioritisation of Candidate Projects for Upgrading Gravel Roads to Sealed Roads.....	23
	15.9 Proposed Change to Scheduled Ordinary Meeting Date for June 2021.....	24
	15.10 Biannual Report on Complaints.....	24
	15.11 Resolutions Register Actions Status.....	24

15.12	Late Reports.....	24
9.1.1	PREPARATION OF THE 2021 – 2022 OPERATIONAL PLAN	24
9.1.2	PUBLIC SPACES LEGACY PROGRAM PROJECTS	25
16	MOTIONS ON NOTICE	26
16.1	Notice of Motion – Works Program.....	26
16.2	Notice of Motion – Grant Funding Expenditure.....	26
16.3	Notice of Motion – Complaint Handling System.....	27
16.4	Notice of Motion – Uralla Court House.....	27
16.5	Notice of Motion – Council Increase the Availability of Qualified Building Certifiers.....	27
17	CONFIDENTIAL MATTERS.....	28
17.1	Documents Presented to the Audit, Risk and Improvement Committee.....	28
17.2	Notice of Motion – Penalty Notices 314399526 & 314392574.....	30
18	COMMUNICATION OF COUNCIL DECISIONS.....	31
19	CLOSURE OF MEETING.....	31
20	COUNCIL MINUTES CONFIRMED	31

1 OPENING & WELCOME

The chair declared the meeting opened at 12:30pm.

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 IF ABSENCES BY COUNCILLORS

The Chair advised receipt of an apology from Cr Dusting.

The Chair advised receipt of an extension of a leave of absence from Cr O’Connor.

MOTION Moved: Cr Crouch / Seconded: Cr Sampson

That Council approve an extension of leave for Cr O’Connor and receive an apology for Cr Dusting.

01.03/21 CARRIED

6 DISCLOSURES & DECLARATIONS OF INTERESTS

The Chair advised there were no disclosures or declarations.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Cr Sampson	17.2 Notice of Motion by Cr Bell	Non-Pecuniary	Acquaintance

ANNOUNCEMENTS

There were no announcements for the meeting.

7 CONFIRMATION OF MINUTES

Minutes to be confirmed at the 23 March Meeting:

7.1 MINUTES ORDINARY MEETING 23 FEBRUARY 2021

Minutes of Ordinary Meeting held, 23 February 2021, the chair called for any amendments. Cr Ledger raised two (2) amendments.

MOTION Moved: Cr Strutt / Seconded: Cr Toomey

That Council adopt the minutes the meeting held 23 February 2021, with amendments as noted:

1. Delete the Business Breakfast 23 February 2021 from Cr Ledger from Delegate report,
2. Vote against the motion be recorded 39.02/21, by Cr Ledger.

as a true and correct record of the Ordinary Meeting 23 February 2021.

02.03/21 CARRIED

8 TABLING OF REPORTS & PETITIONS

There were no tabling of reports or petitions.

9 URGENT, SUPPLEMENTARY & LATE ITEMS/REPORTS OF BUSINESS

9.1 LATE REPORTS TO COUNCIL

9.1.1 PREPARATION OF THE 2021 – 2022 OPERATIONAL PLAN

9.1.2 PUBLIC SPACES LEGACY PROGRAM PROJECTS

PROCEDURAL MOTION Moved: Cr Strutt / Seconded: Cr Ledger

That the late item(s) of business be heard following Item 15.11 in the Meeting Agenda.

03.03/21 CARRIED

9.2 URGENT ITEMS

- NIL

9.3 SUPPLEMENTARY ITEMS

- ARIC Meeting 9 February 2021 re-tabled at the meeting for report 17.1 completeness.

10 WRITTEN REPORT FROM DELEGATES

10.1 WRITTEN DELEGATE REPORT

NIL

10.2 ACTIVITIES SUMMARIES

COUNCILLOR NAME: Robert Crouch		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
09 March 2021	General Manager Workshop and Briefing for Councillors :- Framework; Councillor input to Budget; BCRERF Community Survey; Adverse Events Plan; Projects subject to grant funding and Public Spaces Legacy program; Unsealed Roads Upgrade Prioritisation and Draft Capital Works Program; LSPS Community Engagement Progress briefing.	Uralla
18 March 2021	Winterbourne Wind Farm Community consultative committee (report will be provided to the April meeting).	Walcha
23 March 2021	Council meeting	Uralla
Expenses Claims Tabled		\$0

COUNCILLOR NAME: Levi Sampson		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
9 March	General Manager Workshop and Briefing for Councillors :- Framework; Councillor input to Budget; BCRERF Community Survey; Adverse Events Plan; Projects subject to grant funding and Public Spaces Legacy program; Unsealed Roads Upgrade Prioritisation and Draft Capital Works Program; LSPS Community Engagement Progress briefing.	Chambers
23 March	Ordinary Meeting of Council	Chambers
Expenses Claims Tabled		\$62.56

COUNCILLOR NAME: Natasha Ledger		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
9 March 2021	General Manager Workshop and Briefing for Councillors :- Framework; Councillor input to Budget; BCRERF Community Survey; Adverse Events Plan; Projects subject to grant funding and Public Spaces Legacy program; Unsealed Roads Upgrade Prioritisation and Draft Capital Works Program; LSPS Community Engagement Progress briefing.	Chambers
13 March 2021	Computer Bank New England Directors Meeting	
21 March 2021	Opening Uralla Art Show	Uralla
23 March 2021	Ordinary Meeting of Council	Chambers
Expense Claims Tabled		\$376.72

COUNCILLOR NAME:		Tara Toomey
DATE	COMMITTEE/MEETING/EVENT	LOCATION
24 February 2021	Uralla Business Breakfast	Uralla
8 March 2021	Utec Meeting	Chambers
9 March 2021	Friends of McMaugh's Bowls Day	
9 March 2021	General Manager Workshop and Briefing for Councillors :- Framework; Councillor input to Budget; BCRERF Community Survey; Adverse Events Plan; Projects subject to grant funding and Public Spaces Legacy program; Unsealed Roads Upgrade Prioritisation and Draft Capital Works Program; LSPS Community Engagement Progress briefing.	Chambers
22 March 2021	Utec Meeting	Chambers
23 March 2021	Ordinary Meeting of Council	Chambers
Expense Claims Tabled		\$0

COUNCILLOR NAME:		Robert Bell
DATE	COMMITTEE/MEETING/EVENT	LOCATION
23 March 2021	Ordinary Meeting of Council	Chambers
Expense Claims Tabled		\$0

COUNCILLOR NAME:		Isabel Strutt
DATE	COMMITTEE/MEETING/EVENT	LOCATION
08 March 2021	Utec Meeting	Chambers
09 March 2021	Friends of McMaugh's Charity Bowls Day	Uralla Bowling Club
09 March 2021	General Manager Workshop and Briefing for Councillors :- Framework; Councillor input to Budget; BCRERF Community Survey; Adverse Events Plan; Projects subject to grant funding and Public Spaces Legacy program; Unsealed Roads Upgrade Prioritisation and Draft Capital Works Program; LSPS Community Engagement Progress briefing.	Chambers
17 March 2021	Deputising for Mayor for fortnightly 2AD radio interview – Rotary Art Show; Tech Savvy Seniors Program; development Youth Week program; activities can be enjoyed at the pool, tennis courts and sporting complex; Seasons of New England; Bundarra Sewerage scheme progressing; Local Strategic Planning Statement is on public display for comment.	Phone interview
19 March 2021	Official Launch of construction of the UPC/AC New England Solar Farm	Big Ridge Road
19 March 2021	UPC/AC Lunch	Top Pub, Uralla

19 March 2021	Official Opening of 43 rd Annual Rotary Art Show	Memorial Hall, Uralla
22 March 2021	UTEC consultation on the draft Uralla Shire Open Spaces Strategy	Chambers
23 March 2021	Council Meeting	Chambers
Expense Claims Tabled		\$0

COUNCILLOR NAME:		Michael Pearce
DATE	COMMITTEE/MEETING/EVENT	LOCATION
24 February 2021	Mayor's Office - Admin	Uralla
25 February 2021	Mayor's Office – Admin.	
26 February 2021	Mayor's Office – Admin. Uralla branch – CWA, 95 th Anniversary. (representing Council) (expanded on at meeting)	Uralla
1 March 2021	Mayor's Office - Admin	Uralla
2 March 2021	Mayor's Office - Admin	
3 March 2021	Mayor's Office – Admin. 2AD Radio interview. LEMC – Local Emergency Management Committee meeting (Chair meeting, non-voting position) (expanded on at meeting)	Uralla
5 March 2021	Country Mayor's Association Board meeting.	Sydney
6 March 2021	Mayor's Office – Admin. Official opening of Uralla Tennis courts with Adam Marshall being an apology	Uralla
22 March 2021	Mayor's Office - Admin	Uralla
23 March 2021	Mayor's Office – Admin. March Council meeting.	Uralla
Expense Claims Tabled		\$269.28

The Chair advised the Delegates report 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.

Councillors indicated which items of business they wished to speak on or may vote against. The following item was then moved:

15.1 CASH AT BANK AND INVESTMENTS

MOTION Moved: Cr Ledger/ Seconded: Cr Strutt

That Council:

1. Note the cash position as at 28 February, 2021 consisting of cash and overnight funds of \$3,116,069, term deposits of \$15,507,319 totalling \$18,623,388 of readily convertible funds.
2. Note the loan position as at 28 February, 2021 totalling \$2,049,219.

04.03/21 CARRIED

12 MAYORAL MINUTE

Nil.

13 PUBLIC FORUM/PRESENTATIONS

13.1 SPEAKER 1: PHILLIP BROWN – ITEM 17.2 NOTICE OF MOTION – PENALTY NOTICES 314399526 & 314392574

The Chair introduced the Speaker.

The Speaker made a presentation to Council in relation to Item 17.2 speaking for the motion.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for his presentation to Council.

14 REPORT OF COMMITTEES

Nil

15 REPORTS TO COUNCIL

15.2 DIVISION DECISION - DA-9-2021 SHED ADDITION TO EXISTING OFFICE – 25 ROWAN AVENUE URALLA

MOTION Moved: Cr Crouch / Seconded: Cr Bell

That Council approve the Development Application 9/2021 for a shed addition to the existing office at 25 Rowan Avenue Uralla (Lot 23 DP 1005006) subject to the following conditions of consent:

• 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:

- (a) development consent, in the case of a temporary structure that is an entertainment venue, or
- (b) 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:

- (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.

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:

- (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.

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.

GENERAL CONDITIONS

10. 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.

11. 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.

12. 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 frame work 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.

13. 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.

14. 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.

15. Roof water is to be disposed in a manner that does not cause a nuisance for neighbouring properties, and a stormwater management plan must be approved by the Council's Director of Infrastructure and Development or nominee prior to the issue of a Construction Certificate.

Reason: To alleviate any potential stormwater problems with respect to the buildings on the allotment or adjoining allotments.

16. Building construction and associated facilities must comply with Disability (Access to Premises – Buildings) Standards 2010.

Reason: To ensure an appropriate standard of access to the premises.

17. Parking facilities, including one disabled car park, are to comply with Part D3.5 of Building Code of Australia and the requirements of Australian Standard 2890.1 – Parking Facilities – Off-street Car Parking and Australian Standard 2890.6 – Off Street Parking for People with Disabilities.

Reason: To enable use of the car space by people with disabilities and to ensure compliance with the requirements of the Building Code of Australia.

18. Any rainwater tank must be installed so that it is:

- (a) Not interconnected in any way with Council's water supply without a backflow prevention device.
- (b) If it is connected with Council's water supply, then it must have a backflow prevention device that is compliant with AS 3500 National Plumbing and Drainage Code - Compendium

Reason: To prevent structural damage to buildings and protect public health.

19. 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

20. 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.

21. 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

22. 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.

23. 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.

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:

- (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.

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. 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.

29. 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.

- (d) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
- (e) 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,
- (f) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
- (g) 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.

30. All demolition work to be undertaken in accordance with Australian Standard 2601 – The Demolition of Structures.

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

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

31. 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 & Development.

Reason: To ensure that public infrastructure is maintained.

05.03/21 **CARRIED:** Following debate a **DIVISION DECISION** was called with the result recorded as follows:
FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr N Ledger, Cr L Sampson, Cr I Strutt, Cr T Toomey.
AGAINST: Nil

15.3 DIVISION DECISION - DA-10-2021 CARPORT AND ADDITION TO EXISTING SHED – 2 DEPOT ROAD URALLA

PROCEDURAL MOTION Moved: Cr Bell / Seconded: Cr Ledger

To move to Committee of the Whole

06.03/21 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr Ledger / Seconded: Cr Sampson

To resume Standing Orders

07.03/21 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION Moved Cr Bell / Seconded Cr Ledger

That Council:

1. Lay item, 15.3 Recommendation part #1 – Carport extension, on the table to enable consideration of late plan amendments.
2. Approve the shed addition for Development Application 10/2021 at 2 Depot Road Uralla (Lot 4 DP 1092795) subject to the following conditions of consent:

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. This approval is for the shed addition only. The proposed carport is not approved.
Reason: To ensure compliance with the Uralla Development Control Plan and to avoid any structures being erected in a location where it would be inappropriate.
15. 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.*

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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

22. 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.

23. 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

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

Reason: To ensure pedestrian and vehicular safety during construction.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

25. 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

26. The owner of the property is to ensure that any building is constructed:

- (h) to meet the setback requirements of the approved plans,
- (i) to be located within the confines of the lot, and;
- (j) 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.

27. 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.

28. 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.

29. 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.

30. 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.

31. 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.

32. 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.

- (k) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
- (l) 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,
- (m) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
- (n) 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.

33. 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:

- (o) divert uncontaminated run-off around cleared or disturbed areas,
- (p) erect a silt fence to prevent debris escaping into drainage systems or waterways,
- (q) prevent tracking of sediment by vehicles onto roads,
- (r) 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.

34. 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.

35. Development involving bonded asbestos material and friable asbestos material:

- (s) 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,
- (t) 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,
- (u) 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,
- (v) 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

36. 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.

**08.03/21 CARRIED: Following debate a DIVISION DECISION was called with the result recorded as follows:
FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr N Ledger, Cr L Sampson, Cr I Strutt, Cr T Toomey.
AGAINST: Nil**

15.4 DIVISION DECISION - URALLA DEVELOPMENT CONTROL PLAN (DCP) AMENDMENT NO 5

PROCEDURAL MOTION Moved: Cr Toomey / Seconded: Cr Crouch

To move to Committee of the Whole

09.03/21 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr Strutt / Seconded: Cr Bell

To resume Standing Orders

10.03/21 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr Strutt / Seconded: Cr Crouch

That Council:

1. 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
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
3. Subject to no submissions received, adopt the Uralla Development Control Plan 2011 as amended.

11.03/21 CARRIED: Following debate a DIVISION DECISION was called with the result recorded as follows:
FOR: Cr M Pearce, Cr R Bell, Cr R Crouch, Cr N Ledger, Cr L Sampson, Cr I Strutt, Cr T Toomey.
AGAINST: Nil

15.5 DRAFT URALLA SHIRE COUNCIL ADVERSE EVENTS PLAN

PROCEDURAL MOTION Moved: Cr Toomey / Seconded: Cr Sampson

To move to Committee of the Whole

12.03/21 CARRIED

Councillors held a detailed discussion in committee regarding the report.

Cr Ledger left the meeting 1:30pm.

Cr Ledger returned to the meeting 1:31pm.

PROCEDURAL MOTION Moved: Cr Toomey / Seconded: Cr Strutt

To resume Standing Orders

13.03/21 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr Ledger

That Council resolve to:

1. Undertake a workshop;
2. Place the draft Uralla Shire Council Adverse Events Plan on public exhibition for a period of 28 days- with the following minor amendment:
 - a. Part 3 action 3.2 change 'centre' to 'support'.
3. 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

4. Subject to no substantive submissions received, adopt the Uralla Shire Council Adverse Events Plan.

LAPSED for want of a Seconder.

MOTION Moved: Cr Toomey / Seconded: Cr Bell

That the General Manager:

1. Review the Adverse Events Plan and correct errors, including incorrect names for NSW Government campaigns and for organisations;
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);
3. Review the plan with a focus on supporting the community;
4. Revise the wording to ensure it reflects our community more accurately, particularly under the headings of "Land Use" and "Economy and Industry";
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;
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;
7. Provide a copy of the Local Emergency Risk Management Committee study referred to on page 238 to the next ordinary meeting of Council.

14.03/21 CARRIED

15.6 REVIEW OF COUNCIL'S WASTE MANAGEMENT OPERATING AND SERVICE DELIVERY ENVIRONMENT

Cr Ledger moved the recommendation in the business paper.

PROCEDURAL MOTION Moved: Cr Bell / Seconded: Cr Toomey

To move to Committee of the Whole

15.03/21 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr Strutt / Seconded: Cr Bell

To resume Standing Orders

16.03/21 CARRIED

The Chair outlined details of the discussion held in committee including Cr Bell's forshadowed alternate motion.

MOTION Moved: Cr Ledger

That Council:

Receives the reports as prepared by Proterra Consulting titled;

- USC Uralla Landfill - Site Development Plan V3
- USC Bundarra Landfill - Site Development Plan V2
- USC Kerbside Waste Collection Services Investigation V4
- USC Green Waste - Investigation V1

Adopts the recommendations in the reports, through:

Uralla Waste Management Facility (UWMF):

1. Procurement of a Waste Compactor in 2020/2021.
2. Procurement of a Wheel Loader in 2020/2021.
3. disposal of the current tip truck and excavator following delivery of wheel loader and compactor.
4. Undertaking investigations into the potential locations for overfilling above the current design fill plan at the Uralla Waste Facility, to produce a modified landfill profile design.
5. Undertaking an investigation into daily cover sources.
6. Procurement or commencement of contract services of a Hook lift truck and bins in 2021/2022 financial year.
7. Commencing discussions with neighbouring Councils regarding the potential for a region wide waste strategy.

Bundarra Waste Management Facility (BWMF):

8. Design and construction of a waste transfer station for BWMF.
9. termination of landfilling operations at the Bundarra Waste Management Facility (BWMF) to replace with a transfer station.
10. Commencing the transportation of waste from Bundarra transfer station to Uralla.
11. Coordination of transfer bin collection routes with Bundarra and Kingstown facility following construction of transfer station.
12. Undertaking investigation of options to transport waste to other landfills in the region
13. Undertaking the capping and rehabilitation of closed landfill cells at BWMF.
14. commencing discussions with neighbouring Councils regarding the potential for a region wide waste strategy.
15. Continuing kerbside waste collection services for the current locations with current service standards.

Kerbside Collection Services:

16. Continuing providing kerbside waste collection services to Walcha Shire Council.
17. Continuing as an opt-in kerbside green waste collection services for the Uralla township and look to expanding this service to the other townships in the Uralla Shire.
18. Considering extension of general waste and recycling kerbside collections services to near residents of major townships.
19. Investigating options for an external contractor to conduct kerbside waste collection services.
20. Investigating contract arrangement for collection and processing of co-mingled recyclables.
21. Investigating frequency and bin size of co-mingled recyclables.

Uralla Green Waste Management:

22. Continuing to mulch green waste from the green waste collection at Uralla Landfill and Bundarra Transfer Station.
23. Continuing the cessation of the trade of the mulch as a commercial product and use the product internally.
24. Not undertaking composting of food and organic waste at USC facilities.
25. Conducting waste education for the community through NIRW to reduce food and organic waste to landfill.
26. Conducting investigations into grants available through EPA for community food and organic waste enterprises.

LAPSED for want of a seconder.

Chair moved a short break 2:19pm

Chair resumed the meeting at 2:35pm

MOTION Moved: Cr Bell / Seconder: Cr Strutt

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.

17.03/21 CARRIED

15.7 WORKS PROGRESS REPORT

MOTION Moved: Cr Strutt / Seconded: Cr Sampson

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

18.03/21 CARRIED

15.8 PRIORITISATION OF CANDIDATE PROJECTS FOR UPGRADING GRAVEL ROADS TO SEALED ROADS

MOTION Moved: Cr Bell / Seconder: Cr Crouch

That Council:

1. 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.

19.03/21 CARRIED

15.9 PROPOSED CHANGE TO SCHEDULED ORDINARY MEETING DATE FOR JUNE 2021

MOTION Moved: Cr Strutt / Seconded: Cr Sampson

That Council change the Ordinary Council meeting date from Tuesday 22 June 2021 to Tuesday 29 June 2021 and issue a Public Notice detailing the change in date.

20.03/21 CARRIED

15.10 BIENNIAL REPORT ON COMPLAINTS

MOTION Moved: Cr Toomey / Seconded: Cr Strutt

That the biennial report relating to complaints from 1 July to 31 December 2020 be received and noted.

21.03/21 CARRIED

15.11 RESOLUTIONS REGISTER ACTIONS STATUS

PROCEDURAL MOTION Moved: Cr Crouch / Seconded: Cr Toomey

To move to Committee of the Whole

22.03/21 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr Crouch / Seconded: Cr Strutt

To resume Standing Orders

23.03/21 CARRIED

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 17 March 2021.

24.03/21 CARRIED

15.12 LATE REPORTS

9.1.1 PREPARATION OF THE 2021 – 2022 OPERATIONAL PLAN

PROCEDURAL MOTION Moved: Cr Toomey / Seconded: Cr Crouch

To move to Committee of the Whole

25.03/21 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr Toomey / Seconded: Cr Sampson

To resume Standing Orders

26.03/21 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr Toomey/ Seconded: Cr Strutt

That 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
2. undertake preliminary community engagement on service levels and associated expenditure and increased/new revenue opportunities; and
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.

27.03/21 CARRIED

9.1.2 PUBLIC SPACES LEGACY PROGRAM PROJECTS

PROCEDURAL MOTION Moved: Cr Strutt/ Seconded: Cr Bell

To move to Committee of the Whole

28.03/21 CARRIED

Councillors held a detailed discussion in committee regarding the report.
Cr Sampson left the meeting 3:53pm.

Cr Sampson returned to the meeting 3:54pm.

PROCEDURAL MOTION Moved: Cr Crouch / Seconded: Cr Sampson

To resume Standing Orders

29.03/21 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr Sampson/ Seconded: Cr Ledger

That Council:

1. Resolve to undertake the following projects, subject to funding of up to \$2,000,000 under the NSW Public Spaces Legacy Program, subject to community consultation on each project:
 - a) Main Street Precinct upgrade
 - b) Fuller Park upgrade
 - c) Pioneer Park upgrade
 - d) The Glen upgrade
 - e) Alma Park upgrade
 - f) Partial implementation of the adopted Pedestrian Access and Mobility Program; and
2. Authorise the General Manager to execute the pending funding deed keeping project details subject to community consultation and as flexible as possible; and
3. Undertake further community consultation during the detailed design phase of the projects; and
4. Determine how the operating costs of the new capital works projects be funded as part of future budgets.

30.03/21 CARRIED

Mayor called a short adjournment at 4.34pm.

Meeting reconvened at 4:46pm.

16 MOTIONS ON NOTICE

16.1 NOTICE OF MOTION – WORKS PROGRAM

MOTION Moved: Cr Toomey/ Seconded: Cr Crouch

1. That the General Manager implement Resolution 17.10/20 as a matter of urgency
2. The current documentation/consultant report being relied upon in determining roads priorities for the 2020/2021 program be provided to Council in full.

31.03/21 CARRIED

Cr Strutt requested her vote against the motion be recorded.

PROCEDURAL MOTION Moved: Cr Crouch/ Seconded: Cr Strutt

To extend the meeting beyond 5pm.

32.03/21 CARRIED

16.2 NOTICE OF MOTION – GRANT FUNDING EXPENDITURE

MOTION Moved: Cr Toomey/ Seconded: Cr Crouch

1. That Council maximises its grant funding opportunities to improve Council and community infrastructure and associated service levels, and in accordance with Council's strategic and operational plans.
2. That Council be provided with the monthly progress reports required by Resolution 38.12/19, from December 2019, including a list, values and progress status of projects approved by the committee to date.
3. That the Committee established by point 3 of resolution 38.12/19 be dissolved.
4. Decisions about projects funded by grants be made by Council at public meetings.

AMMENDMENT MOVED: Cr Strutt/ Seconded: Cr Ledger

1. That Council maximises its grant funding opportunities to improve Council and community infrastructure and associated service levels in accordance with Council's strategic and operational plans, taking into account the life-cycle cost analysis effect of the project on current and future budgets;
2. That Council be provided with the monthly progress reports required by Resolution 38.12/19, from December 2019, including a list, values and progress status of projects approved by the committee to date;
3. The committee appointed at the December 2019 Ordinary Council Meeting to facilitate timely management of the Drought Communities Extension Program Funding, be dissolved at the expiration of the program at the end of June 2021.

33.03/21 AMMENDMENT CARRIED

The Amendment became the Motion

MOTION Moved: Cr Bell / Seconded: Cr Strutt

1. That Council maximises its grant funding opportunities to improve Council and community infrastructure and associated service levels in accordance with Council's strategic and operational plans, taking into account the life-cycle cost analysis effect of the project on current and future budgets;

2. That Council be provided with the monthly progress reports required by Resolution 38.12/19, from December 2019, including a list, values and progress status of projects approved by the committee to date;
3. The committee appointed at the December 2019 Ordinary Council Meeting to facilitate timely management of the Drought Communities Extension Program Funding, be dissolved at the expiration of the program at the end of June 2021.

34.03/21 CARRIED

16.3 NOTICE OF MOTION – COMPLAINT HANDLING SYSTEM

Cr Toomey withdrew the notice of motion (re: item 15.10).

16.4 NOTICE OF MOTION – URALLA COURT HOUSE

MOTION Moved: Cr Toomey / Seconded: Cr Bell

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;
 - 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;
2. That Council does not submit applications for grants for capital work without Council approval;
3. Council prioritises their time on funding and developing the industrial land.

35.03/21 CARRIED

16.5 NOTICE OF MOTION – COUNCIL INCREASE THE AVAILABILITY OF QUALIFIED BUILDING CERTIFIERS

MOTION Moved: Cr Bell / Seconded: Cr Strutt

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.

36.03/21 CARRIED

17 CONFIDENTIAL MATTERS

PROCEDURAL MOTION Moved: Cr Strutt/ Seconded: Cr Ledger

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

The matters referred to the Closed Session of the 23 March 2021 meeting are received by Council under Section 10A (1 a, b) & 2 (f,i), of the Local Government Act (NSW) 1993.

- (1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:
 - (a) the discussion of any of the matters listed in subclause (2), or
 - (b) the receipt or discussion of any of the information so listed.
- (2) The matters and information are the following:
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (i) alleged contraventions of any code of conduct requirements applicable under section 440.

Reason: the notice of motion relates to continuous improvement requirements of Council's procurement and information technology systems which may affect the security of Council's assets (property and resources including cash). The raising of the issues may be perceived as being critical of staff and implying wrong-doing.

37.03/21 CARRIED

Crs Crouch, Toomey and Bell requested their vote against the motion be recorded.

REPORTS TO CLOSED SESSION

17.1 DOCUMENTS PRESENTED TO THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

MOTION Moved: Cr Ledger/ Seconded: Cr Sampson

1. That the Minutes from the Audit Risk and Improvement Committee meeting held on 9 February 2021 be noted;
2. That the reports associated with those minutes, the Independent Consultants reports 8.1, 9.6 and 9.7 be noted;
3. That Council continue to seek to improve its budget and procurement processes as per the improvement plans;
4. That ARIC advised Council through the independent investigation report and noted there were no deviations between the Transport Asset Management Plan (February 2017) and the related 2019-20 budget allocations without Council's approval and recommend the implementation of the improvement plan.

PROCEDURAL MOTION Moved: Cr Toomey/ Seconded: Cr Strutt

That the motion be put.

38.03/21 CARRIED

The Mayor put the motion.

39.03/21 LOST

6:39pm the Mayor left the room.

6:41pm the Mayor returned to the room.

MOTION Moved: Cr Strutt / Seconded: Cr Bell

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:

8.1 Independent Consultant Report on Possible Deviation Between Approved 2020 Budget and Transport Asset Management Plan

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

9.6 Internal Audit Report on Hill Street Asphalt Overlay

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.

9.7 Audit Office of NSW Management Letter on the Interim Phase of the Audit for the Year Ended 30 June 2020

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.

40.03/21 CARRIED

Cr Toomey requested her vote against the motion be recorded.

17.2 NOTICE OF MOTION – PENALTY NOTICES 314399526 & 314392574

Cr Sampson, having previously declared a non-pecuniary, less than significant conflict of interest, decided to remain in the room to participate and debate on the item.

PROCEDURAL MOTION Moved: Cr Bell / Seconded: Cr Strutt

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

The matters referred to the Closed Session of the 23 March 2021 meeting are received by Council under Section 10A (2 b, e, g) of the Local Government Act (NSW) 1993.

(1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:

- (a) the discussion of any of the matters listed in subclause (2), or
- (b) the receipt or discussion of any of the information so listed.

(2) The matters and information are the following: [delete non-relevant sub-clauses]

- (b) the personal hardship of any resident or ratepayer,
- (e) information that would, if disclosed, prejudice the maintenance of the law,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,

Reason: the notice of motion relates to a regulatory enforcement matter, the personal affairs of a ratepayer and includes their legal representation.

41.03/21 CARRIED

17.2 NOTICE OF MOTION – PENALTY NOTICES 314399526 & 314392574

MOTION Moved: Cr Bell / Seconded: Cr Crouch

That Council advise the State Debt Recovery Office that Council does not wish to proceed with penalty notices 314839256 and 3148392574 issued to [REDACTED] in December 2020.

42.03/21 CARRIED

Crs Strutt, Pearce & Ledger requested that his/her vote against the motion be recorded.

MOVE TO OPEN SESSION

PROCEDURAL MOTION Moved: Cr Strutt / Seconded: Cr Bell

To return to Open Session of Council.

43.03/21 CARRIED

18 COMMUNICATION OF COUNCIL DECISIONS

PROCEDURAL MOTION Moved: Cr Strutt/ Seconded: Cr Bell

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

44.03/21 CARRIED

19 CLOSURE OF MEETING

The meeting was closed at 7:20pm.

20 COUNCIL MINUTES CONFIRMED

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

UNCONFIRMED

8 TABLING OF PETITIONS

9 URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS

NIL

10 WRITTEN REPORTS FROM DELEGATES

10.1 WINTERBOURNE WIND FARM COMMUNITY CONSULTATIVE COMMITTEE – CR CROUCH

On the evening of 18 March 2021 our General Manager (alternate delegate) and I (council delegate) attended the inaugural meeting of the Winterbourne Wind Farm Community Consultative Committee.

The minutes of the meeting and copies of presentations made to the meeting can be found at:

[Winterbournewind Farm](#)

The committee is composed of an Independent Chair, 5 community representatives, representatives from Walcha and Uralla Councils and the Winterbourne Wind Farm Project Director. The committee is advisory only. The Committee's role is to provide a forum for open dialogue between the proponent and representatives of the community, stakeholder groups and local councils on issues directly related to the project.

This introductory meeting primarily dealt with the role of the committee, a project update and an opportunity to ask questions. The project update is attached to the minutes on the above link.

Key points from the presentation include:

- Construction is expected to start in early 2023
- Winterbourne Wind Farm Pty Ltd is 95% owned by Wind Power Invest A/S (a subsidiary of Danish wind energy giant, Vestas) and 5% owned by Walcha Wind Pty Ltd (a local land owner group). Vestas has 600+ employees across Australia, and has a manufacturing site in Geelong.
- The project will involve up to 117 turbines with a hub height of 150m and blade length of 81m
- Towers/Blades will be delivered to port at Newcastle and trucked via New England Highway, Oxley Hwy, and Thunderbolts Way. An alternate route is via Terrible vale Rd
- Community benefits scheme: 5% of project owned by Walcha Wind. 30% of cash dividends to be shared with project neighbours, 50% to support Walcha community projects.

Questions (included in the minutes) focussed on community benefits, local employment opportunities, potential impact on the community, source of components, and impact of component transport (on infrastructure and existing traffic) along the proposed route.

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

12.1 MAYORAL MINUTE – EMERGENCY SERVICES LEVY

Department: Mayor's Office
Prepared by: Mayor
TRIM Reference: UINT/21/4444
Attachments: UI/21/2166 LGNSW Draft Submission in Response to the Draft Report of the NSW Review of Federal Financial Relations

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council
Strategy: 4.1.4 Provide strong representation for the Community at the regional, state and federal levels

SUMMARY:

The **Emergency Services Levy** (ESL) is the main source of funding for the essential **services** that keeps people safe in natural disasters and emergencies.

NSW Revenue collects the funds under the Emergency Services Levy Act 2017 from Councils, insurance companies and foreign insured policy holders.

The ESL on local Councils does not appear to be applied consistently/evenly across all Councils. While the levy is now collected centrally through Revenue NSW, each of the services have different budgetary structures and cost allocation mechanisms. This is a complex budgetary process.

One of the consequences is that that the cost burden occurs disproportionately across Councils and therefore ratepayers.

The cost burden on Councils is greatest on rural and regional Councils with small rate bases and a relatively large RFS component.

RECOMMENDATION:

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 level 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.

REPORT:

In the immediate wake of the recent fires, there have been calls for the Government to significantly increase the capacity of our emergency services. While the Government may be pressured in the aftermath of the bushfires to substantially increase recurrent capital funding for these agencies, Local Government NSW (LGNSW) does not believe it would be fiscally or operationally prudent nor financially sustainable to do so under the current funding model and has lobbied for the funding model to change. See Attachment 1.

It is acknowledged that the NSW community is fortunate to have among the best resourced and most professional combat agencies in the world and it is important to recognise the significant financial contribution NSW Councils have made, and continue to make, to achieve this.

Furthermore, this contribution has consistently increased at a higher rate than the annual rate peg, meaning Councils have had to fund the differences from savings elsewhere.

Councils are now facing further major increases in their contributions due to the 2018 changes to workers' compensation funding further adding to Emergency Services costs.

Council cannot currently fund further increases in the ESL; our community has battled the compounding financial impacts of the drought, bushfires and the Covid-19 pandemic. Responding to natural disasters and the pandemic has increased costs and at the same time, Council is experiencing a situation where there are no new revenue sources.

Under current arrangements the combined emergency services budget is funded by:

- 73.7% - Emergency Services Levy (ESL) on insurance companies, passed on to insurance policy holders.
- 11.7% - ESL on councils.
- 14.6% - NSW Government.

LGNSW maintains that the current system is inequitable and lacks transparency. As a result of the lack of transparency there is also a lack of accountability. LGNSW advocates that funding from the combined levies should be replaced by a broad-based property levy.

It should be noted that the 2009 Victorian Bushfires Royal Commission concluded that the lack of equity and transparency in the current arrangements (the Victorian model at the time was similar to the current NSW model) amounts to a good reason for moving to another system and consequently made the recommendation that:

The State replace the Fire Services Levy with a property-based levy and introduce concessions for low-income earners. (Recommendation 64).

Victoria has since introduced a broad-based property tax to fund their fire services. NSW is now the only mainland state that does not fund its fire services by a broad-based property levy.

KEY ISSUES:

- The ESL on local government is unsustainable.
- The rapidly escalating cost of the ESL is eroding the financial base of Council and reducing its capacity to maintain infrastructure and services.
- Rural and regional Councils with small rate bases and with a high RFS component in the levy are particularly hard hit.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The General Manager met the Acting District Manager (NSW Rural Fire Service) on 1 April 2021.

2. Policy and Regulation

Emergency Services Levy Act 2017

Fire and Emergency Services Levy Act 2017

3. Financial (LTFP)

An increase from last year's budget of \$57,317 for the RFS contribution has been included in the 21/22 budget; this is an increase of 43.7%. Council has budgeted \$38,452 in contributions for the ESL in 2021/22.

4. Asset Management (AMS)

The NSW Rural Fire Service's assets are depreciated and insured by Council at additional costs to Council

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Council complies with the Acts.

The increase in state-wide ESL contributions since 2018 is a high risk for Council's ESL obligations and adversely impacts the financial sustainability of Council.

7. Performance Measures

Nil.

8. Project Management

Nil.

Draft Submission in Response to the Draft Report of the NSW Review of Federal Financial Relations

July 2020

Table of contents

Introduction	3
General Comments	3
End Rate Pegging	3
Reform Rate Exemptions	4
<i>Forestry Corporation of NSW</i>	5
<i>Commercial Leases in National Parks</i>	5
<i>Social Housing</i>	5
Introduce Capital Improved Valuations (CIV)	6
Replace the Emergency Services Levy (ESL)	7
Develop Equitable Road Pricing Mechanisms	8
Conclusion	9

Introduction

Local Government NSW (LGNSW) is the peak body for local government in NSW, representing NSW general purpose councils and related entities. LGNSW facilitates the development of an effective community-based system of local government in the State.

Local government is a major part of the NSW economy being responsible for the provision of a wide range of essential infrastructure and services. NSW local government is responsible for:

- Spending around \$12 billion each year
- Managing and maintaining infrastructure and land assets worth \$142 billion
- Employing around 60,000 people, with many of these jobs in rural and regional NSW, where councils are often the single largest employer and underpin the local economy

Local government is a partner of the State Government in the stewardship of the NSW economy and is a key stakeholder in fiscal reform.

LGNSW welcomes the opportunity to comment on the draft report of the NSW Review of Federal Financial Relations. We also take the opportunity to present our views on tax reforms relating to local government that have not been addressed in the review.

This is a draft submission and is subject to review and approval of the LGNSW Board. Any changes will be advised at the earliest opportunity.

General Comments

LGNSW commends the NSW Government for elevating tax reform on the economic agenda and commissioning a Review of Federal Financial Relations (the Review). However, we are disappointed that the announced agenda and the draft report of the Review, ignore taxation reforms relating to local government. Local government is part of the taxation system of State through its reliance on rates, a form of land tax, as its primary source of revenue. Local government is also impacted by the taxation and fiscal policies of the NSW and Australian Governments. The latter includes rate pegging, the system of rate exemptions, land valuation methodology and the Emergency Services Levy (ESL) on local government.

While the Independent Pricing and Regulatory Tribunal (IPART) was commissioned to undertake a Review of the NSW Local Government Rating System in 2015, the terms of reference specifically excluded rate pegging – a major omission given that rate pegging is a key element of the NSW rating system. IPART delivered its final report to the State Government in late 2016. The Government released the final report and a further consultation paper in 2019 and released its final response in 2020. LGNSW welcomed the Government's support of several IPART recommendations to provide greater rating flexibility through additional categorisation options and catch up provisions. However, the Government's response indefinitely deferred consideration of key recommendations involving rate exemptions and the introduction of Capital Improved Valuations (CIV) methodology.

LGNSW strongly recommends that the NSW Government continue to consider reforms to the rating system in line with IPART's recommendations. Rating system reform should form part of the overall tax reform agenda. LGNSW also seeks the removal of the ESL on local government and supports road funding reform.

End Rate Pegging

NSW has experienced rate pegging for over 40 years now, having been introduced in 1976/77. Local government has strongly opposed the policy since its inception.

Rates are considered to be an equitable and efficient form of taxation. (e.g. by Productivity Commission and Henry Review of Taxation).

However, LGNSW is strongly of the view that rate pegging is unnecessary, produces undesirable consequences and should be abolished. The primary reasons for this are that:

- Rate pegging has been made redundant/obsolete by the implementation of Integrated Planning & Reporting (Community Strategic Plan, Long Term Financial Plan etc).
- The NSW Treasury Corporation's assessment of the financial sustainability of NSW councils undertaken in 2013 indicates that existing revenue restrictions (including rate pegging), severely hamper councils' ability to fund current, let alone future, levels of service.
- The NSW Independent Local Government Review Panel in its 2013 Final Report found there was mounting evidence that around a third of all NSW councils suffer from weak revenues and infrastructure backlogs and connected this with rate capping. According to the Review Panel, over the period 2001/02 to 2010/11, growth in total revenue of NSW councils was 5.7% per annum, compared to an average of 8.0% for the other mainland states, pointing to "revenue foregone" in rates of well over \$1 billion over that period.
- Rate pegging leads councils to impose higher user-pays charges which could result in pricing inequities.
- Rate pegging increases reliance on infrastructure contributions creating property market distortions.
- Rate pegging distorts the operation of a land valuation-based rating system. Valuations do not raise net revenue but merely redistribute the rate burden within a council area.
- Councils are democratically accountable, and this keeps rates in check.
- Historical experience of other jurisdictions without rate pegging has shown that rates did not blow out.
- Rate pegging distorts the operation of the rating system and produces negative consequences, including the direct and indirect suppression of the rating effort.

In the long run, rate pegging in NSW has resulted in:

- Under-provision of community infrastructure and services.
- The deferral of infrastructure maintenance and renewal expenditure resulting in massive infrastructure backlog.
- Undermining the financial sustainability of councils.

More recently, the NSW Productivity Commissioner, Peter Achterstraat, when launching the Issues Paper for the Review of Infrastructure Contributions in NSW, commented that local government rate pegging creates a financial disincentive for councils to accept growth and increases their dependence on other revenue sources such as infrastructure contributions.

Business lobby groups have also been recently calling on the NSW Government to abolish rate pegging as part of the government's post-pandemic recovery plan for the state. The Committee for Sydney and the Sydney and Western Sydney Business chambers say rate pegging should be removed so struggling councils can maintain staff levels, provide essential services and invest in infrastructure.

Reform Rate Exemptions

It is LGNSW's policy position that all land used for commercial or residential purposes should be subject to rates regardless of tenure. This accords with IPART recommendation 14:

Sections 555 and 556 of the Local Government Act 1993 NSW should be amended to:

- *exempt land on the basis of use rather than ownership, and to directly link the exemption to the use of the land, and*
- *ensure land used for residential and commercial purposes is rateable unless explicitly exempted.*

In some cases, rate exemption should simply be abolished (e.g. Forests NSW). In other instances it may be a matter of legislating tighter eligibility criteria and/or introducing a system of partial exemptions as applied in other jurisdictions.

Many current exemptions serve to provide financial benefits to numerous religious organisations, benevolent institutions, private schools, universities and some government business enterprises that are no longer justified in terms of principles of optimal taxation, particularly principles of equity and efficiency.

The distinction between charitable and social activity and commercial activity has blurred progressively over time with community orientated enterprises increasingly engaging in more commercially focused activity. Often it is no longer appropriate for local ratepayers to subsidise activities of exempt institutions where institutions act commercially, benefit from council services, and have capacity to pay.

LGNSW acknowledges that this is a complicated and contentious area. However, there are a number of exemptions where there is a strong case for reform to correct current anomalies and distortions. These include exemptions applying to:

- the commercial forestry operations of Forests NSW;
- leasehold commercial and private commercial operations in national parks; and
- social housing owned/managed by Community Housing Providers (CHPs).

Forestry Corporation of NSW

LGNSW has long argued that the commercial forestry operations of the Forestry Corporation of NSW (FCNSW) should be subject to rates. This view is strongly held in all local government areas that FCNSW operates. Local government strongly supports IPART's recommendation that these operations should be rateable.

The current exemption is a blatant anomaly that should have been addressed in past. The exemption is inconsistent with the treatment of other State-Owned Corporations (SOCs) which are subject to rates on lands used for commercial operations. It also contradicts competitive neutrality principles as its competitors, privately owned commercial forestry operators are subject to rates.

It should be noted that forestry operations have a major impact on local roads, bridges and other infrastructure and it is unfair that FCNSW does not contribute to the costs of maintenance and repair.

The Government's recent announcement that it is reviewing the potential privatisation of FCNSW provides bold confirmation that it is a commercial business operation and should be subject to rates. It is imperative that this anomaly is addressed prior to the sale and local government seeks a guarantee that the State Government will not allow the rate exemption to be carried forward into private ownership.

Commercial Leases in National Parks

Private and commercial leases in National Parks are exempt (such as leases for ski resorts and holiday accommodation), which is inconsistent with the treatment of private and commercial leases on Crown Lands that are subject to rates. This is clearly an anomaly that should be addressed. There is no justification for the difference in treatment.

Social Housing

Rate exemptions for social housing is an emerging problem for councils and growing at a rapid rate. The problem has largely resulted from a change in Government policy on the delivery of social housing and the emergence of new delivery mechanisms.

The Government is increasingly handing over management and ownership of social housing stock formerly controlled by State Government agencies (i.e. Department of Family and Community Services (FACs) and predecessors Housing NSW, Department of Housing, (Housing Commission) to Community Housing Providers (CHPs).

The issue is not the provision of community housing, councils support affordable housing. The issue is that the Government previously paid rates on these properties whereas CHPs are seeking and often achieving rate exemptions as Public Benefit Institutions (PBIs) through the Courts. As a result, councils face large reductions in their rate base. These reductions can be significant, particularly for councils with large stocks of social housing (e.g. Campbelltown City, Blacktown City, Nambucca Shire, and Port Macquarie-Hastings Councils).

It is unfair to burden local communities with the costs of subsidising social housing, particularly as stocks of public housing are not evenly distributed. Councils are not in the position to subsidise welfare measures. Such subsidies should be funded through the broader revenue bases of State or Federal Governments.

As this growing inequitable impost has directly resulted from changes to State Government policy it is incumbent on the State Government to correct it. The problem should not be left to grow. The impacts are potentially very large.

IPART provides the example of Campbelltown which has over 5,500 social housing properties. Campbelltown currently receives around \$6.5 million in rates from these properties which would be lost if the properties were transferred to PBIs. This represents a cost of \$109 per year to each of the remaining ratepaying households. Canterbury-Bankstown with 4,250 social housing properties stands to lose around \$5 million.

Local government strongly IPART's recommendation to make all residential land use rateable.

Introduce Capital Improved Valuations (CIV)

The most important recommendations made in the IPART Review of the NSW Rating System relate to the introduction of CIV to the rating system, both as the basis for determination of ad valorem rates and the basis for growth in the rate base outside the peg.

CIV provides a more accurate reflection of the market value of a property and is therefore more easily understood by ratepayers. It also provides a more accurate indication of the land owner's capacity to pay. Importantly, CIV would help remove the rating discrepancies and inequities associated with high density development in urban areas.

CIV would enable councils to equitably and efficiently raise rate revenue from higher density development and help remove the discrepancies and inequities associated with apartment rating.

LGNSW does not support the mandating of CIV for all metropolitan and large regional councils as the underlying needs and circumstances vary. The introduction of CIV is most relevant to councils with a high proportion of high-density development. All councils should be given the option of using CIV or UV as proposed for non-metropolitan councils.

LGNSW also supports the IPART recommendation that growth in rates revenue outside the rate peg be calculated on changes in CIV. This would enable growth in the rate base to keep pace with real growth and the associated increase in demand for council infrastructure and services. LGNSW agrees with IPART's findings that application of CIV would be more equitable and efficient than the current UV based methodology, in that current ratepayers would not subsidise future ratepayers and it would better capture the costs of new developments.

This change has the potential to significantly improve the financial sustainability of growing councils and as such represents one of the most important recommendations that the Government has left open for consultation. CIV would also enhance the equity and efficiency of State land taxes.

Replace the Emergency Services Levy (ESL)

The bushfire disaster renews the focus on the funding model for emergency services in NSW (RFS, FRNSW and the SES). It highlights the need for the emergency services to have a strong funding base, but it has also highlighted the need for the funding model to be equitable, transparent and accountable.

LGNSW welcomes the Review's recommendation that the ESL on insurance policies be removed and replaced with a broad-based land tax. LGNSW has long advocated for this. We endorse the arguments that it is inequitable, lacks transparency and distorts the operation of the NSW insurance market. When combined with the cascading effect of the additional taxes - Stamp Duty and GST - that are applied on top of the combined value of the insurance premium and the ESL, insurance can become prohibitively expensive. This has no doubt contributed to higher incidences of underinsurance and non-insurance in NSW. It also distorts the taxation system as these are literally taxes on top of taxes which challenge taxation principles and clouds transparency.

LGNSW is disappointed however that the Review has failed to identify and address the ESL that applies to local government. Local government is required to fund 11.7% of the combined budgets of the RFS, FRNSW and the SES. LGNSW maintains that this is also a distortionary tax that lacks equity and transparency.

The ESL on local councils is inequitable as it does not apply consistently/evenly across all councils. While the levy is now collected centrally through Revenue NSW, each of the services have different budgetary structures and cost allocation mechanisms. There are different regional structures and allocations are variously based on land valuation and/or population. This complex budgetary process is largely incomprehensible to councils and the general public. Apart from the obvious lack of transparency in the budgetary process one of the consequences is that the cost burden occurs disproportionately across councils and therefore ratepayers. The cost burden on councils is greatest on rural and regional councils with small rate bases and a relatively large RFS component.

For example, the 2.6% rate peg will provide an additional \$120,000 in revenue to Tenterfield Shire Council in 2020/21 but \$81,000 of the increase will be consumed by the increase in ESL. Leaving little to offset increases in other expenses. This is a common result, particularly among rural and regional councils with small rate bases and high RFS costs.

The ESL on local government also lacks transparency as it is invisible to ratepayers. The levy is not calculated for individual properties but like other council costs, is embedded in general rates. Ratepayers are not able to identify their contribution to the funding of the emergency services and are generally not aware. Given that the majority of ratepayers are insured they are effectively being double taxed.

The ESL on councils, like the ESL and associated GST and stamp duty on insurance policies, are part of the same hidden tax regime. Ratepayers and the insured are largely unaware of the levies they are paying. There is also a concern that the lack of transparency combined with the fact that the ESL on both insurance and local government funds 85.4% of the emergency services budget, may have enabled the emergency services to avoid the same budgetary scrutiny and accountability that other agencies are subject to.

These views have been supported by numerous inquiries and reviews of fire and emergency services funding over decades. Most notably this includes 2009 Victorian Bushfires Royal Commission which concluded that the lack of equity and transparency in the current arrangements (the Victorian model was similar to the current NSW model) amounts to a good reason for moving to another system and consequently made the recommendation that: *The State replace the Fire Services Levy with a property-based levy and introduce concessions for low-income earners. (Recommendation 64).*

Victoria has since introduced a broad-based property tax to fund their fire services. NSW is now the only mainland state that does not fund its fire services by a broad-based property levy. Other states had already introduced variations on this model - Queensland (1985), South Australia (1999), Western Australia (2003) and the ACT (2006–07).

All these States removed levies on local government when introducing the new funding models.

A property-based levy would ensure that all property owners finance the services in an equitable manner; not only owners that are insured. The levy should be based on the rateable value of each property and, for reasons of administrative simplicity, collected by Revenue NSW.

NSW was heading in this direction with the proposed introduction of the Fire and Emergency Services Levy (FESL) in 2017. However, the NSW Government made a last-minute decision to defer the implementation FESL indefinitely. This was despite the new system being fully operational.

LGNSW recommends that the NSW Government end the FESL deferral and move quickly towards implementation of a revised FESL. However, the revised model must include removal of the ESL on councils in addition to that on insurance companies. Ideally the revised FESL would be based on the Capital Improved Value (CIV) of properties as this better reflects the value of the property being protected and is therefore more equitable. Properties are currently valued at Unimproved Capital Value (UCV-land value) for rating and land tax purposes in NSW.

Develop Equitable Road Pricing Mechanisms

From a local government perspective, it is concerning that fuel excise revenues are in structural decline as highlighted in the Draft Report. Local government has long been advocating for a sustainable road funding model that recognises it has oversight of 75% of the total road length in Australia representing 662,000 km nationally and councils manages 90% of the total length of the NSW road network, representing around 165,000 km. Yet, nationally, local government has the lowest revenue base raising just 3.3% of total tax revenues and is unable to levy any road taxes directly to address the road infrastructure backlog.

As a result, LGNSW supports the Draft Report's recommendation that a road user pricing and charging system needs to be developed that better reflects the costs to society of road use, including pollution and congestion. This could be achieved by implementing a distance-based charging scheme, but it must, as the Draft Report highlights, not unfairly penalize those on lower incomes or those who live in remote and regional areas who may have to undertake longer commutes as a result. It must also fairly reflect the costs of that road use, reflecting for example, the wear and tear inflicted on the road network by high mass vehicles.

Ultimately, local government seeks a sustainable road funding model that will address the road infrastructure backlog and maintenance issues that plague the local road networks in Australia as this is compromising road user safety and putting a handbrake on national productivity.

Conclusion

LGNSW calls on the NSW Government to broaden its tax reform agenda to include local government taxation mechanisms and NSW taxes impacting on local government. A comprehensive tax reform initiative should include consideration of the impacts of:

- Rate Pegging
- Rate Exemptions
- Land valuation methodology (used by councils and the State Government for rating and land tax purposes).
- The Emergency Services Levy (ESL) on local government

LGNSW also seeks to engage with the NSW Government in the development of new road funding mechanisms including road pricing.

For further information on this submission, please contact Shaun McBride, Chief Economist, on 02 924072 or email shaun.mcbride@lgnsw.org.au.

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

Department: Mayor’s Office
Prepared by: Mayor
TRIM Reference: UINT/21/4724

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.
Activities: 4.1.2.1 Incorporate inclusive community consultation and stakeholder engagement in Council decision making.

SUMMARY:

Uralla Shire Council was pleased to host its annual Youth Week Forum on 21 April 2021. This year the Mayor was able to host the forum in the publicised National Youth Week 19 – 27 April – Theme - “Together more than ever”.

Local students and teachers from the following schools participated this year:

- Bundarra Central School – Bundarra
- Rocky River Public School – Uralla
- St Joseph’s School – Uralla
- Uralla Central School – Uralla
- O’Connor Catholic College - Armidale

The forum started at 10am with a report from the Mayor on last year’s representation of ideas and reported back on the progress over the past 5 months.

MAYOR’S RECOMMENDATION:

That the Mayoral Minute be received and noted.

REPORT:

The following questions relating to finance were asked by Mayor during the Youth Week Morning tea with Mayor and Councillors of Uralla Shire Council, to the young person – aged group 11 years to 18 years.

Question –: **Do you spend more money than you have in your wallet or savings?**

Answer -: No, not really try to keep within individual means.

Question -: **Do you save to buy/purchase items or things like – mobile phone, television or car?**

Answer -: Generally yes, use savings or just save money up.

Question -: **Do you think that it is smart for Council to borrow money to pay for daily expenses.**

Answer -: No, not for daily expenses, but perhaps for certain projects.

These questions were asked during the morning tea to the young persons present. The answers were the general consensus of the group. It was interesting to gain an insight to the views of the community’s youth representatives.

Submitted by Mayor Pearce

13 PUBLIC FORUM/PRESENTATION

14 REPORT OF COMMITTEES

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

Report of Committee

Item 14.1 | Budget Review & Finance Committee Minutes for 13 April 2021



Department: Finance
Prepared by: Chief Executive Officer
TRIM Reference: UINT/21/4499
Attachments: UINT/21/4197

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: 4.2.2.1.1 Review and revise the 10-year Long Term Financial Plan

SUMMARY:

At the most recent Budget Review and Finance Committee (BR&FC) meeting, the Committee resolved, among other things, to:

- a) Increase Water Fund access and usage charges by only 10% instead of the proposals put to previous BR&FC and Council meetings, resulting in an increase in operating losses for that Fund of \$382,670 i.e. an operating loss of \$319,075 instead of an operating profit of \$63,595.
- b) Develop section 7.11 and 7.12 developer plans to enable inclusion of estimated revenue forecasts;
- c) Undertake further investigations or reviews on other options.

The Committee did not make any resolutions in regards to the recommendations in the report to:

- a) have reductions in specific service levels costed for consideration at the next BR&FC meeting; or
- b) have specific revenue raising options assessed for consideration at the next BR&FC meeting;

Based on the current draft budget for 2021-22, the Council will not be able to fully fund the services it currently wishes to deliver by relying upon its current operational income streams.

This report provides additional recommendations (reduction in services or increases in revenue) to facilitate Council working towards a financially sustainable Shire over the next term of Council.

RECOMMENDATIONS:

- A. That the minutes of the Budget Review & Finance Committee Meeting held on 13 April 2021 be noted, 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 Council implement the tiered water pricing recommendations as proposed in the Budget Review and Finance Committee report of 13 October 2020 to:
- a. Commence actions that will achieve the resolution of Council (12.02/20) to “Set a strategic objective for both the Water and Sewer Funds to operate during the next ten years at a balanced operating position including the full funding of depreciation, amortisation and impairment of intangible assets and infrastructure, property, plant, equipment and the modelling of tiered water pricing”; and
 - b. Continue to generate sufficient cash reserves to fund future capital expenditure, and not push this cost out to future generations by not increasing operating revenue to align with operating expenditure.
- C. That at the 4 May 2021 Budget Review and Finance Committee meeting the Committee consider reducing the following service standards to assist in achieving a balanced operating budget (i.e. before capital grants):
- a. Reduce all community donations (including reduced rent on council buildings) by 20% -saving \$17,500;
 - b. Reduce operating hours for customer service by a minimum of one hour per day – saving \$12,900;
 - c. Reduce elected member costs, including allowances – saving \$29,000;
 - d. Reduce staff training costs – saving \$32,500;
 - e. Discontinue all COVID related costs – saving \$13,000;
 - f. Reduce sealed road maintenance to achieve savings of \$200,000;
 - g. Reduce regional road maintenance to achieve savings of \$100,000;
 - h. Reduce urban street maintenance to achieve savings of \$40,000;
 - i. Reduce unsealed road maintenance to achieve savings of \$250,000;
 - j. Reduce bridges maintenance to achieve savings of \$30,000;
 - k. Cease provision for restoration of quarries and pits by \$20,000;
 - l. Reduce footpath maintenance to achieve savings of \$10,000;
 - m. Reduce kerb and gutter maintenance to achieve savings of \$10,000;
 - n. Reduce parks and gardens maintenance to achieve savings of \$20,000;
 - o. Reduce public facilities maintenance to achieve savings of \$10,000;
 - p. Reduce sporting grounds maintenance to achieve savings of \$20,000;
 - q. Reduce availability of building control contractor to one day per week until a staff member is appointed or a cheaper service provider is found – potential saving up to \$65,000;
 - r. Discontinue lease of street stall – saving \$7,000;
 - s. Do not commence any upgrade / new capital works projects unless fully funded by capital grants and associated operating costs are assessed as affordable within the Council’s Long Term Financial Plan.
 - t. Associated corporate services cost reductions, conditional on above service reductions – saving \$146,000.
- D. That Council align all fees and charges to those of Armidale Regional Council for equivalent services e.g. sports ground hire or building inspections;
- E. That Council include in the 2021/22 Operational Plan an action to undertake consultation for a Special Rate Variation.

BACKGROUND

For the past three years Uralla Shire Council has budgeted for a consolidated operating loss before capital grants. Uralla Shire Council is living beyond its means and to continue to do so is unsustainable. To provide for financial sustainability, changes to either the amount of revenue raised, service standards provided, or a combination of both are required.

REPORT:

At the Budget Review and Finance Committee meeting held on 13 April 2021, the Committee was provided with a draft budget for 2021/22 (version 0.1). This budget has been updated to:

- a) Reduce Water Fund revenue by not adopting the proposed tiered water pricing model (per the report to the Budget Review and Finance Committee on 13 October 2020) and instead introduce a blanket increase in charges for water access and usage of 10% - cost to budget of \$382,670;
- b) Increase the Council contribution to the Thunderbolts Festival by \$2,000;
- c) Other minor changes totalling \$8,792.

As a consequence of the above, the draft budget (version 0.2) would now disclose the following:

	General Fund	Water Fund	Sewer Fund	Consolidated Funds
Operating revenue	18,774,465	1,385,735	846,939	21,007,139
Less: Operating expenditure	20,329,032	1,704,811	741,809	22,775,652
Operating profit/(loss) from continuing operations	(1,554,567)	(319,076)	105,130	(1,768,513)
Add: Capital grants provided for capital purposes	1,330,588	1,150,000	4,769,925	7,250,513
Net operating profit/(loss) including grants provided for capital purposes	(223,979)	830,924	4,875,055	5,482,000

Notes:

1. The capital grants for the Water Fund relate to groundwater infrastructure;
2. The capital grants for the Sewer Fund relate to the construction of the sewer network in Bundarra;
3. The capital grants for the General Fund relate mostly to road infrastructure upgrades (improvements);
4. The Bundarra sewer scheme revenue will total \$107,169 for the full year, whilst the operating expenditure of \$20,583 will only relate to four months of the year. This results in a profit of \$86,586 for this service which is not representative of a full years operations. The more likely scenario is that operating costs will be approximately \$196,000 (including depreciation of \$134,690) and that based on current revenue projections, this will result in a loss for this service of \$89,000 and an overall loss for the Sewer Fund of over \$70,000.
5. Depreciation represents the estimated deterioration of assets (reduction in value of assets) over time. Generally, the equivalent amount of depreciation is set aside each year to provide for the replacement or renewal of assets owned by the organisation. In the Water Fund, it is estimated that there will be depreciation of approximately \$436,000 in 2021-22. By reducing the required revenue within the Water Fund, only \$117,000 of cash will be retained for future replacement/renewal works, instead of the estimated amount of \$500,000. Future generations of Uralla Shire ratepayers will need to pay significantly more for the town water service to amass the necessary funds over a shorter period of time or to service loans for replacement/renewal of assets.

Even after allowing for capital grants of over \$1,300,000 to mostly provide for road improvements, the General Fund is still reporting a projected **loss** of over \$200,000. Without the groundwater capital grant, the Water Fund is still reporting a projected **loss** of over \$319,000. And without the Bundarra Sewer capital grant, the Sewer Fund is likely to report a projected **loss** of over \$70,000 over a full financial year.

In the longer term, this is not financially sustainable and in order to demonstrate fiscal responsibility Council can look to overcome some of this deficit through changes to its annual budget decisions. Accordingly, the recommendations propose a series of service level reductions and revenue raising together with an action to consider a special rate variation (SRV) to assist in Council setting a path to long term sustainability.

KEY ISSUES

1. Draft budget 2021/22 version 0.1 was prepared on the underlying assumption that Council wished to continue to deliver the current infrastructure and services as required by the adopted Community Strategic Plan, Delivery Program, Asset Management Plans and Operational Plan.
2. The amended draft budget 2021/22 v0.2 projects an **operating deficit** circa \$1.77million.
3. The proposed changes to service levels and increased revenue options at recommendation C above may result in budget improvements of approximately \$1.416 million.
4. Council should resolve to undertake consultation for a Special Rate Variation in 2021/22 to address any remaining shortfall over the next term of Council, by including this action in the next Operational Plan.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

2021/22 Budget and Operational Plan preparation stages:



2. Policy and Regulation

Local Government Act 1993 (NSW) s 8A Guiding principles for councils; *s 8B* Principles of sound financial management

3. Financial (LTFP)

Potential savings and revenue raising opportunities needed to achieve a balanced budget.

4. Asset Management (AMS)

Service level reduction (through reduced asset maintenance) is one method of reducing operating costs in the short term.

5. Workforce (WMS)

Consultation with staff and unions will be required to implement any changes to the current organisational structure.

6. Legal and Risk Management

Continued review of costs and revenue raising opportunities is necessary to confidently assess the risk of financial sustainability.

7. Performance Measures

In the short term: reduced operating deficit (compared to the average from the last three years); and within the next term of Council, adoption of a balanced budget.

8. Project Management

Chief Financial Officer.



MINUTES

Budget, Review and Finance Committee Meeting

13 April 2021 - 10:30AM, Council Chambers

Attendee's:

Cr M Pearce (Mayor)

Cr I Strutt (Deputy Mayor)

Cr M Dusting

Cr R Crouch

Cr N Ledger

Cr L Sampson

Cr T Toomey

Cr R Bell

General Manager – Kate Jessep

Chief Financial Officer – Simon Paul

Interim Executive Manager, Corporate Services – Christine Valencius

Director, Infrastructure & Development – Terry Seymour

Communications & Engagement Officer – Heidi McElnea

Minute Clerk – Wendy Westbrook

Apologies:

Cr O'Connor – on leave

1	Contents	
1	MEETING OPEN	3
2	WELCOME.....	3
3	PRAYER	3
4	ACKNOWLEDGEMENT OF COUNTRY	3
5	WEBCAST INFORMATION	3
6	APOLOGIES, REQUESTS FOR LEAVE OF ABSENCE AND OBSERVERS.....	3
7	DISCLOSURE AND DECLARATIONS OF INTEREST.....	3
8	CONFIRMATION OF MINUTES	3
8.1	Minutes from the 9 February 2021 Budget Review & Finance Committee Meeting.	3
9	LATE ITEM.....	3
10	PRESENTATIONS	3
11	REPORTS	4
11.1	Review of Draft Budget 2021-2022 Version 0.1	4
12	CONFIDENTIAL BUSINESS	4
13	NEXT MEETING	4
14	MEETING CLOSED.....	4

UNCONFIRMED

1 MEETING OPEN

The Chair declared the meeting open at 10:30am.

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

MOTION MOVED: Cr Dusting / SECONDED: Cr Strutt

6.1 The chair advised there were no apologies.

6.2 The Chair noted that Cr O'Connor is on a leave of absence.

BRFC01.04/21 CARRIED UNANIMOUSLY

7 DISCLOSURE AND DECLARATIONS OF INTEREST

There were no disclosure or declarations made.

8 CONFIRMATION OF MINUTES

8.1 Minutes from the 9 February 2021 Budget Review & Finance Committee Meeting.

Minutes of, Budget, Review and Finance Committee Meeting held 9 February 2021 presented and the chair called for any amendments. There were no amendments requested by Councillors

MOTION Moved: Cr Strutt / Seconded: Cr Crouch

That Council adopt the minutes of the Budget, Review and Finance Committee meeting held 9 February 2021, as a true and correct record.

BRFC02.04/21 CARRIED UNANIMOUSLY

9 LATE ITEM

Nil

10 PRESENTATIONS

Nil

11 REPORTS

11.1 Review of Draft Budget 2021-2022 Version 0.1

Chair called an adjournment at 11:30am.

Meeting resumed 11:55am.

MOTION Moved: Cr Ledger / Seconded: Cr Bell

The Budget Review & Finance Committee recommend 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. upskilling 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.

BRFC03.04/21 CARRIED UNANIMOUSLY

12 CONFIDENTIAL BUSINESS

Nil

13 NEXT MEETING

Date of next Budget Review & Finance Committee meeting is 4 May 2021 commencing at 10:30am.

14 MEETING CLOSED

Meeting closed at 1:32pm.

COUNCIL MINUTES CONFIRMED BY:	
RESOLUTION NUMBER:	
DATE:	
CHAIR:	Mayor, Cr Michael Pearce
Presented to Council	Ordinary Meeting <date>

15. REPORTS TO COUNCIL



Item 15.1 | Cash at Bank and Investments

Department: Finance
Prepared by: Chief Financial Officer
TRIM Container U21/6687
Attachments Council's Investments as at 31 March, 2021
Schedule of loans as at 31 March, 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 manner.
Activity: 4.2.2.1 Maintain and control financial system and improve long-term sustainability
Action: 4.2.2.1.5 Maximise return on investment within risk parameters provided by the USC Investments Policy.

SUMMARY:

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

RECOMMENDATION:

That Council note:

* 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

* 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.

BACKGROUND:

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

REPORT:

Current term deposits of \$15,507,319 spread over the next twelve months will receive a range of interest from .27% to 1.25% with an average rate of .73%. 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 31 March, 2021.

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 second Quarterly Budget Review Statement for the quarter ended 31 December, 2020, 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	6,519,000
Internally restricted	4,583,000	3,397,000
Unrestricted	1,410,000	60,000
Total Cash & Investments	15,358,000	9,976,000

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations

Order of the Minister re Investments

3. Financial (LTFP)

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

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

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

7. Performance Measures

N/A

8. Project Management

N/A

Uralla Shire Council				
Investments at 31 March, 2021				
Cash at Bank – Operating Accounts:				
Institution	Account	Bank Statement		
National Australia Bank	Main Account	\$59,621.24		
National Australia Bank	Trust Account	\$31,296.33		
Community Mutual	Bundarra RTC	\$26,110.42		
Total		\$117,027.99		
Business Investment (Cash Management) Account				
Institution	Interest rate	Balance		
Professional Funds	0.15% above RBA cash rate	\$2,121,403.77		
Total		\$2,121,403.77		
Term Deposits:				
Institution	Term	Interest rate	Maturity	Balance
National Australia Bank	12 months	1.25%	1/04/2021	\$600,000.00
National Australia Bank	12 months	1.20%	12/04/2021	\$500,000.00
Suncorp	4 months	0.55%	15/04/2021	\$600,000.00
AMP	4 months	0.60%	20/04/2021	\$600,000.00
Suncorp	6 months	0.85%	22/04/2021	\$500,000.00
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
Total				\$15,507,318.76

Uralla Shire Council		
Loans at 31 March, 2021		
Loans:		
Loan no.	Purpose	Balance
165	MGH Property	\$39,439.79
168	Community Centre	\$21,185.34
176	Library Extensions	\$107,297.56
177	Grace Munro Centre	\$85,870.74
181	Creative Village Works	\$0.00
186	Public Toilets Pioneer Park	\$0.00
187	Undergrounding Power and Main Street Upgrade	\$105,379.23
188	Paving and Power Undergrounding	\$28,063.21
189	Bridge Construction	\$185,242.81
190	Bridge construction & industrial land development	\$1,454,010.26
Total		\$ 2,026,488.94

15.2 COMMUNITY GRANTS PROGRAM 2020-21 ROUND 2 APPLICATION

ASSESSMENTS

Submitted by: Communications Officer
Reviewed by: CFO
Department: Finance
Trim Reference: UINT/21/3122

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 1.3 A diverse and creative culture
Strategy: 1.3.3 Lobby government, companies and other individuals to secure funding for cultural and creative expression fields
Activity: 1.3.3.1 Enhance opportunities for community cultural and creative expression
Action: 1.3.3.1.1 Coordinate and deliver Council's annual community grants and financial assistance programs

SUMMARY:

This report provides the outcomes and recommendations of the Community Grants Panel's assessment of the applications received for Round 2 of the 2020-21 Uralla Shire Community Grants Program.

The report also includes updates from Round 1 of the 2020-21 Uralla Shire Community Grants Program.

RECOMMENDATION:

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 Monday 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)

BACKGROUND:

Council conducts two rounds of its Community Grants Program each financial year in accordance with Council's Community Grants Policy and associated Guidelines.

Applications under the second round of the 2020-21 Community Grants Program opened on 1 February 2020 with submissions received up to 28 February 2020, 5:00pm.

Non-recurrent grants of up to \$3,000 (which may include in-kind support) are available to community groups and organisation's to undertake projects/activities/events, or to purchase items, which benefit the wider Uralla community.

Non-recurrent grants of up to \$300 are available to residents of Uralla Shire to pursue achievements in their chosen area of expertise; this may include, but is not limited to, significant sports and recreation, arts and culture and academic endeavours.

REPORT:

Round 2

Council received seven applications under Round 2 of the Program - six community group/organisational applications and one individual application. The merits of five of the seven applications were supported unanimously by the panel, with two presenting some concerns (one of which was an incomplete application).

The Community Grants Panel members assessing the applications were Councillors Ledger, O'Connor, and Crouch. Cr Crouch declared a non-pecuniary interest as land manager of the Uralla Showgrounds and did not participate in the assessment.

Round 1 update

- St Joseph's requested an extension as they have been unable to complete the carpark works detailed in their application
- Uralla Neighborhood Centre - Uralla Garden Project has been successfully completed and grant money paid
- Council has been advised that Kentucky Progress Association will not be carrying out the fencing project for which \$3,000 funding was allocated in Round 1

**Table 1 –
Applications
Received**

Applicant	Amount requested	Proposed Project
Uralla And District Pony Club	\$3,000	Showjumping Course Installation of equestrian jumping course at the Showground
Bundarra Fishing Club	\$3,000	Re-stocking native fish \$3,000 To purchase and release golden perch fingerlings in the Gwydir River and tributaries to replenish stock lost in drought
Friends of Barry Monday Reserve	\$2,906	Preparing Tennis Courts for Public Use Refurbish old tennis courts and surrounds
Arding Landcare Group Inc.	\$2,420	Tree removal at Arding Reserve Removal of dead tree
Individual – Ethan Wooldridge	\$280	Ethan Wooldridge - Attendance at equestrian event (State Event) fees and equipment
Uralla Showground Committee	\$700	New cake display cases For showing cakes - balance of project which has received funding through UPC's Uralla Grants
Bundarra Golf Club	\$3,000	Golf Day (Incomplete application received by due date)
Total	\$15,306	

The seven submissions were assessed by the Community Grants Panel against the criteria as listed in the Community Grants Program Guidelines. The Community Grants Panel's assessments are set out in Table 2.

This report contains recommendations from the Community Grants Assessment Panel to award community grants to the successful applicants at 64.63% of their requested amounts (with the individual applicant to be granted the full \$280 requested) and to provide written correspondence to the unsuccessful applications. Table 2 contains the proposed funds to be allocated for each recipient.

**Table 2 – Panel
Assessments**

Applicant	Amount requested	Suggested amount to be awarded
Uralla And District Pony Club	\$3,000	\$1,939*
Bundarra Fishing Club	\$3,000	\$1,939*

Friends of Barry Monday Reserve	\$2,906	\$1,878*
Arding Landcare Group Inc.	\$2,420	\$1,564*
Individual – Ethan Wooldridge	\$280	\$280
Total	\$11,606	\$7,600

NB: The amounts could be rounded to the nearest \$10 for the same result

Once funding allocation is approved and a resolution is passed by Council approving the grants, letters of grant offers will be forwarded to the successful applicants together with conditions and offer acceptance documentation to be signed and returned to Council.

Letters of advice will also be provided to the unsuccessful applicants.

KEY ISSUES:

- Council’s 2020-21 budget for its Community Grants Program is \$15,000 of which \$7,400 has already been allocated.
- Council received six applications from community groups/organisations under Round 2 of the 2020-21 Community Grants Program and one individual application.
- The Community Grants Panel have assessed the applications and provided recommendations to award a total of four group/organisation applications and one individual application, which at 100% of funds requested would total \$11,606.
- To meet the budget restrictions, it was suggested by the panel that each of the organisations received 64.63% of their requested amounts, and the individual applicant receives 100% of his requested amount.
- The amounts could be rounded to the nearest \$10 for the same result.
- Council could consider to reissue the \$3,000 no longer required by the Kentucky Progress Association for Round 1, which would raise the percentage allocated to each successful recipient.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

Applications for Round 2 of the Community Grants Program were called via Public Notice in Council’s newsletter, website and via social media. The Community Grants Program was further advertised via media release.

2. Policy and Regulation

The Community Grants Program Policy can be viewed on Council's website, refer: <https://www.uralla.nsw.gov.au/Council/Council-information/Policies-and-Codes>

3. Financial (LTFP)

Should Council endorse the Community Grants Panel's recommendations, Council will commit \$7,600 under Round 2 of Community Grants awarded during the 2020-21 financial year and is within the program's budget.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Financial: This report addresses the issues relating to the budget and allocation of the grants. Grants are required to be acquitted. The risk is identified as low.

Reputation: There may be isolated concerns in relation to the distribution of the funds. This is assessed as low.

7. Performance Measures

Successful completion of projects as reported via grant acquittal submitted within 60 days of completion of projects.

8. Project Management

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



Department: Infrastructure & Development
Prepared by: *Manager of Development and Planning*
TRIM Reference: UINT/21/3784
Attachments: UINT/21/3788 Attachment 1 - DA-18-2021 - Development Assessment Report
UINT/21/3789 Attachment 2 - DA-18-2021 - Plans
UI/21/1806 Attachment 3 - DA-18-2021 - Redacted Submission

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 applications
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.

SUMMARY:

Proposal:	Installation of flood lights
Property description:	Lot 2A DP 156002 - Assessment 9611
Applicant:	Uralla Bowling and Recreation Club
Owner:	Uralla Bowling and Recreation Club
Zoning:	R1 General Residential
Date received:	4 March 2021
Public notification or exhibition:	Yes
Exhibition period:	12 March 2021 – 26 March 2021
Submissions:	1
Other approvals:	Nil

RECOMMENDATION:

That Council refuse the Development Application 18/2021 for installation of flood lights at 52 Hill Street Uralla (Lot A DP 156002) as:

1. Pursuant to Section 4.15(1)(a)(i) of the Environmental Planning and Assessment Act 1979 and Part 2.3 of Uralla Local Environmental Plan 2012, the proposed development fails to demonstrate its compliance with the objectives of the R1 General Residential zone in so far as to provide for the housing needs of the community.
2. Pursuant to Section 4.15(1)(b) of the Environmental Planning and Assessment Act 1979, the proposed development fails to demonstrate that there are acceptable impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality.
3. Pursuant to Section 4.15(1)(c) of the Environmental Planning and Assessment Act 1979, the proposed development fails to demonstrate that the site is suitable for the development.
4. Pursuant to Section 4.15(1)(e) of the Environmental Planning and Assessment Act 1979, the proposed development fails to demonstrate that approval of the development would be in the public interest.
5. Pursuant to Chapter 3 of the Uralla Development Control Plan 2011, the proposed development fails to demonstrate that it minimises impacts on adjoining properties.

BACKGROUND:

Development Application 18/2021 for installation of flood lights at 52 Hill Street Uralla (Lot A DP 156002) was received on 4 March 2021.

One submission was received during the notification period. The relevant objections in the submission are discussed below in the 'Key Issues' section.

REPORT:

The development application seeks to gain development consent for installation of flood lights at the Uralla Bowling and Recreation Club at 52 Hill Street Uralla (Lot A DP 156002).

Commercial premises are not permissible in the R1 General Residential zone, however the bowling club is a permissible existing use under the provisions of Section 4.65 of the Environmental Planning and Assessment Act 1979.

KEY ISSUES:

Noise - The installation of the lighting is for the purpose of enabling bowling activities until 10pm. As these activities are conducted exclusively outside this represents a significant intensification of the land use for a licensed premises in a residential area.

Lighting - The applicant has requested that the lights be allowed to be left on until 10pm. With several residential receptors within 50 metres of the site, it is reasonable to suggest that the lighting will have a negative impact on amenity.

Social impacts - Intensification of the land use for a licensed venue in a residential area may have negative impacts on the amenity of the locality.

Economic impacts - Amenity impacts from intensification of the land use may devalue neighbouring residential properties.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The application was notified as per the provisions of the Uralla Development Control Plan 2011.

2. Policy and Regulation

Uralla Development Control Plan 2011

Uralla Local Environmental Plan 2012

Environmental Planning and Assessment Regulation 2000

Environmental Planning & Assessment Act 1979

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Should the application be approved there may be some risk in the future of litigation for Council not competently exercising its duties under Section 4.15 of the Environmental Planning and Assessment Act 1979. The Land and Environment Court has generally held that a proposed development that is an intensification of an existing use and that can reasonably be expected to have a negative impact on the amenity of a locality should not be permitted to proceed.

7. Performance Measures

Nil

8. Project Management

Nil

Development Assessment Report

DA Number: DA-18-2021

Council: Uralla Shire Council

Location: 52 Hill Street URALLA

Development Description: Installation of Flood Lights - 8 Cantilever Lighting Poles 10 metres high with 200W LED lights

Title Details: Lot: A Sec: 8 DP: 759022

Property Details/History

	Checked	Comments
File History	No	
Title Plan	Yes	
Check Ownership	Yes	

Application Type

Is this application an Integrated Development Application? No

Concurrence/Referral

Section 4.13 – EP & A Act

Does this application require concurrence or referral? No

Is there any other issue that requires notation? No

Does this application require referral for decision by Council? Yes

Local Environmental Plan

Section 4.15(1)(a)(i) – EP & A Act

This land is zoned: R1 General Residential

List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes	The proposed land use requires development consent.

Is there a draft LEP or draft LEP amendment which may affect this proposal? No

Do 'existing use' provisions apply to this development? Yes

Development Control Plan

Section 4.15(1)(a)(iii) – EP & A Act

Does Uralla DCP 2011 apply to this land/proposal? No

Regional Environmental Plan

The proposed development is not inconsistent with the New England North West Regional Plan.

State Environmental Planning Policy

Is this proposal affected by a SEPP?

No

Environmental Impacts

Section 79c(1)(b) – EP & A Act

Does this proposal have any potential environmental impacts?

Yes

	Impact	Comment
Social	Yes	Intensification of the land use for a licensed venue in a residential area may have negative impacts on the amenity of the locality.
Economic	Yes	Amenity impacts from intensification of the land use may devalue neighbouring residential properties.
Intrusion of lighting	Yes	The applicant has requested that the lights be allowed to be left on until at least 10pm. With several residential receptors within 50 metres of the site, it is reasonable to suggest that the lighting will have a negative impact on amenity.
Noise	Yes	The installation of the lighting is for the purpose of enabling bowling activities until 10pm. As these activities are conducted exclusively outside this represents a significant intensification of the land use for a licensed premises in a residential area.
Fauna	Unknown	While there may be some negative impacts from lighting on fauna in Alma Park, it is reasonable to suggest that the direct lighting from passing vehicles at night would have a greater impact than the ambient light spill from the bowling club should the application be approved.

Flooding

Section 4.15(1)(b) – EP & A Act

Is this property flood affected?

Yes

Comment: Minor impact. Infrastructure only.

Bush Fire Prone Land

Section 4.15(1)(b) – EP & A Act

Is this property bush fire prone as per the Bush Fire Prone Map?

No

Contaminated Land

Section 4.15(1)(b) – EP & A Act

Has this land been identified as being contaminated land by Council?

No

Infrastructure

Has an engineering assessment been completed?

No

Does this proposal have any potential infrastructure impacts?

No

Construction Assessment

Is a construction assessment required?

No

Section 68 Assessment

Section 68 – LGA Act

Is a section 68 approval required?

No

Signage

Does this proposal require signage?

No

Notification

Section 4.15(1)(d) – EP & A Act

Was this application notified?

Yes

Is this application an advertised development application?

No

Were there any written submissions received?

Yes. 1.

Submission Makers	Issues	Comment
Bruce and Bev Stubberfield	Noise impacts on amenity, light spill impacts on fauna,	See environmental impacts section.

Public Interest

Section 79c(1)(e) – EP & A Act

Does this proposal have any construction or safety issues?

No

Site Suitability

Section 4.15(1)(c) – EP & A Act

Is this a suitable site for this proposal

No

Assessing Officer General Comment

ASSESSMENT – KEY ISSUES

No issues warranting further detailed consideration have been identified.

Recommendation

Significant adverse impacts are expected on the amenity of the locality as a result of the approving the application. In that context it would be inappropriate to approve the development application.

Conclusion

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

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

Additional Notes Attached:

No

A handwritten signature in blue ink, appearing to be 'M. Clarkson', written in a cursive style.

Signed:

Matt Clarkson, Manager of Development and Planning

Date: 30.3.2021

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 lightning 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

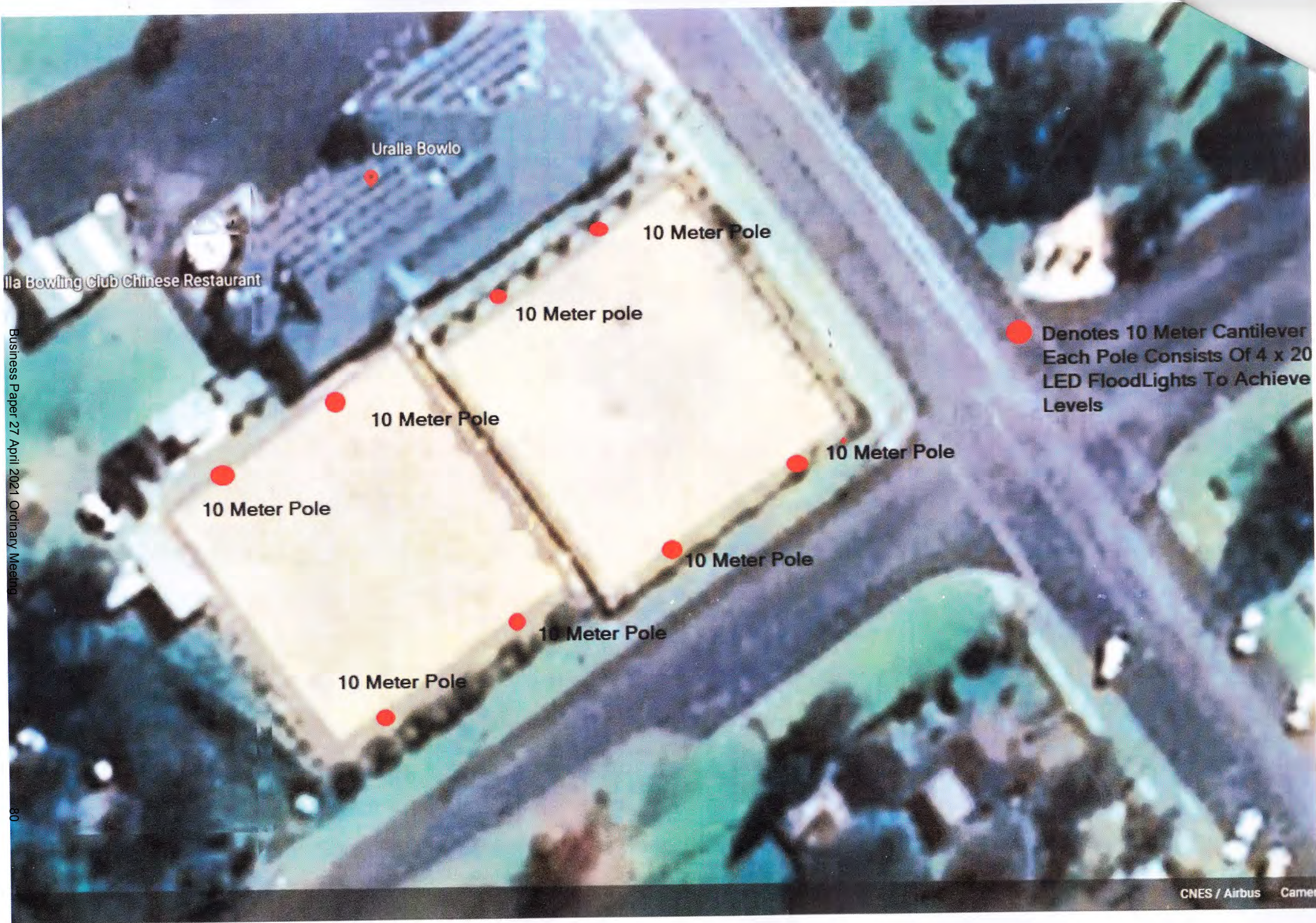
21. Any damage caused to kerb, guttering crossovers and/or footpaths during building operations shall be rectified by the developer to the satisfaction of Uralla Shire Council's Director Infrastructure & Regulation.

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.

END



Uralla Bowlo

Uralla Bowling Club Chinese Restaurant

10 Meter Pole

10 Meter pole

10 Meter Pole

10 Meter Pole

10 Meter Pole

10 Meter Pole

10 Meter Pole

10 Meter Pole

● Denotes 10 Meter Cantilever
Each Pole Consists Of 4 x 20
LED FloodLights To Achieve
Levels

Business Paper 27 April 2021 Ordinary Meeting

B & BJ Stubberfield,



Re: DA -18-2021

Installation of Flood Lights- 8 Cantilever Lighting Poles

10 metres High with 200 W Led Lights

52 Hill Street, Uralla

Uralla Bowling & Recreational Club.

Dear Mr. Clarkson,

Thank you for the notification of the above Development Application and the opportunity to respond as a nearby resident.

If more details were an option to include in a submission eg. a list of questions to gain a better understanding of the proposed Development Application, then, it would clearly provide for us to be fully informed and make comment.

However, we wish to advise, currently any conversational noise from the bowling greens resounds across Queen Street to the rear of our property in Salisbury Street during day time activities, along with any other noises that occur from the bowling club. We are guessing that the lighting is required for evening bowls, and this would create potential chatter and also resound at night. Also, in respect for residents sleeping time, if the Bowling Club Development Application is successful, we request the Flood Lights be turned off at a reasonable hour of 9 pm.

Another concern is the potential environmental impact on the existing wildlife habitat in Alma Park, by way of damaging breeding cycles and sleep patterns, potential attraction of wildlife across Bundarra Road, causing Road kill. There are a number of existing wildlife birds, ducks, Native Water Rats, eastern long necked turtle and roosting micro bats in Alma Park. Refer: RMS microbat Management plan. Wallabies and Kangaroos have been sighted in Alma park at times.

New research has shown that artificial lighting, including street lights and domestic garden lighting, could be preventing some wildlife from getting much-needed sleep, slows down their reaction and their response to fight off predators such as cats. The research urges local Councils to consider the effects of light pollution on wildlife when it comes to street and recreational park lighting. This is achievable by the angle of the lighting facing downward to the footpath instead of up towards the sky and trees.

Recreational and aesthetic values: Healthy Creeks and waterways are peaceful and beautiful. They are important to keep for all of us and future generations so we can enjoy them and learn from them.

Consideration for an Environmental Impact Assessment report would be very much appreciated, especially the fact that a waterway forms part of the habitat for the existing wildlife and surrounds Alma Park.

Thank you for the opportunity to provide a submission for DA-18-2021.

Yours sincerely

Bruce and Bev Stubberfield.

24th March, 2021.

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



Department: Infrastructure & Development
Prepared by: *Manager of Development and Planning*
TRIM Reference: UINT/21/2665
Attachments: UINT/21/2670 Attachment 1 - Development Assessment Report
UINT/21/2672 Attachment 2 – Plans

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.

SUMMARY:

Proposal:	Carport and Addition to Existing Shed
Property description:	Lot 4 DP 1092795 - Assessment 10800
Applicant:	Jeremy and Laurie Schalk
Owner:	Jeremy and Laurie Schalk
Zoning:	R1 General Residential
Date received:	18 February 2021
Public notification or exhibition:	Yes
Exhibition period:	19 February 2021 – 8 March 2021
Submissions:	0
Other approvals:	Nil

RECOMMENDATION:

That Council resolve to refuse the carport for Development Application 10/2021 at 2 Depot Road Uralla (Lot 4 DP 1092795) as it does not meet boundary setback requirements.

BACKGROUND:

Development Application 10/21 for a carport and shed addition at 2 Depot Road Uralla (Lot 4 DP 1092795) was received on 18 February 2021.

No submissions were received during the notification period.

At the 23 March 2021 Council meeting motion 08.03/21 was carried to:

1. Lay item, 15.3 Recommendation part #1 – Carport extension, on the table to enable consideration of late plan amendments.
2. Approve the shed addition for Development Application 10/2021 at 2 Depot Road Uralla (Lot 4 DP 1092795)

On 30 March 2021 Council received amended plans for the carport with the setback increased by 1 metre.

REPORT:

The development application seeks to gain development consent for a carport and shed addition at 2 Depot Road Uralla.

The development application for the shed addition was compliant with the Uralla Development Control Plan and has been approved.

The Uralla Development Control Plan requires that the street setback from the secondary street frontage is as per the provisions of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (Codes SEPP). The Codes SEPP requires that secondary road setbacks for corner lots >600m²–1,500m² a dwelling house and any attached development must have a minimum setback from a boundary with a secondary road of 3 meters. As the carport is proposed to be built to the property boundary it is not compliant with the SEPP and the development application should therefore be refused.

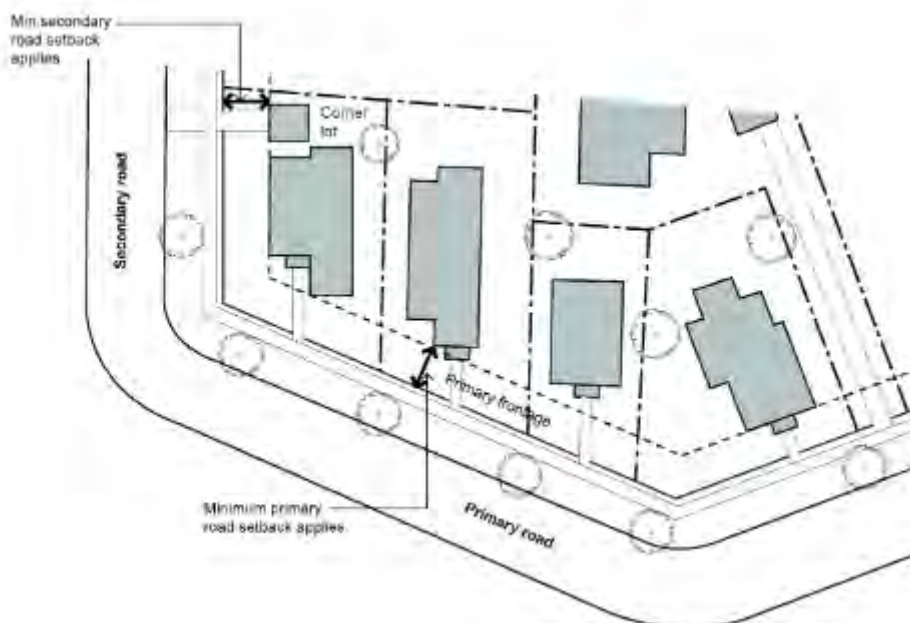
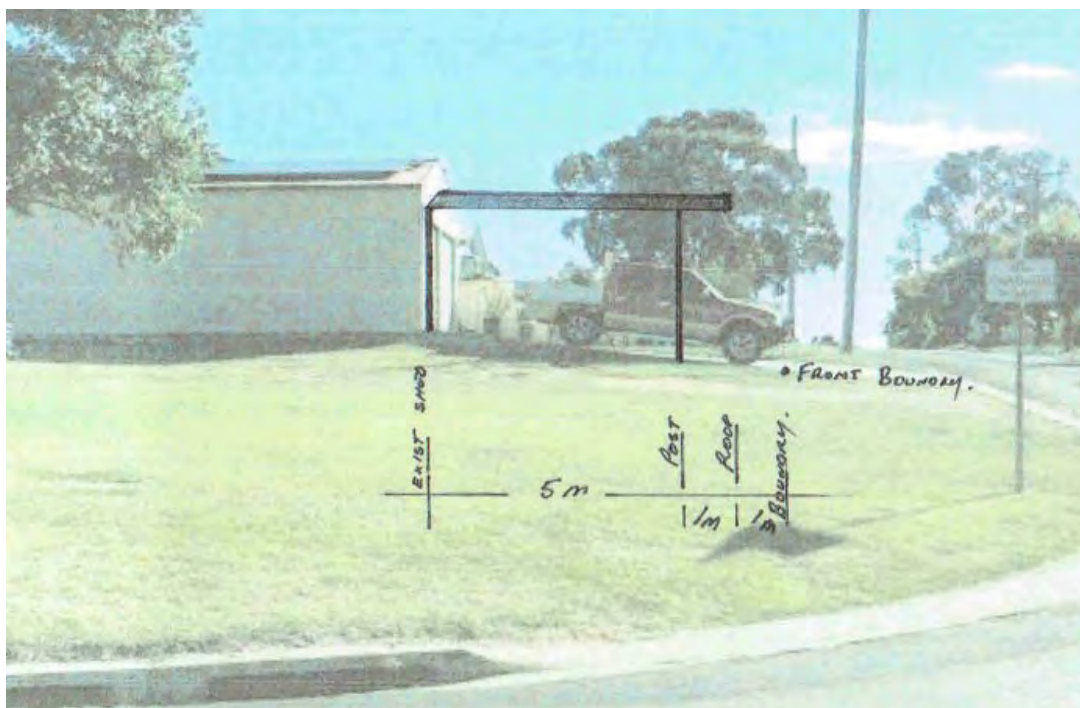


Figure 1: Codes SEPP extract showing secondary road setback.



Images 1 and 2: Site plan and annotated streetscape photo 2 Depot Road Urulla.

Should Council resolve to approve the application, recommended conditions of consent are provided below.

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:

- (a) development consent, in the case of a temporary structure that is an entertainment venue, or
- (b) 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:

- (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.

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:

- (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.

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:
- (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.*
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:

- (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.

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.

- (d) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
- (e) 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,
- (f) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
- (g) 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:

- (h) divert uncontaminated run-off around cleared or disturbed areas,
- (i) erect a silt fence to prevent debris escaping into drainage systems or waterways,
- (j) prevent tracking of sediment by vehicles onto roads,
- (k) 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: _____

- (l) 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,
- (m) 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,
- (n) 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,
- (o) 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.

KEY ISSUES:

- Refusal of the carport is recommended as it does not meet boundary set back requirements.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The application was notified as per the provisions of the Uralla Development Control Plan 2011.

2. Policy and Regulation

Uralla Development Control Plan 2011

Uralla Local Environmental Plan 2012

Environmental Planning and Assessment Regulation 2000

Environmental Planning & Assessment Act 1979

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Development Assessment Report

DA Number: DA-10-2021 **Council:** Uralla Shire Council
Location: 2 Depot Road URALLA
Development Description: Carport & Addition to Existing Shed
Title Details: Lot: 4 DP: 1092795

Property Details/History

	Checked	Comments
File History	No	
Title Plan	Yes	
Check Ownership	Yes	

Application Type

Is this application an Integrated Development Application? No
Is it a BASIX affected development? No

Concurrence/Referral

Section 4.13 – EP & A Act

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

Local Environmental Plan

Section 4.15(1)(a)(i) – EP & A Act

This land is zoned: R1 General Residential

List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes	The proposed land use requires development consent.

Development Control Plan

Section 4.15(1)(a)(iii) – EP & A Act

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

Chapter	Compliance	Comment
3	Yes and No	The shed addition is compliant however the carport is not as a 3m setback is required, in the context where the proposal is to build the carport to the property boundary.

Regional Environmental Plan

The proposed development is not inconsistent with the New England North West Regional Plan.

State Environmental Planning Policy

Is this proposal affected by a SEPP? No

Environmental Impacts

Section 79c(1)(b) – EP & A Act

Does this proposal have any potential environmental impacts? Yes

	Impact	Comment
Setbacks	Yes	Building the carport to the property boundary would have a negative impact on the streetscape.

Environmental Impacts – Heritage

Section 4.15(1)(b) – EP & A Act

Does this proposal have any potential impact on?

Heritage	Impact	Comment
European	No	
Aboriginal	No	

Flooding

Section 4.15(1)(b) – EP & A Act

Is this property flood affected? No

Bush Fire Prone Land

Section 4.15(1)(b) – EP & A Act

Is this property bush fire prone as per the Bush Fire Prone Map? No

Construction Assessment

Is a construction assessment required? No

Section 68 Assessment

Section 68 – LGA Act

Is a section 68 approval required? Yes

What the type of assessment/approval required? B5

Notification

Section 4.15(1)(d) – EP & A Act

Was this application notified? Yes

Is this application an advertised development application? No

Were there any written submissions received? No

Public Interest

Section 79c(1)(e) – EP & A Act

Does this proposal have any construction or safety issues? Yes No

Site Suitability

Section 4.15(1)(c) – EP & A Act

Is this a suitable site for this proposal
shed addition, however the carport is not appropriate for the site.

Yes for the

Assessing Officer General Comment

ASSESSMENT – KEY ISSUES

No issues warranting further detailed consideration have been identified.

Recommendation

No significant adverse impacts are known or expected on the natural, social or economic environment as a result of the approving the application. In that context it would be appropriate to approve the Development Application subject to the attached recommended conditions of development consent.

Conclusion

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

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

Additional Notes Attached:

No

Signed:



Matt Clarkson, Manager of Development and Planning

Date: 8.3.2021

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

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

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

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

Erection of signs

Please Note: This does not apply in relation to:

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

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

Notification of *Home Building Act 1989* requirements

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

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

GENERAL CONDITIONS

8. This approval is for the shed addition only. The proposed carport is not approved.
Reason: To ensure compliance with the Uralla Development Control Plan and to avoid any structures being erected in a location where it would be inappropriate.
9. 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.
10. 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.

11. The structure is to be inspected at the following stages of construction:
- before the pouring of footings**
 - before covering drainage (under hydrostatic test)
 - before pouring any reinforced concrete structure **
 - before covering the framework for any wall, roof or other building element **
 - before covering waterproofing in any wet area**
 - before covering any stormwater drainage connections
 - when the building work is completed and all conditions of consent have been addressed**
- ** denotes a critical stage inspection (a mandatory inspection under Section 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.*
12. A Construction Certificate must be obtained from a Certifier before work commences.
- Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.*
13. Occupancy of the building is not to take place until the Principal Certifier (PC) has carried out a final inspection and an Occupation Certificate issued.
- Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979 and to restrict the use of the premises until the terms of the Development Consent have been complied with so as to ensure the health and safety of occupants of the building.*
14. Roof water is to be disposed in a manner that does not cause a nuisance for neighbouring properties, by one of the following methods:
- (a) By piping 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.*
15. 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*
16. 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.

17. 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

18. 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

19. 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

20. 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.

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.

22. 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.

23. 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.

24. 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.

25. 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.

26. 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.

- (d) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
- (e) 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,
- (f) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
- (g) 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.

27. 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:

- (h) divert uncontaminated run-off around cleared or disturbed areas,
- (i) erect a silt fence to prevent debris escaping into drainage systems or waterways,
- (j) prevent tracking of sediment by vehicles onto roads,
- (k) 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.

28. 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.

29. Development involving bonded asbestos material and friable asbestos material:

- (l) 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,
- (m) 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,
- (n) 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,
- (o) 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

30. 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.

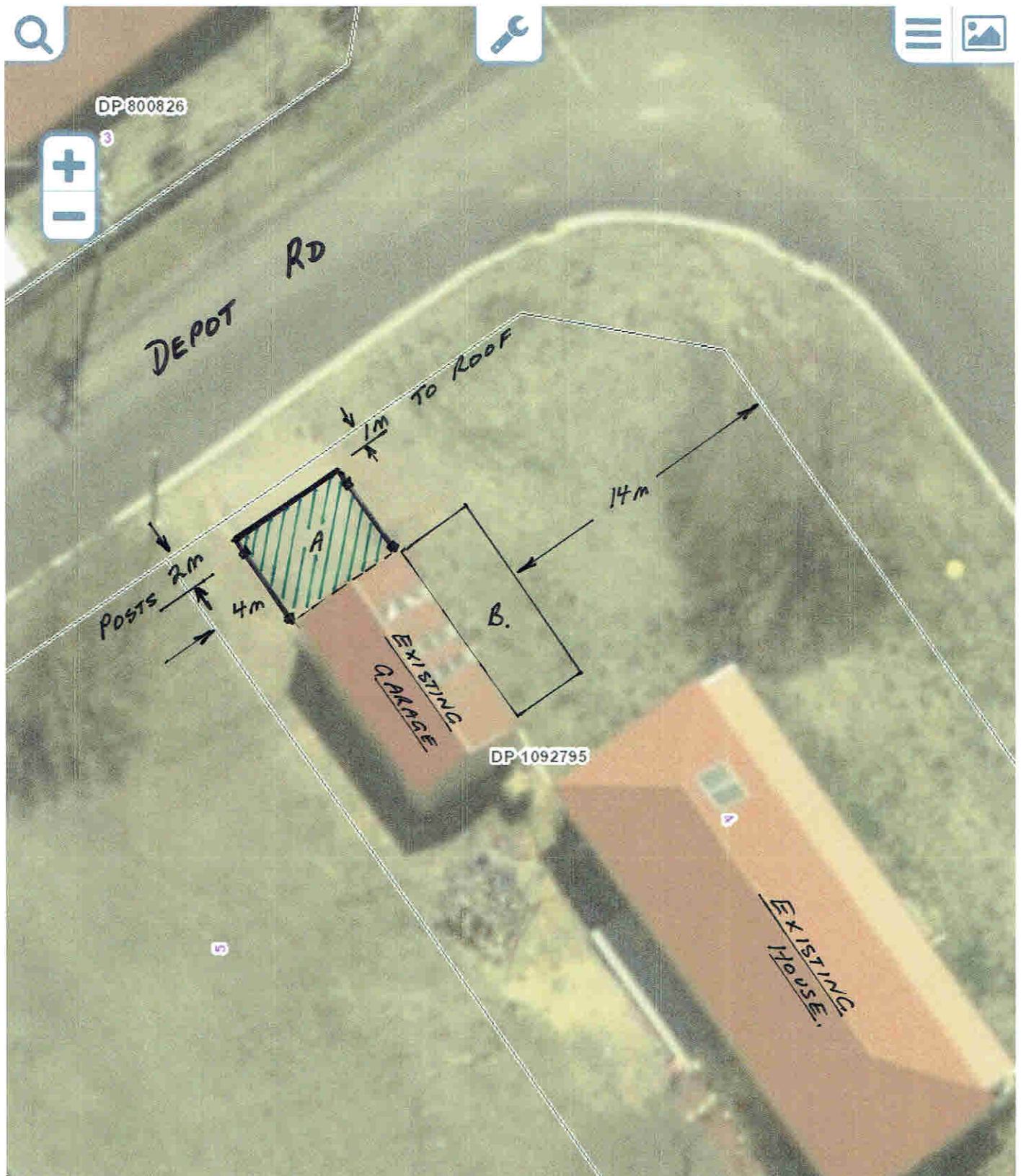
ADVISORY NOTES – GENERAL

31. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
32. 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.
33. 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.
34. 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.
35. 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.
36. 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.
37. Pursuant to Section 94(1)(a) of the *Local Government Act 1993 (General) Regulation 2005*, prior to any water main extension work or sewer main extension work the developer is to apply for a Section 68 Certificate approval and submit proposed plans.

END

PROPOSED OPEN GARAGEPORT LOCATED AT
2 DEPOT ROAD - OWNERS J. + L. SCHALK.





A: PROPOSED 6m x 6m OPEN CARPORT

B: PROPOSED 4m x 10.5m SHED ADDITION

@ 2 DEPOT ROAD - URALLA

FOR J. + L. SCHALK.

* REVISED SITE PLAN INDICATES OPEN CARPORT IS
SETBACK 2m FROM DEPOT ROAD.

1:282

0 3 6m



15.5 WORKS PROGRESS REPORT

Department: Infrastructure & Development
Prepared by: Manager Civil Infrastructure
TRIM Reference: UINT/21/4195
Attachments: UINT/21/4196 April - Attachment Works Program to 31 March 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 the report be received and noted for the works completed or progressed during March 2021 and works programmed for April 2021.

BACKGROUND:

Council is kept informed on the progress of maintenance and construction works within the Shire.

REPORT:

A. Works Undertaken in March 2021

1. **Main Road Maintenance**

MR73 Thunderbolts Way (Walcha)	Bitumen patching
Thunderbolts Way and Bundarra Road	Bitumen patching

2. **Sealed Roads Maintenance**

Uralla Streets and Rural Roads	Bitumen patching. Mowing
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3. Unsealed Roads Maintenance Grading

Hariet Gully Road	Graded
Old Gostwyck Road	Graded
Karingal Road	Graded
Stonybatter Road	Graded
Bendemeer Road	Graded
Warrembah Road	Graded
Corey Road	Graded
Balala Road	Graded
Allinghams Road	Graded
Looanga Road	Graded
Danehurst Road	Graded
Lana Road	Graded

4. Construction

Retreat Road upgrade	Complete sealing, erosion control and grass seeding
Kingstown Road	Complete vegetation control
Kingstown Road	Complete Resealing
Hawthorne Drive improvement	Commence vegetation clearing

5. Bridge / Sign

Bridge maintenance	Commence whipper snipping near bridges. Clear flood debris.
Hawthorne Drive Improvement	Install drainage pipes
Thunderbolts Way 8.5 to 8.8 km South of Uralla (Tarana Curve) – Blackspot Program	Pipe culvert extension

6. Town and Parks

Uralla	Recreational area maintenance, cemetery maintenance, clean gutters, mowing, sporting field maintenance, tree pruning, weed spraying
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B. Works to be continued/undertaken in April 2021

1. Main Road Maintenance

Bitumen patching
Mowing

2. Sealed Roads Maintenance

Bitumen patching. Mowing

3. **Unsealed Roads Maintenance**

Grading – Saumarez War Service Road,
Bakers Creek Road, Hillview Road, Gills
Road, Blue Mountain Road, Hardens Road,
Lindon Road, The Gap Road

4. **Bridge/Sign**

Rural Roads

Pipe maintenance

5. **Construction**

Hawthorne Drive improvement
Thunderbolts Way 8.5 to 8.8 km South of
Uralla (Tarana Curve) – Blackspot Program

Sub-base and base construction
Commence construction

6. **Town Area**

Maintenance

General maintenance and upkeeping

C. The following road projects are to be undertaken in the coming months through to June 2021.

1. Project: Retreat Road upgrade
Scope of works: Upgrade from unsealed to sealed road and drainage improvement
LRCI Funding: \$400,000
Status: Completed
2. Project: Torryburn Road rehabilitation
Scope of works: Pavement widening, additional base course, stabilising, drainage improvement and bitumen sealing.
LRCI Funding: \$73,600
Status: Commence April/May 2021
3. Project: Hawthorne Drive improvement
Scope of works: Pavement widening, additional base course, drainage improvement and bitumen sealing.
Fixing Local Roads Funding: \$516,000. Council contribution: \$139,000
Status: In-progress
4. Project: Thunderbolts Way 8.5 to 8.8 km South of Uralla (Tarana Curve) Blackspot Program
Scope of works: Pavement widening, install safety barrier and bitumen sealing
Safer Road Funding: \$247,840
Status: In-progress
5. Project: Kingstown Road (ch 4.5km – 12.5km)
Scope of works: Heavy Patching
R2R Funding: \$127, 850
Status: Commence in early May
6. Project: Thunderbolts Way South rehabilitation (ch19km – 23km)
Scope of works: Heavy Patching
Block Grant Funding: \$250,000
Status: Commence in May 2021

KEY ISSUES:

NIL

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Weekly posts to Council's facebook and internal weekly bulletin keep the community informed of progress.
- 2. 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.
- 3. Financial (LTFP)**
In accordance with budget.
- 4. Asset Management (AMS)**
In accordance with Asset Management Plan.
- 5. Workforce (WMS)**
Council staff and contractors.
- 6. Legal and Risk Management**
Maintaining Council assets to minimise legal and risk exposure.
- 7. Performance Measures**
Works completed to appropriate standards.
- 8. Project Management**
Works Manager, Overseer & Director Infrastructure & Development.

Capital Works Program at 31 March 2021

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 16/11	January 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															
2	Bingara Road upgrade, ch 6600 to 15000.		\$2,856,000.00	\$2,464,518.98														
3	Road construction (ch8900 - 11100), drainage, erosion control and guardrail	Restart NSW	\$794,183.00	\$661,888.43	[Blue bar from July 29/06 to Dec 14/12]													
4	Tolleys Gully Bridge	Growing Local Economies	\$1,100,000.00	\$52,313.25	[Blue bar from July 29/06 to Nov 19/10]													
5	Survey, investigation and tender		\$45,000.00	\$52,313.25	[Blue bar from July 29/06 to Nov 19/10]													
6	Bridge design and construction		\$448,500.00	\$0.00														
7	Bridge approaches construction		\$551,000.00	\$0.00														
8	Safer Roads - MR73(South)	Safer Rd / Blackspot	\$247,840.00	\$21,246.91														
9	Design		\$20,000.00	\$21,246.91	[Blue bar from Aug 27/07 to Nov 19/10]													
10	Construction & install safety barriers		\$227,840.00	\$0.00														
11	Regional Roads - REPAIR Program (Ext Funding \$187,326)	REPAIR / Block Grant	\$615,089.00	\$361,855.92														
12	Thunderbolts Way (MR73) South, Heavy Patching	Block	\$250,000.00	\$0.00														
13	Thunderbolts Way(MR73C), REPAIR reconstruction ch 2200to 22650 (adjacent Gwydir River bridge)	REPAIR	\$187,912.00	\$178,934.45														
14	Thunderbolts Way(MR73C), REPAIR reconstruction ch 1300 to 1730 (Rifle Range) and guardrail	REPAIR	\$177,177.00	\$182,921.47														
15	Upgrade		\$400,000.00	\$461,406.48														
16	Retreat Rd (2km)	LRCI	\$400,000.00	\$461,406.48														
17	Renewals 1		\$2,484,234.00	\$1,143,643.35														
18	Reseals - Urban	R2R	\$70,343.00	\$60,086.32														
19	Reseals - Rural	R2R	\$372,269.00	\$162,439.05														
20	Reseals - Regional	Block	\$289,268.00	\$124,708.45														
21	Rehabilitation - Sealed Rural Roads		\$1,493,110.00	\$560,270.40														
22	Kingstown Road Heavy Patching (4.5 - 12.5km)	R2R	\$404,250.00	\$276,398.92														
23	Arding Road Heavy Patching(2.15km - 5km)	R2R	\$215,634.00	\$221,277.26														
24	Torryburn Road Heavy Patching (11.5 - 12.5km)	LRCI	\$73,600.00	\$0.00														
25	Gostwyck Road Heavy Patching(4 - 5km)	R2R	\$144,626.00	\$0.00														
26	Hawthorne Drive Upgrade (0 - 2.2km)	FLR	\$655,000.00	\$62,594.22														
27	Rehabilitation - Sealed Urban Roads		\$307,720.00	\$236,139.13														
28	Uralla Street (Uralla Creek - Hill St)		\$31,000.00	\$35,195.37														
29	East Street (Duke St - Salisbury St)		\$94,820.00	\$61,090.06														
30	Queen Street (Central School - Park St)		\$99,125.00	\$78,872.55														
31	Maitland Street (King St - Wood St)	LRCI	\$82,775.00	\$60,981.35														
32	Construction Projects		\$195,606.00	\$0.00														
33	Footpath (Bundarra)		\$60,256.00	\$0.00														
34	Bike Track (Plane Avenue)		\$64,750.00	\$0.00														
35	Kerb & Gutter		\$70,600.00	\$0.00														
36	Resheeting		\$503,373.00	\$179,569.00														
37	Unsealed Rural Roads		\$482,668.00	\$179,569.00														
38	Unsealed Regional Roads		\$20,705.00	\$0.00														
39	Others Projects		\$20,000.00	\$0.00														
40	Uralla Caravan Park - pavement improvement	Drought Stimulus	\$20,000.00	\$0.00														

Project: April - Attachment - Capital Wo	Task		Project Summary		Manual Task		Start-only		Deadline		Slippage
	Split		Inactive Task		Duration-only		Finish-only		Progress		
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress		
	Summary		Inactive Summary		Manual Summary		External Milestone		Slippage		

15.6 THUNDERBOLTS FESTIVAL SPONSORSHIP REQUEST 2021



Department: Infrastructure & Development
Prepared by: *Director Infrastructure and Development*
TRIM Reference: UINT/21/4278
Attachments: Confidential Attachment 1 - UINT/21/4751 – Thunderbolt Festival Committee Financial Statement 2019 – provided under separate cover
Attachment 2 – UINT/21/4289 – Thunderbolt Festival Committee Presentation to General Manager’s Strategic Workshop and Briefing for Councillors held 13 April 2021

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 1.3 A diverse and creative culture
Strategy: 1.3.2 Work with the community and other partners to develop major cultural and community events and festivals
Activity: 1.3.2.1 Facilitate the development of a range of community and cultural activities

SUMMARY:

The purpose of this report is to present to Council the Thunderbolts Festival Committee’s Actual Financials for 2019 and, for Council to determine whether it continues its sponsorship of the annual event based on the Committee’s request for sponsorship (of the Thunderbolts Festival 2021).

RECOMMENDATION:

That Council:

- 1) agree to funding and support for the 2021 Thunderbolts Festival as follows:
 - a) \$X 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) Seek confirmation from the Thunderbolts Festival Committee that Council will be promoted as the major sponsor of the event for 2021.

BACKGROUND:

The Thunderbolt Festival Committee advises that in the previous 21 years of the event, Council has sponsored the Thunderbolts Festival with financial contributions ranging from \$10,000 to \$23,000.

Council received a letter from the Thunderbolts Festival Committee on 19 November 2019, requesting that Council renew its sponsorship of the annual Thunderbolts Festival.

In considering the request for funding for the 2020 Thunderbolts Festival and the recommendation, “**That Council fund the Thunderbolt Festival for the next twelve (12) months out of the NSW State Government Drought Stimulus Package 2020,**” Council resolved at its Ordinary meeting held on 17 December 2019 as follows [30.12/19]:

That:-

Council defer discussion of this matter to a future Ordinary Meeting of Council preceded by a Councillor Workshop following the receipt of a 2019 Financial Statement from the Thunderbolt Festival Committee.

The Drought Stimulus Package projects listed did not include the Thunderbolts Festival sponsorship per the original recommendation to Council and as such this funding source is no longer available to this endeavour.

Council received a copy of the Thunderbolts Festival Committee's 2019 Financial Statement shortly following the resolution above, however due to COVID-19 the workshop was delayed for some months in early 2020. The Thunderbolts Festival 2020 was later cancelled and the workshop deferred to the following year.

The Thunderbolts Festival Committee presented to the General Manager's Strategic Workshop and Briefing for Councillors held on 13 April 2021.

REPORT:

Council received an updated request from the Thunderbolts Festival Committee by way of letter dated 5 April 2021 requesting Council's sponsorship of the annual 2021 Thunderbolts Festival.

The Committee has requested a continued annual financial contribution from Council of \$14,000, with \$2,000 of this allocated to meet COVIDSafe requirements. In addition to financial sponsorship, the Committee has requested Council's continued in-kind support as follows:-

- a) The provision of and collection of garbage bins;*
- b) The installation and removal of promotional banners on Council's street banner poles;*
- c) The supply and pick up of barrier mesh, star pickets and dolly;*
- d) Supply of marking paint at cost to Council;*
- e) Road closures and traffic control as per traffic plan to be submitted through the Council Traffic Committee;*
 - *Highway closure for street parade (Federal Highway)*
 - *Local road closure for the event*
 - *A combination of SES, Rural Fire Brigades, Police and Council staff for vehicle traffic and crowd control*
- f) The Neighbourhood Centre; use of marquees, chairs and tables – Council staff to collect, drop off to Alma Park and return;*
- g) Council hire fee for the use of Alma Park be waived;*
- h) Festival program inserted into Council Newsletter, October edition, needs to be full colour, otherwise please book main panel on front of newsletter for promotion;*
- i) Photocopying of Market entry forms and invitation letters, Street Parade entry forms, invitation letters and Billycart Derby entry forms at cost to Council please - not commercial rates;*

- j) The need for support of the Visitor Information Centre for the collection of entry forms and point of contact for enquiries regarding available accommodation and event activities, if staff could please take messages pass these or any emails, on to organisers or refer enquiries to TF website. (All entry forms have committee phone numbers for enquiries so VIC staff will not be overburdened, this request is mainly for extra visitor enquiries related to the VIC not Festival);*
- k) To be listed on Council website under events with reference link to TF website;*
- l) Council staff contact person to be available by phone throughout the day of the event for any amenities issues;*
- m) Access and supply of electricity via all power outlets in Alma Park.*

The financial sponsorship amount and in-kind assistance requested above is in line with what Council has provided in previous years, except for the additional COVIDSafe costs of \$2,000.

The Thunderbolts Festival Committee has provided the Financial Statement as requested (see confidential Attachment 1.) The statement has not been validated by an independent third party.

A copy of the Thunderbolts Festival Committee's presentation to Council at the General Manager's Strategic Workshop and Briefing for Councillors held 13 April 2021 is attached to this report at Attachment 2.

The Thunderbolts Festival Committee, a sub-committee of the Rotary Club of Uralla, is comprised of volunteers. The organisation managing the event is not-for-profit and the event is not run as a business enterprise.

The Thunderbolts Festival Committee has advised Council that the Committee has researched other funding opportunities and has not been able to secure funds to sustain the festival into the future, however, that it will continue to seek grant opportunities in the future. The Committee has requested that Council consider its request for funding and support of the 2021 Thunderbolts Festival with any subsequent funding from Council to be sought by the Committee in the future.

The Thunderbolts Festival provides numerous social and economic benefits to the Uralla Shire community and it is for Council to determine whether Council continues its financial sponsorship and in-kind support of the event.

KEY ISSUES:

- The Thunderbolts Festival Committee has requested Council continue its support with a financial contribution of \$14,000 plus in-kind support for this year's Thunderbolts Festival.
- Council to determine its continued sponsorship and in-kind support of the Thunderbolts Festival.
- As a sub-committee of the Uralla Rotary Club, the Rotary Club maintains responsibility for insurance of the festival.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Communication with the Thunderbolts Festival Committee including meetings with Council staff.

Should Council resolve to sponsor the Thunderbolts Festival, media communications through the Council website and newsletter will be undertaken to promote the event.

2. Policy and Regulation

Local Government Act 1993

Local Government Regulations (General) 2005

Sponsorship Policy 2013

3. Financial (LTFP)

If Council determines to sponsor the Thunderbolts Festival the costs will be included in Council's operating budget for 2021/22.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Additional staff costs to facilitate in kind support as requested.

6. Legal and Risk Management

A comprehensive event management plan, risk management plan and traffic management plan is required to be supplied by the Committee. The Thunderbolt Festival Committee is not a Committee of Council, and as such the Committee is responsible for all liability, insurance and legal requirements.

7. Performance Measures

Nil.

8. Project Management

Nil.

THUNDERBOLTS FESTIVAL

Short statement; Thunderbolts Festival is a community event, coordinated by volunteers, it is not a business and not self sustaining. The event came from a Council initiative 22 years ago and continues to be run under the same ethos; with the aim to provide an entertaining and affordable day out, with as much of the funds raised as possible to remain with local schools, not-for-profit organisations and businesses in the Uralla Shire. It is a Rotary event for the purposes of insurance only. The Councillors here today have the choice to support this vital and long running community event or not.

Adam Marshall mentions in his weekly report on 26 Feb 2021 – “Whether it’s the Warialda Honey Festival, Thunderbolt Festival in Uralla or Glen Innes Celtic Festival, our region is renowned for events that successfully draw visitors to our region year-on-year.”

Please note; Walcha Council in their 20/21 Budget have allocated \$50,000 for tourism development which includes \$20,000 seed funding for events. Walcha Council support a number of events such as; the Walcha Mountain Festival, Walcha Swap Meet, Walcha’s Open Air Gallery, monthly Farmers Markets and the Nowendoc Summer Fest.

In all previous 21 years of the event, Council have provided sponsorship for Thunderbolts Festival ranging from \$23,000 to \$10,000 and the Committee would like to request that Council continue this partnership with the annual contribution of \$14,000.

Bev will give a detailed overview of the event’s history and then we will address some questions which Terry Seymour asked us to explain in this presentation.

In 1998 a group of local Uralla businesses got together to create an event in the town. There was a small street parade, live music and a free community BBQ. The event became the **Thunderbolt Country Fair in Spring** and was coordinated by the Uralla Shire Council’s Committee - Uralla Unlimited, one business owner took to making banners to put up in the street poles, they were made out of calico and the school got involved to create a logo using silk screening method. The Fair was held annually in Pioneer Park up until 2004, with a few market stalls, Battle of the Bands, some activities for children and fire twirling in the evening. Uralla Unlimited was a section 355 Committee of Council and later became known as Uralla Events Management Committee.

In 2005 the Fair was held with Uralla’s Sesquicentenary, 150th year celebrations and included the opening of the new Uralla Library building by Richard Torbay MP. The Fair moved to Alma Park as numbers of market stalls, displays and participants continued to increase. In 2007 it became known as Thunderbolts Festival, with features including street parade, Bush Poets Breakfast, helicopter joy flights, free live music and entertainment, face painting, free (or gold coin only) children’s activities; Circus workshops in the school, the Billycart Derby, fireworks, Bushranger Shoot Out, Open Gardens, Harleys for Helicopter Turkey Run, which later became Harleys for Humanity, opening of Uralla Creeklands Walk, Thunderbolt Bull & Broncs Spectacular, Show and Shine, Paws up Dog High Jump, USC Love Food the Waste, in 2018 the addition of the Antique & Machinery Club display and in 2019 The Thunderbolt Cup, a Medieval Combat Tournament hosted by New England Renegades at the Uralla Bowling Club and more! have all shaped the event to be a highlight on the regional calendar and a ‘must see, must do event’.

In 2016 increasing insurance costs caused the Council to request the committee to seek alternative options and the Rotary Club of Uralla now auspices the event. A small but passionate group of volunteers continue to manage and organise Thunderbolts Festival which is now held in conjunction with Oxley Riders Bail Up Poker Run.

Terry Seymour's 8 questions we have been requested to address

1. The organisation is not for profit: The Rotary Club of Uralla was chartered in 1956. As soon as a Rotary club is chartered by Rotary International, it automatically becomes an IRS-approved 501(c)(4) tax-exempt non profit organization, under RI's 501(c)(4) group umbrella.

2. The realised community benefit: It was estimated a few years ago that Thunderbolts Festival brings an injection of \$650,000 to the Uralla economy. The true benefit to the Uralla community is connectedness and pride. The many groups within the Uralla community come together at Thunderbolts Festival to celebrate the joy of living in our very special country town. The committee reported after the last event:

"The Thunderbolts Festival Committee is very pleased to report on the excellent event held 26th October 2019, with the largest crowd in many years, despite the drought, wind and dust. As organisers, we were thrilled to host so many people, the sense of community spirit is alive and well in Uralla, and we have received many messages of congratulations and of gratitude. The whole town was buzzing from mid week, accommodation, as we understand, was booked out and businesses reported a significant increase in trade."

And in 2016 (18th year of the event) the report to Council included:

The social benefits for Uralla as a result of Thunderbolts Festival needs to also be explained to provide greater understanding of the positive economic results of the event, it is not just about money.

Uralla has a deep sense of pride in our local community and each year Uralla locals love nothing better than line up together, to watch the street parade and to walk with the flood of participants to Alma Park. Each year they collectively marvel at the thousands of people who participate in Thunderbolts Festival. The sense of pride for 'Uralla on show' is palpable, the comments the committee receive every year are stunning, such as; best year ever, keep doing what you do and Uralla is amazing!

Uralla locals like getting involved and there are so many ways they can; dressing their kids for the street parade, being in the parade, helping the school BBQs or with Friends of McMaugh's, baking, selling raffle tickets, setting up tents, having a market stall – all involvement, no matter how large or small, contributes to the success of the event and the sense of connectedness people feel for their community.

There are few communities where a rock climb wall is available each year for children from as young as 4 years old, right through to teenagers and young adults. The importance of this activity and the reason it is used to help people overcome mental health issues, is that it allows people to push outside their comfort zone and to strive to reach their goal. The support staff & spectators encourage participants to go higher and higher, supporting them and telling them 'you can do it' - it is a valuable life lesson and when taught from a young age the empowering benefit of this activity can't be over-stated. If they make it half-way the first time, they can try to improve the next go and eventually they can make it all the way to the top of the wall. The thrill of the achievement is written all over their faces and most kids will line up to go again & again, and because the wristband only costs \$2 and there is no limit to the amount of times kids get to have a go.

Over the years the committee have received comments from participants that they meet up with family and friends each year at Thunderbolts Festival. We have been witness to many people reconnecting and saying they haven't seen each other since last years' event, time slips by so quickly. These connections are vital for people, vital for communities and help to keep communities alive.

3. Confirmation of visitor attraction (overnight stays etc): All accommodation booked out ahead.

It is extremely difficult to accurately report on the visitors attending Thunderbolts Festival because it is not a ticketed event, however participant numbers are estimated between 4,000 & 5,000 people each year.

The Festival Committee can report for the 2019 event: 525 wristbands were sold (indicating the number of children participating), Oxley Riders Bail Up Poker Run attracted approx 300 riders, participants from Lismore, Warwick, Tenterfield, Murwillumbah, Newcastle, Gosford, Sydney and around the local region. All these visitors stayed in Uralla or surrounds for at least one night and most stayed a minimum of two nights.

4. Supports local businesses:

It is estimated the event brings an injection of approximately \$650,000 annually to Uralla over one weekend.

There were increased numbers of market stalls in 2019 and although the weather was quite tough they all reported excellent sales. Of the 58 stalls sites, only about 21 are from outside the Uralla/Armidale Region.

95% of the food available in Alma Park is provided by the 3 local school groups (Uralla Central, St Josephs & Rocky River), Friends of McMaugh's and the Lions Club. The other 5% is made up of an ice cream van from the coast (for variety) and in the past we had a twisty potato chip stall from Barraba. Thunderbolts Festival has never had a coffee van or any other competing business in Alma Park and our purpose is to support local schools, not-for-profit groups and businesses, and for the majority of funds raised from the event to stay in Uralla.

The Festival committee does not look to make a profit, but to break even and to retain modest funds as start up for the following year. The aim of Thunderbolts Festival is to increase meaningful monetary benefits for the community, through tourism visitation expenditure and the hiring of local expertise. Benefits are felt by an array of local small businesses that are functionally connected to the Festival such as; cafes, restaurants & shops, the bakery, butcher, supermarket, hotels, motels, caravan parks, printers, sound and lighting, activity equipment hire, petrol sales, advertising agencies, the SES, local fire brigades and St. John's Ambulance service. The schools and Friends of McMaugh's report that Thunderbolts Festival is their single biggest fund raiser for the year, every year.

5. Financial transparency (3rd party review of the financials): as presented

6. Visitor number verification: It is extremely difficult to accurately report on the visitors attending Thunderbolts Festival because it is not a ticketed event, however participant numbers are estimated between 4,000 & 5,000 people each year. 525 wristbands are sold on average (indicating the number of children participating), Oxley Riders Bail Up Poker Run attracted approx 300 riders, participants from Lismore, Warwick, Tenterfield, Murwillumbah, Newcastle, Gosford, Sydney, Port Macquarie, Coffs Harbour and around the local region.

7. Demonstration that alternative funding sources have been exhausted:

Many of our major sponsors have been affected in some way through the history of the event and either reduced the amount of sponsorship or cut it completely due to the economic climate at the time.

In the early days of the Festival Lockheed Martin were sponsoring \$7,500, over the years the amount went down to \$2,500 and then they were not able to provide any support. Essential Energy for a long time was a major sponsor of \$1,000 and their community support program was cut for a few years. However, in 2019 Essential Energy had limited sponsorship and offered it to those events that could demonstrate cross promotion and a short video of the event on the day to add to their social media pages and also display their banners in view of the all participants who attended events.

The New England Credit Union, which became the Regional Australia Bank, provided \$1,000 for many years and have since cut sponsorship, instead offer their Community Partnership Program. Telstra sponsored \$1,000 but cut support a long time ago, Uralla Bowling Club who used to provide \$1,000 sponsorship and in 2019 split their sponsorship to support the Medieval group and Thunderbolts Festival \$500 each.

The Phoenix Foundry have long provided \$1,000 and continue to today, Jobs Australia once sponsored \$1,000 but now it is \$500, Joblink Plus used to also provide \$1,000 however this ceased a number of years ago.

We provide opportunities for local businesses to support the festival by sponsoring specific activities, by providing vouchers for raffle prizes or by donation. We offer local businesses a sponsorship form, followed up by calling on each business to gain the support they can afford.

8. Demonstrated commitment and methodology for becoming financially sustainable (without Council support):

Currently many of the grants available that could provide extra funds are extremely competitive and they will only pay for a specific extra activity at the Festival, not pay for the basic running costs of hosting the event.

Thunderbolts Festival is a community event and was originally a section 355 management committee of Council. It continues to be organised and coordinated by volunteers. The event is not a self sustaining business but a community event. None of the volunteers are remunerated, in any way, from the Festival.

Alma Park is the largest park with shade, is close to the Uralla CBD and it has proved to be the best venue for Thunderbolts Festival, however there is no gate and therefore no gate fee. The only sale by the committee is of \$2 wristbands for children which enables them to go on all the activities as many times as they like.

The following five (5) Grant Funding opportunities have been researched, Councillors are welcome to read the details themselves, we will not be going into them now.

1. Contemporary Music Touring Program, Live Music Australia, and Restart Investment to Sustain and Expand Fund (RISE), IS A NATIONAL PROGRAM

Funding application period: August 31, 2020 09:00 AEST to May 31, 2021. The **deadline** for applications to be considered for the second batch of funding is **14 January 2021**.

The RISE Fund is delivered to support artists and organisations affected by COVID-19 through the delivery and presentation of activities across all art forms to audiences across Australia. Projects that target

audiences in outer metropolitan, regional and remote areas will also be taken into account, as well as projects that involve tours and use local regional production, services and support acts.

Activities will contribute to the organisation's financial viability, job creation, and support for Australian artists or performers and their work. They will provide experiences to audiences, and/or be of a nature that is likely to be popular with Australian audiences. Up to date information about COVID-19 and how it relates to the arts sector, can be found on the COVID-19 update page.

If you have any questions or need further information, please email the RISE Fund at: RISE@arts.gov.au or call 02 6271 7971.

Program information; The RISE Fund is investing \$75 million in 2020–21 as part of the Australian Government's Arts and Cultural Development Program that supports participation in, and access to, Australia's arts and culture through developing and supporting cultural expression.

Funding application period: Fund opens on 31 August 2020 and will remain open until all funds are allocated or until 31 May 2021, whichever is sooner.

2. Contemporary Music Touring Program: through Australia Council

Closing Date Tuesday 2 March 2021 at 3pm, It requires quotes from Original music Artists performing predominantly Original music or written by a songwriter specifically for the artist.

What can you apply for? Under the Contemporary Music Touring Program, performances of original Australian contemporary music can include a wide range of different musical styles.

The tour must comprise of performances in at least three venues or locations outside of the performer's hometown. Tours that include regional and remote destinations, or which assist performers residing in regional and remote areas to tour, are a priority for funding.

- If your itinerary contains only metropolitan performances, you may request up to \$15,000.
- If your itinerary contains at least one regional or remote performance, you may request up to \$25,000.
- If 75% of your itinerary is to remote and/or very remote locations, you may request up to \$50,000.
- Please note: The minimum grant amount you can apply for is \$5,000.

3. Live Music Australia:

Announced as part of the Australian Government's Arts and Cultural Development Program; This program is part of the Support for the Australian Music Industry measure in the 2019-2020 Budget and will run over four years from 2020-21 to 2023.

(Further investigation of this funding Thunderbolts Festival was considered a small to medium regional rural event and that this funding was aimed at larger events.)

4. Bushfire Community Recovery & Resilience Fund:

- Does not cover activities that have already occurred or completed at the time of the application
- Need to address milestones, budget, risks and evaluation.

(Is one off funding, does not cover applications that request ongoing program funding.)

5. Philanthropy & Voluntarism grants: \$1000 to \$5000

- Small equipment
- Transport cost for volunteers with disabilities
- Fuel costs for volunteers who use their own car
- Volunteer training
- Volunteer background checks eg. Working with Children Certified and current.
- (After reading the criteria this funding does not support events or conferences.)

Given the situation with COVID19, the committee would like to propose Councillors consider supporting Thunderbolts Festival for one (1) year \$14,000 (including gst) plus in kind support and see what happens over the next 12 months. We are prepared to come back again, speak to Council and seek further support for next year's event.

The committee will continue to seek grant opportunities and write letter to Local Members of Parliament; Adam Marshall and Barnaby Joyce, seeking funding. However please remember any support is likely to only pay for a specific additional activity at the event, not the basic day to day running costs.

15.7 REGIONAL NSW PLANNING PORTAL GRANT

Department: Infrastructure & Development
Prepared by: *Manager Development and Planning*
TRIM Reference: UINT/21/4074
Attachments: UI/21/2064 – 1 – Planning Portal Grant Guidelines

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

SUMMARY:

To support local government in regional NSW, the Department of Planning, Industry and Environment (the Department) is providing funds to support the digital transformation of their planning processes and integration to ePlanning portal through the Regional NSW Planning Portal Grant. The amount of the grant will be \$50,000. The funding will be used to:

- a) enable the integration and uptake of the Planning Portal and ePlanning Application Program Interface (API) within council systems and infrastructure; and
- b) provide the community with access to the Planning Portal via enabling infrastructure and technology.

RECOMMENDATION:

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);
- Human resources (reallocation of staff or recruitment of new staff); and
- Staff training.

BACKGROUND:

The NSW Government recently passed the *Environmental Planning and Assessment Amendment (Planning Portal) Regulation 2020 (EP&A Regulation 2000)*. This amendment introduces requirements for certain planning applications to be made through the NSW Planning Portal and enacts the Premier's mandate of e-Planning Digital Services.

Under the *EP&A Regulation 2000*, e-Planning Digital Services became mandatory for certain councils in 2020. Uralla Shire Council and registered certifiers in the Uralla Shire local government area were required to commence using the e-Planning Digital Services from 1 January 2021, and must process 100% of planning applications through the portal from 1 July 2021. Uralla Shire has been processing all development planning applications through the portal since 1 January 2020.

REPORT:

The Regional NSW Planning Portal Grant is available from the NSW Government to support regional councils who are already using the portal and those still to transition to it. Council is eligible for a fixed grant payment of \$50,000 under the funding program.

Grant funding can be used for any Portal-related investments between now and 30 June 2021, or can also be used to reimburse any Portal-related expenses incurred since 1 July 2020.

It is appropriate that Council seeks funding through the NSW Planning Portal Grant to assist with the costs as set out above.

The deadline for Council to apply for the grant is 30 April 2021.

KEY ISSUES:

- The *EP&A Regulation 2000* mandates that all regional NSW councils must process 100% of planning applications using the e-Planning Digital Services through the NSW Planning Portal from 1 July 2021.
- Eligible councils can apply for the \$50,000 Regional NSW Planning Portal Grant from 1 April 2021 to 30 April 2021.
- Grant funding can be used for any Portal-related investments between now and 30 June 2021, or can also be used to reimburse any Portal-related expenses incurred since 1 July 2020.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil.

2. Policy and Regulation

Environmental Planning and Assessment Amendment (Planning Portal) Regulation 2020

3. Financial (LTFP)

Grant funding to assist with the costs of necessary digital infrastructure improvements and resources to support Council's transition to the Planning Portal.

4. Asset Management (AMS)

Acquisition of new assets as identified in the Recommendation

5. Workforce (WMS)

Staff time for training required to complete transition to the NSW Planning Portal and assist the public in the use of the new system if required.

6. Legal and Risk Management

Application for the Regional NSW Planning Portal Grant would mitigate risk of non-compliance with *EP&A Regulation 2000* by providing financial resources to complete the transition.

7. Performance Measures

Compliance with *EP&A Regulation 2000* to process 100% of planning applications through the NSW Planning Portal by 1 July 2021.

8. Project Management

Manager Development and Planning

Regional NSW Planning Portal Grant Guidelines

Key Information:

- **Opening date:** 29 March 2021
- **Date grant guidelines released:** 29 March 2021
- **Closing date:** 30 April 2021

- **Grant and eligibility enquiries:**
Rukshan de Silva, Director (Regional NSW), Planning Delivery Unit
0409 076 314 or rukshan.desilva@planning.nsw.gov.au

- **Application process and funding agreement enquiries:**
Owen Cox, Manager, Program Delivery, Office of Local Government
02 4428 4100 or portalgrant@dpie.nsw.gov.au

Contents

Introduction 2

About the Regional NSW Planning Portal Grant..... 3

Grant amount and period 3

The grant selection process 4

How to apply? 5

Notification of the grant 5

Grant management 7

Appendix A – Eligible Regional Councils 8

Acknowledgement

NSW Department of Planning, Industry and Environment acknowledges the traditional custodians of the land and pays respect to all Elders past, present and future.

Introduction

The NSW Planning Portal is a digital space where community, industry and government can access a range of services and information that supports effective planning and decision making in NSW. By building the NSW Planning Portal, the ePlanning Program is providing an online environment where people can access planning services and information from anywhere at any time.

The Portal hosts a range of digital planning services, mapping tools and reporting tools to assist everyone involved in a proposed development. The digital services, accessed via dashboards, improve application determination times, increase transparency of the planning system and ensure greater accountability of all stakeholders.

This is a convenient alternative to paper-based transactions that can only take place during business hours. The ePlanning Program is focused on delivering key digital services as part of its commitment to create an end-to-end digital planning service for NSW. It is streamlining and enhancing existing processes to improve the planning experience for all stakeholders: community, industry, councils and State government.

To support local government in regional NSW, the Department of Planning, Industry and Environment (the Department) is providing funds to support the digital transformation of their planning processes and integration to ePlanning portal through the Regional NSW Planning Portal Grant.

Transitioning to ePlanning for Local Government

In November 2019, the Premier mandated that ePlanning Digital Services (Planning Portal) would become mandatory for certain councils in 2020. This was further supported by the *Environmental Planning and Assessment Amendment (Planning Portal) Regulation 2020* which introduced requirements for certain planning applications to be made through the NSW Planning Portal. Councils and registered certifiers in the Sydney Metropolitan, Illawarra, Central Coast and Newcastle areas commenced using the Planning Portal from 1 July 2020 with the intent that 100% of planning applications from 31 December 2020 would be via these services.

All remaining Councils are mandated to implement the NSW Planning Portal by 1 July 2021.

Grant Eligibility

There are 96 regional councils in various stages of transition to the Planning Portal to reach this mandated implementation. They are expected to process 100% of their planning applications using the Planning Portal from 1 July 2021¹. The Environmental Planning and Assessment Amendment (Planning Portal) Regulation 2020 can be found at <https://www.legislation.nsw.gov.au/view/pdf/asmade/sl-2020-312>.

Grant funding is available for all 96 eligible Councils through this grant program following successful assessment of their application.

¹ NSW DPIE, 2020, [Important Changes to the EP&A Regulation 2000](#), accessed March 2021

About the Regional NSW Planning Portal Grant

Key Dates for local government:

Applications open: 29 March 2021

Applications close: 30 April 2021

Funds expended by local government: 30 June 2021

The Regional NSW Planning Portal Grant seeks to support the digital transformation of the planning system in NSW through the provision of financial support to 96 regional councils in NSW. The grant is contributing to assist councils meet the 1 July 2021 deadline to using the Planning Portal.

The objectives of the grant are:

- **Digital infrastructure and maturity:** Improve regional council digital maturity to enable the integration and uptake of the Planning Portal and ePlanning Application Program Interface (API) within council systems and infrastructure
- **Community integration and access:** Provide community with access to the Planning Portal via enabling infrastructure and technology

The outcomes of the grant are:

- Support regional councils meet deadline of 1 July 2021 ePlanning integration
- Support the development of the capability and capacity of councils and their communities to engage with the Planning Portal after 1 July 2021

Grant amount and period

The Regional NSW Planning Portal Grant provides applicants with one-off payment of funds up to \$50,000 to enable regional councils to complete their transition to the Planning Portal.

Grant applications will be accepted and assessed as they are received from 29 March 2021 to 30 April 2021. Grant funding will be released in the form of a standard funding agreement for eligible and suitable applications.

Councils need to demonstrate that funds will support full integration by 1 July 2021 to the planning portal. Grant funding must be spent on council identified activities by the end of financial year 2020/21 (30 June 2021).

The grant selection process

Eligibility criteria

To be eligible for funding, councils must:

- Be one of the 96 regional councils² as identified in Appendix A; and
- Identify the intended activities the grant will be used to fund.

You are not eligible to apply if you are:

- A metropolitan council

Grant funding can be used for approved activities already undertaken by local government and new activities that can be completed within financial year 2020/21. This may include, but is not limited to, activities such as:

- **Digital maturity:** Each council will have a different level of digital infrastructure supporting their existing planning processes. The digital maturity of each council will be dependent on whether a council has existing enabling infrastructure to integrate with the ePlanning API. The grant may be used to assist councils with this integration. Activities may include, but are not limited to:
 - Acquisition of new software, IT system, or API.
 - Upgrade of existing software, IT system, or API.
 - Engagement of external service providers to provide advice on change management, business process mapping, and advice on changes to internal processes/practices to support the digital transition to the Planning Portal.
 - Reimbursement of previous investments (related to digital maturity as described above), that council has made between 1 July 2020 and 30 June 2021, to support transition to the Planning Portal.
- **Digital access:** The grant may be used to provide the community with access to the Planning Portal. Activities may include, but are not limited to:
 - Purchase of new equipment or hardware to enable public access to the Planning Portal (e.g. computer kiosk/station, laptop, phone, desk, chair, mouse, keyboard, etc.).
 - Staff training.
 - Stakeholder communications.
 - Human resources required to assist the community with lodgement of applications in the Planning Portal, particularly in situations where customers have low levels of digital literacy or limited Internet access. Funding may be used for new customer service staff, or to compensate for the time of existing staff that is spent on providing Planning Portal assistance to customers.
 - Reimbursement of previous investments (related to digital access as described above), that council has made between 1 July 2020 and 30 June 2021, to support transition to the Planning Portal.

² This includes Lord Howe Island

Grant eligibility requirements

Grant funding is available for all 96 eligible Councils mandated to implement the NSW Planning Portal by 1 July 2021 following successful assessment of the grant application (See Appendix A). All councils on this list will be provided with grant funds once they have submitted their application indicating the intended category of investment and entering a standard funding agreement.

Categories of investment include:

- Advice on change management and business processes
- IT system upgrade (purchasing a new system or Application Programming Interface)
- Purchase of equipment (computers, kiosks, chairs/desks, etc.)
- Human resources (reallocation of staff or recruitment of new staff)
- Staff training
- Stakeholder communications
- Reimbursement of previous investments that council has made (since 1 July 2020) to support transition to the NSW Planning Portal
- Other (please specify)

All grant funds must be spent by 30 June 2021 (end FY2020/2021). Grant funds can only be used to deliver activities that will assist council to transition to and support the uptake of the NSW Planning Portal by the 1 July 2021.

Grant applications will be assessed by the Planning Delivery Unit, and funds distributed by Office of Local Government as applications are received.

How to apply?

Grant application is via the Planning Portal website, at www.planningportal.nsw.gov.au/regional-grants.

Notification of the grant

Payment of the grant

Grant funds will be provided using a standard funding agreement and will be made available as grant applications are assessed.

Councils must spend the grant funds by 30 June 2021.

Grant acquittal and reporting

Councils will be required to provide a report to the Department providing evidence that demonstrates the funds were expended by 30 June 2021 in accordance with the objectives of this grant. Funding agreements will include an acquittal certificate, to be submitted to the Department by 30 September 2021. The acquittal certification will require councils to:

- Declare that the funding was used for the purpose provided;
- Provide an itemised list specifying how the funds have been spent; and

- Confirm that a complete set of accounting and financial records relevant to the project (including invoices) has been maintained and will be available to the Department if requested.

Any unspent funds must be returned to the Department.

For more information please also refer to the Frequently Asked Questions document, at www.planningportal.nsw.gov.au/regional-grants.

Grant management

Applicants will be informed by email of the outcome of their application.

Table 1. Grant key dates

Activity	Timeframe
Assessment of applications	29 March 2021 – 30 April 2021
Approval of applications	Early April – early May
Grant recipients notified	Early April – early May
Funds transferred to council	Early April – early May
Grant funds expended	Early April – 30 June 2021
Acquittal of funds	30 September 2021
End date of grant commitment	30 September 2021

Appendix A – Eligible Regional Councils

Table 2. Eligible regional councils

Albury City Council	Coonamble Shire Council	Lake Macquarie City Council	Richmond Valley Council
Armidale Regional Council	Cootamundra-Gundagai Regional Council	Leeton Shire Council	Shellharbour City Council
Ballina Shire Council	Cowra Shire Council	Lismore City Council	Shoalhaven City Council
Balranald Shire Council	Dubbo Regional Council	Lithgow City Council	Singleton Council
Bathurst Regional Council	Dungog Shire Council	Liverpool Plains Shire Council	Snowy Monaro Regional Council
Bega Valley Shire Council	Edward River Council	Lockhart Shire Council	Snowy Valleys Council
Bellingen Shire Council	Eurobodalla Shire Council	Maitland City Council	Tamworth Regional Council
Berrigan Shire Council	Federation Council	Mid-Coast Council	Temora Shire Council
Bland Shire Council	Forbes Shire Council	Mid-Western Regional Council	Tenterfield Shire Council
Blayney Shire Council	Gilgandra Shire Council	Moree Plains Shire Council	Tweed Shire Council
Bogan Shire Council	Glen Innes Severn Shire Council	Murray River Council	Upper Hunter Shire Council
Bourke Shire Council	Goulburn Mulwaree Council	Murrumbidgee Council	Upper Lachlan Shire Council
Brewarrina Shire Council	Greater Hume Shire Council	Muswellbrook Shire Council	Uralla Shire Council

Broken Hill City Council	Griffith City Council	Nambucca Valley Council	Wagga Wagga City Council
Byron Shire Council	Gunnedah Shire Council	Narrabri Shire Council	Walcha Council
Cabonne Shire Council	Gwydir Shire Council	Narrandera Shire Council	Walgett Shire Council
Carrathool Shire Council	Hay Shire Council	Narromine Shire Council	Warren Shire Council
Central Coast Council	Hilltops Council	Newcastle City Council	Warrumbungle Shire Council
Central Darling Shire Council	Inverell Shire Council	Oberon Council	Weddin Shire Council
Cessnock City Council	Junee Shire Council	Orange City Council	Wentworth Shire Council
Clarence Valley Council	Kempsey Shire Council	Parkes Shire Council	Wingecarribee Shire Council
Cobar Shire Council	The Council Of The Municipality Of Kiama	Port Macquarie-Hastings Council	Wollongong City Council
Coffs Harbour City Council	Kyogle Council	Port Stephens Council	Yass Valley Council
Coolamon Shire Council	Lachlan Shire Council	Queanbeyan-Palerang Regional Council	Lord Howe Island ³

³ Lord Howe Island is administered by the Lord Howe Island Board, a NSW Statutory Authority established under the Lord Howe Island Act 1953. While it is not a council, it is required to adopt the NSW Planning Portal from 1 July 2021 and is not classified as being in a metropolitan area.

15.8 HERITAGE COUNCIL OF NSW PROPOSED CURTILAGE



EXTENSION OF MCCROSSIN'S MILL PRECINCT ON THE STATE HERITAGE REGISTER

Department: Infrastructure & Development
Prepared by: *Manager Development and Planning*
TRIM Reference: UINT/21/4070
Attachments: Attachment 1 - UINT/21/4071 – State Heritage Register – Proposed Amendment to SHR Curtilage – McCrossin's Mill, Uralla

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 3.1 To preserve, protect and renew our beautiful natural environment
Strategy: 3.1.1 Record and promote the region's heritage in partnership with the community
Activity: 3.1.1.1 Preserve Uralla Shire's heritage

SUMMARY:

Council has received notification of the Heritage Council of NSW's Notice of Intention to Consider Revising the Heritage Curtilage of State Heritage listed McCrossin's Mill Precinct (SHR No. 00161) at Uralla. The proposed curtilage extension is on public exhibition for the period from 9 April 2021 to 4 May 2021.

RECOMMENDATION:

That Council resolve to not make a submission to the Heritage Council of NSW in relation to the proposed curtilage extension of McCrossin's Mill Precinct (SHR No. 00161), being Lot 1 DP 1127831 and Lot 30 DP 801344.

BACKGROUND:

Council has received notification of the Heritage Council of NSW's Notice of Intention to Consider Revising the Heritage Curtilage of McCrossin's Mill Precinct (SHR No. 00161) at Uralla in acknowledgement of its heritage significance.

As stated in the State Heritage Register:

McCrossin's Mill Precinct is of state heritage significance as an early and representative example of heritage conservation work utilising the best practice principles of the Burra Charter and the statutory framework of the Heritage Act 1977 (NSW), the state's inaugural legislation for the protection of heritage in NSW.

The restoration of the McCrossin's Mill Precinct has been recognised with several awards and it is held in demonstrable public esteem by heritage professionals, architects, and the wider public. The revitalisation and success of the restored McCrossin's Mill Precinct reflects the social value of the place to people across NSW.

The proposed curtilage extension is on public exhibition for the period from 9 April 2021 to 4 May 2021. Any interested party is able to make a submission to the Heritage Council on the proposal.

REPORT:

The proposed curtilage extension (see Attachment 1) expands the existing State Heritage Register curtilage for McCrossin's Mill Precinct to include the entirety of the properties within the property boundaries of 29 Salisbury Street (Lot 1 – DP 1127831) and 31 Salisbury Street (Lot 30 – DP 801344).

The proposal to expand the curtilage is in recognition of the heritage significance of the McCrossin's Mill Precinct and is in alignment with Council's commitment to preserve and promote the heritage of the Uralla Shire in partnership with the community.

There are no apparent planning implications from the proposal that could negatively impact the Uralla Shire community and therefore it is recommended that Council not make a submission in opposition to the proposed curtilage extension.

KEY ISSUES:

- The proposed curtilage extension of McCrossin's Mill Precinct is on public exhibition for the period from 9 April 2021 to 4 May 2021.
- The proposal is in recognition of the McCrossin's Mill Precinct's heritage significance and the social value of the place to people across NSW.
- There are no apparent planning implications from the proposal and therefore it is recommended that Council not make a submission in opposition to the proposed curtilage extension.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Heritage Act 1977

3. Financial (LTFFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

There are no apparent planning implications from the proposal that could negatively impact the Uralla Shire community and therefore it is recommended that Council not make a submission in opposition of the proposed curtilage extension

7. Performance Measures

Nil

8. Project Management

Nil

Ms Kate Jessep
General Manager
Uralla Shire Council
32 Salisbury Street
URALLA NSW 2358
council@uralla.nsw.gov.au

Dear Ms Jessep

**Notice of Intention to consider revision of heritage curtilage
on the State Heritage Register**

Item: McCrossin's Mill Precinct (SHR No. 00161)
Address: 29-31 Salisbury Street, Uralla

I am writing to advise that the Heritage Council of NSW resolved at its meeting on 6 April 2021, to give notice of its intention to consider revising the heritage curtilage of **McCrossin's Mill Precinct** on the State Heritage Register (SHR) in acknowledgement of its heritage significance to the people of NSW. This advice is in accordance with section 33(1)(a) of the *Heritage Act 1977 (NSW)*.

Any members of the community, owners, managers, organisations or other interested parties are invited to make a written submission regarding the proposed curtilage extension and significance of **McCrossin's Mill Precinct**. Submissions should be posted or emailed to the Heritage Council of NSW at the following address during the public submission period commencing on **9 April 2021** and closing on **4 May 2021**:

Heritage Council of NSW
Locked Bag 5020
PARRAMATTA NSW 2124
heritagemailbox@environment.nsw.gov.au

Please note that the Heritage Council is unable to accept submissions received after the above closing date.

McCrossin's Mill Precinct is of state heritage significance as an early and representative example of heritage conservation work utilising the best practice principles of the Burra Charter and the statutory framework of the *Heritage Act 1977 (NSW)*, the state's inaugural legislation for the protection of heritage in NSW.

The restoration of the McCrossin's Mill Precinct has been recognised with several awards and it is held in demonstrable public esteem by heritage professionals, architects, and the wider public. The revitalisation and success of the restored McCrossin's Mill Precinct reflects the social value of the place to people across NSW.

A copy of the draft revised curtilage map for this item is enclosed for your reference. Further details on the item, the State Heritage Register, listing criteria, making a submission and the benefits of listing can be viewed on the Heritage NSW website.

If you have any questions or require further information, please do not hesitate to contact Lucy Hampton, Senior Heritage Operations Officer, North East Region at Heritage NSW, Department of Premier and Cabinet on (02) 9873 8535 or lucy.hampton@environment.nsw.gov.au.

Yours sincerely



Steven Meredith
A/Manager
Regional Heritage Operations North
Heritage NSW
Department of Premier and Cabinet
As Delegate of the Heritage Council of NSW
6 April 2021

Encl.



State Heritage Register - Proposed Amendment to SHR Curtilage

McCrossins Mill

Uralla






SHR No: 00161 Plan:422

0 10 20 30 Meters

Scale: 1:500 @ A4
 Datum/Projection: GCS GDA 1994
 Date: 18/02/2021



Business Paper 27 April 2021 Ordinary Meeting

-  Proposed Curtilage Amendment
-  Existing SHR Curtilage
-  Lot/DP
-  LGAs
-  Suburbs

15.9 DRAFT ADVERSE EVENTS PLAN

Department: Infrastructure & Development
Prepared by: Manager Development & Planning
TRIM Reference: UINT/21/3796
Attachments: 1 – UINT/21/3698 – Draft Uralla Shire Council Adverse Events Plan
2 – UINT/21/3770 – Uralla Shire Council Local Emergency Management Plan Parts 1-2 Unrestricted
3 – UINT/21/3769 – Uralla Emergency Risk Management Report June 2007

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 3.2 Maintain a healthy balance between development and the environment
Strategy: 3.2.3 Ensure that Uralla Shire is sufficiently prepared to deal with natural disasters including bushfires, major storms and flood events
Activity: 3.2.3.1 Collaborate with service providers to be emergency response ready

SUMMARY:

This report presents a draft amended Uralla Shire Council Adverse Events Plan and recommends the document be placed on public exhibition, provided to representatives of the Local Emergency Management Committee and the Regional Emergency Management Officer, and be adopted by Council if no submissions are received during the exhibition period.

RECOMMENDATION:

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.

BACKGROUND:

The Drought Communities Extension Programme Deed of Agreement requires that Council prepare an adverse events plan and submit a copy of same with the final project report.

The first version of the draft Adverse Events Plan was presented to the Ordinary Council Meeting held 23 March 2021 during which Council resolved (14.03/21) as follows:

That the General Manager:

1. Review the Adverse Events Plan and correct errors, including incorrect names for NSW Government campaigns and for organisations;
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);
3. Review the plan with a focus on supporting the community;
4. Revise the wording to ensure it reflects our community more accurately, particularly under the headings of “Land Use” and “Economy and Industry”;

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;*
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;*
7. *Provide a copy of the Local Emergency Risk Management Committee study referred to on page 238 to the next ordinary meeting of Council.*

REPORT:

The draft Uralla Shire Council Adverse Events Plan (see Attachment 1) has been reviewed and amended to address the points of resolution 14.03/21 as set out above.

The Uralla Shire Council Adverse Events Plan provides guidance for Council in relation to preparing for, managing, and facilitating recovery from adverse events which directly and indirectly affect the Uralla Shire community, in particular how Council can undertake community capacity and resilience building at a Local Government level and support community-led recovery.

In relation to points 1 and 4 above, the document has undergone thorough review with a number of revisions to better reflect the intent of the document. In particular, Part 2 of the document (Community and Regional Context) commencing on page 9 of the plan) has been revised, including the sections under the headings *Land Use*, and *Economy, Industry and Employment*.

In relation to points 2 and 3, additional key strategies and actions have been included in the plan to better support the Uralla Shire community in the recovery of an adverse event and to further address the requirements of the Federal Government's Drought Communities Programme in relation to natural resource management, economic diversification and community resilience, and communication and coordination.

In relation to point 5 of the resolution, it is noted the Community Engagement Strategy 2017 was included in the open access information published to the Council website when the new version of the website went live in February 2019. Additional communications through Council's newsletter and social media will be undertaken to communicate the availability of open access information on Council's website.

In accordance with points 6 and 7 of the resolution, the Uralla Shire Council Local Emergency Management Plan 2016 (Parts 1-2 Unrestricted) and Uralla Emergency Risk Management Report June 2007 are attached to this report at attachments 2 and 3.

Should Council endorse the draft Adverse Events Plan to be placed on public exhibition for a period of no fewer than 28 days, it is appropriate that the document be circulated to the appropriate response agencies for comment as part of the stakeholder engagement process.

KEY ISSUES:

- The Drought Communities Extension Programme Deed of Agreement requires that Council prepare an adverse events plan and submit copy of same with the final project report.
- The draft Uralla Shire Council Adverse Events Plan has been reviewed and amended to address the points of Council resolution 14.03/21.
- Following Council's endorsement the draft Uralla Shire Council Adverse Events Plan will be placed on public exhibition for a period of not less than 28 days and provided to representatives of the Local Emergency Management Committee for consideration and comment.

COUNCIL IMPLICATIONS:**1. Community Engagement/Communication (per engagement strategy)**

Following Council's endorsement, the draft Uralla Shire Council Adverse Events Plan will be placed on public exhibition for a period of not less than 28 days for public comment and provided to representatives of the Local Emergency Management Committee for consideration and comment.

2. Policy and Regulation

Uralla Shire Council Community Strategic Plan 2017-2027

Uralla Shire Council Local Emergency Management Plan (EMPLAN)

Uralla Shire Council Enterprise Risk Management Policy

NSW Recovery Plan

State Emergency and Rescue Management Act 1989 No 165

3. Financial (LTFP)

Costs associated with the preparation of the draft Uralla Shire Council Adverse Events Plan have been provided under the Drought Communities Extension Programme funding agreement.

The draft Adverse Events Plan sets out a number of key strategies and actions which require a continued current financial and resourcing commitment from Council. The extent of implementation of the actions will be subject to available resourcing while considering other competing priorities.

4. Asset Management (AMS)

The draft Adverse Events Plan sets out the importance of maintaining Council assets to manage adverse events which may impact community resources and facilities.

5. Workforce (WMS)

The draft Adverse Events Plan outlines Council's commitment to the Uralla Shire community to undertake community capacity building and preparedness which has associated workforce resource implications and may require additional resources from time to time to undertake the identified actions.

During any adverse event Council staff may be redeployed in accordance with specific delegations to address emergencies, as permitted by Award conditions and Work Health Safety legislation and as resolved by Council at the time of the event.

6. Legal and Risk Management

The draft Adverse Events Plan forms a part of Council's risk management activities by guiding Council's preparations, management, and facilitation of recovery from adverse events.

7. Performance Measures

Following adoption, the Adverse Events Plan will be reviewed following any review or activation of the Uralla Shire Council Local Emergency Management Plan in response to an adverse event, or legislative or policy changes affecting the plan.

8. Project Management

Drought Communities Extension Programme project management is undertaken by the Manager of Development and Planning.



DRAFT

Strategy:

Adverse Events Plan

2021

INFORMATION ABOUT THIS DOCUMENT

Date adopted by Council		Council resolution no.	
Document Owner	Director Infrastructure and Development		
Document Development Officer	Manager Development & Planning		
Review Timeframe	Four (4) years		
Last Review Date:	2021	Next Scheduled Review Date	2025

Document History

Doc No.	Date Amended	Details/Comments
1	October 2020	Document prepared for internal review.
2	March 2021	Document revised pursuant to Council resolution 14.03/21.

Further Document Information and Relationships

Related Legislation*	Work Health and Safety Act 2011 State Emergency and Rescue Management Act 1989 No 165 Uralla Local Environment Plan 2012
Related Policies	Enterprise Risk Management Policy
Related Procedures/ Protocols, Statements, documents	Uralla Shire Council Local Emergency Management Plan (EMPLAN) (UI/20/359) Emergency Risk Management Report, Uralla Shire Council - Local Emergency Management Committee, June 2007 (UINT/19/985) Uralla Shire Council Business Continuity Plan (BCP) (draft) NSW State Emergency Management Plan New England Regional Emergency Management Plan ‘Drought in Australia’, Coordinator-General for Drought’s advice on a Strategy for Drought Preparedness and Resilience Australian Institute for Disaster Resilience, Australian Disaster Resilience Community Recovery Handbook (AIDR 2018) Mitchell L 2019, <i>Considerations for governments supporting community-led recovery</i> , Social Recovery Reference Group, Melbourne. NSW Department of Justice Office of Emergency Management, NSW Recovery Plan 2016 NSW Department of Justice Office of Emergency Management, Community Recovery Toolkit 2019

*Note: Any reference to Legislation will be updated in the Strategy as required. See website <http://www.legislation.nsw.gov.au/> for current Acts, Regulations and Environmental Planning Instruments.

DRAFT

TABLE OF CONTENTS

Part 1 Administration	5
BACKGROUND	5
PURPOSE.....	5
VISION.....	5
OBJECTIVES.....	5
DEFINITIONS	5
SCOPE	6
PRINCIPLES.....	7
LEVEL OF RESPONSE	7
COMMUNICATION.....	8
ROLES AND RESPONSIBILITIES	8
REVIEW PROCESS.....	9
Part 2 Community and Regional Context	10
REGIONAL CONTEXT	10
New England Emergency Management Region	10
New England Joint Organisation of Council.....	10
MAJOR FEATURES.....	10
Transportation Routes and Facilities.....	10
Land Use	11
Economy, Industry and Employment	11
Population and Demographics	11
SHIRE MAP.....	12
HIGH RISK HAZARDS SUMMARY.....	13
Part 3 Delivery.....	14
CONTEXT.....	14
KEY STRATEGIES AND ACTIONS	14
1. Stewardship of important natural resources	14
2. Incentives for good practice	15
3. Improving planning and decision making.....	15
4. Building community resilience	16
5. Informing farmers, communities and governments	18

Part 1 | Administration

BACKGROUND

The Uralla Shire Council Adverse Events Plan has been prepared by the Uralla Shire Council in response to the requirements of the Federal Government's Drought Communities Programme.

This document has been prepared in consideration of 'Drought in Australia', the Coordinator-General for Drought's advice on a Strategy for Drought Preparedness and Resilience, the Australian Disaster Resilience Community Recovery Handbook, the NSW Recovery Plan, and the NSW Community Recovery Toolkit.

PURPOSE

The purpose of the Uralla Shire Council Adverse Events Plan is to provide guidance for Council in relation to preparing for, managing, and facilitating recovery from adverse events which directly and indirectly affect the Uralla Shire community, in particular how Council can undertake community capacity and resilience building at a Local Government level and support community-led recovery.

VISION

The Uralla Shire community is prepared for, and is capable of managing adverse events, to maintain excellent quality of life, sustainability, and economic prosperity into the future.

OBJECTIVES

The objectives of this plan are to:

- Formalise existing measures in place at Uralla Shire Council which build community leadership capability and community resilience to adapt and cope with chronic stresses and acute shocks caused by adverse events;
- Identify key strategies and actions undertaken by Council and other relevant stakeholders, in order to prepare for and recover from adverse events that affect Uralla Shire; and
- Standardise the approach of Council to meet the needs of the community during recovery from an adverse event.

DEFINITIONS

An **adverse event** means an event or incident that has a negative impact on the wellbeing of the community.

An adverse event causes serious disruption to the functioning of a community or a society by creating widespread human, material, economic or environmental losses which exceed the ability of the affected community or society to cope using its own resources.

A **disaster** is a serious disruption to community life which threatens or causes death or injury in that community and/or damage to property which is beyond the day-to-day capacity of the prescribed statutory authorities and which requires special mobilisation and organisation of resources other than those normally available to those authorities¹. A disaster is generally declared by the State once an adverse event exceeds the ability for a localised response.

¹ National Strategy for Disaster Resilience 2011.

In terms of adverse event management, there are four (4) recognised stages of managing events: prevention, preparedness, response and recovery (known as the 'PPRR model')²:

Prevention are actions undertaken to prevent or reduce the likelihood of an event. This includes the identification of hazards, the assessment of threats to life and property, and measures to reduce potential loss to life or property;

Preparation is the planning process to deal with an adverse event or the effects of an adverse event;

Response is the process of combating the event and providing immediate relief for persons affected by an adverse event; and

Recovery is the process of returning an affected community to its proper level of functioning after an emergency or an adverse event.

Effective recovery from the impacts of an adverse event can be achieved by supporting affected communities in the reconstruction of the physical infrastructure and the restoration of emotional, social, economic and physical wellbeing. Recovery may provide an opportunity to improve these aspects beyond previous conditions, by enhancing social and natural environments, infrastructure and economies, therefore contributing to a more resilient community.

SCOPE

The intention of this adverse events plan is to consider how to facilitate community preparedness and resilience in the recovery of any adverse event in alignment with existing Council, State and Commonwealth Government emergency management and disaster recovery information.

The plan describes the key strategies and actions at a local level to prepare for and facilitate community preparedness, resilience and recovery from adverse events. These events may be events for which Uralla Shire Council has full or partial responsibility or external events which are the responsibility of another agency that may involve a commitment from Council.

The strategies and actions contained in this plan should not be confused with immediate emergency response operations contained within the Uralla Shire Council Emergency Management Plan (EMPLAN). The EMPLAN has been developed in collaboration with and endorsed by the New England Local Emergency Management Committee (LEMC) and provides important information to Council, emergency services and other government agencies necessary to respond to a disaster.

Further, this adverse events plan does not replace the framework and formalised processes set out in the NSW Recovery Plan.

The strategies contained in this plan shall be considered in conjunction with other relevant Council plans and policies, including:

- Uralla Shire Council Community Strategic Plan 2017-2027
- Uralla Shire Council Delivery Programs and Operational Plans
- Uralla Shire Council Local Emergency Management Plan (EMPLAN)
- Uralla Shire Council Enterprise Risk Management Policy
- Uralla Shire Council Business Continuity Plan (BCP) (*draft*)

² NSW Recovery Plan 2016.

The following Local Sub Plans, supporting plans and policies provide further detail on operational emergency response across combat agencies:

- New England Emergency Management Plan (EMPLAN)
- Uralla Shire Local Flood Plan 2013 – Updated 2017 (NSW State Emergency Service)
- Kentucky Creek Dam Modified Dam Safety Emergency Plan August 2010
- Snow and Ice Plan 2015 (NSW Roads and Maritime Services (now Transport for NSW))

PRINCIPLES

This plan supports the six principles of the National Principles for Disaster Recovery³:

1. **Understanding the context:** Successful recovery is based on understanding community context, with each community having its own history, values and dynamics.
2. **Recognising complexity:** Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.
3. **Using community-led approaches:** Successful recovery is community-centred, responsive and flexible, engaging with community and supporting them to move forward.
4. **Coordinating all activities:** Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and needs.
5. **Communicating effectively:** Successful recovery is built on effective communication between the affected community and other partners.
6. **Recognising and building capacity:** Successful recovery recognises, supports, and builds on individual, community and organisational capacity and resilience.

LEVEL OF RESPONSE

The response of Council will vary in relation to adverse events depending on the:

- Seriousness of the event;
- Numbers of people involved;
- Risk exposure;
- Financial impacts;
- Media interest; and
- Need to involve other stakeholders.

Therefore, the response to any adverse event must be proportionate to its scale, scope and complexity. The immediate response will in turn affect recovery and these factors should be considered in supporting community-led recovery.

³ Australian Institute for Disaster Resilience.

COMMUNICATION

Communication in relation to any adverse event shall be in accordance with Council's Community Engagement Policy and Strategy and any relevant operational communication plan.

To facilitate preparedness for an adverse event, Council will conduct regular reviews of the relevant Council policies, strategies, and operational procedures with Council documents to be presented to Council not less than every four (4) years for endorsement or re-adoption as appropriate. Adverse event communication plans for hazards identified as high risk (see [High Risk Hazards Summary](#) section, page 11) will be developed to streamline Council operations and response during any adverse event.

Council's communication responsibilities following an adverse event include:

- Assign representatives to participate in any Recovery Committee, if such a committee is determined to be necessary by the Chair of the Local Emergency Management Committee (LEMC) in consultation with the Local Emergency Operations Controller (LEOCON) and appropriate combat agency⁴;
- Maintain the Council website and social media with up-to-date, relevant information in relation to the emergency and recovery efforts;
- Use a variety of communication methods to provide the community with information including public meetings, print (newsletters and/or factsheets), radio, public notices, and media releases;
- Brief Council spokesperson(s) to provide consistent messaging;
- Send communication materials through existing local distribution channels and community groups; and
- Engage the community in the recovery process.

ROLES AND RESPONSIBILITIES

The NSW Recovery Plan 2016 sets out the role of local councils in managing local recovery by providing services and assistance to the community and providing advice to the State Government.

Maintaining community health, wellbeing and connectedness must be a shared responsibility to achieve best outcomes. Community-led approaches are central to successful recovery, as disaster affected people, households and communities understand their specific needs and have the right to make their own choices about their own recovery. It is Council's role to support and facilitate structured communication and coordination to assist with these efforts.

Additionally, it is the responsibility of Council to:

- Chair the Local Recovery Committee, when a Recovery Coordinator is not appointed;
- Provide executive support to the Local or Regional Recovery Committee when established;
- Provide the Recovery Centre Manager and Administrative Support to the Recovery Centre, where established; and
- Provide expertise and local knowledge to inform the Local Recovery Committee.

Council also has obligations under the *Work Health and Safety Act 2011* (WHS Act 2011) both in day-to-day operations and in relation to any adverse event.

⁴ As outlined in Recovery Committees – Community Recovery Toolkit 2019; NSW Department of Justice Office of Emergency Management.

It is the responsibility of the **General Manager** to exercise diligence so that Council fulfils its obligations arising from an adverse event and under the *Work Health and Safety Act 2011* (WHS Act 2011.)

The **Council Executive** are responsible for:

- Exercising due diligence in responding to an adverse event and facilitating Council's compliance with its WHS duties;
- Supporting staff in response to an adverse event;
- Maintaining an understanding of Council operations including its hazards and risks;
- Allocating appropriate Council resources and implementing processes to minimise risks;
- Maintaining Council's processes for receiving, considering and responding to information regarding incidents, hazards and risks; and
- Maintaining Council's compliance with any duty or responsibility under the WHS Act 2011 or associated codes of practice and regulations.

Managers and Supervisors of Council, contractors of Council, or other affiliated groups of Council, are responsible for:

- Implementing and monitoring WHS policy and procedures within their work group;
- Identifying and controlling workplace hazards and risks; and
- Reporting and responding appropriately to any adverse event.

Council **workers** are responsible for:

- Taking reasonable care for his or her own health and safety;
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Attending training and participating in reviews, and
- Complying so far as reasonably able with any reasonable instruction that is given by Council to allow Council to respond to an adverse event.

REVIEW PROCESS

This plan will be reviewed by Council not less than every four (4) years, or following any:

- Review of the Uralla Shire Council Local Emergency Management Plan conducted by Council or the New England Local Emergency Management Committee (LEMC);
- Legislative or policy changes affecting the plan; or
- Adverse event which affects the Uralla Shire community.

Part 2 | Community and Regional Context

REGIONAL CONTEXT

Regional context is important because neighbouring local government areas and councils may likely be affected by the same adverse event, depending on the type and regional impact of the event. It is essential to maintain effective communication, to collaborate and share resources with neighbouring councils to further build resilience and coordinate recovery.

New England Emergency Management Region

The Uralla Shire is part of the New England Emergency Management Region, which is comprised of the Armidale Regional, Glen Innes Severn, Gunnedah, Gwydir, Inverell, Liverpool Plains, Moree Plains, Narrabri, Tamworth Regional, Tenterfield, Uralla and Walcha local government areas.

The New England Regional Emergency Management Plan describes the arrangements at the regional level to effectively and efficiently prevent, prepare for, respond to and recover from emergencies and also provides policy direction for the preparation of Local Area Disaster Plans (DISPLANS), Local and District Supporting Plans and Local and District Sub Plans for emergency response operations.



*New England Emergency Management Region
Local Government Areas⁵*

New England Joint Organisation of Council

Uralla Shire Council forms one of the seven councils within the New England Joint Organisation of Councils (NEJO) located on the Highlands, Slopes and Plains of Northern NSW. Member councils work together for the collective improvement of their communities with a focus on economic growth, education, health, and facilitating connection within communities, and investing in critical infrastructure. NEJO's role is to plan and prioritise services or projects which deliver regional benefits, advocacy for the need of projects and services, and collaboration for project and service delivery.

MAJOR FEATURES

Transportation Routes and Facilities

- **Major Roads: New England Highway (National Highway A15)**
The New England Highway runs from the south of the Shire through Uralla and towards Armidale in the north and is the primary transport route through the Shire.
- **Other Roads: Thunderbolts Way**
Thunderbolts Way runs in a north westerly direction from Walcha through the Shire intersecting the New England Highway in Uralla township, and continues northwest to Bundarra and on to Inverell.

⁵ Image source: New England Regional Emergency Management Plan September 2018.

- **Rail Routes: Regional North West Line (Sydney – Armidale)**
The railway line runs through Wollun in the south of the Shire, through Kentucky and Uralla. The railway line continues north to Armidale, where the line ends.
- **Regional Airports:**
The nearest regional airport to the Uralla Shire is Armidale Regional Airport (ARM) located to the north of the Uralla township, approximately 10 minute's drive on the New England Highway. The Tamworth Regional Airport (TMW) is located to the south of the Shire, approximately one hour's drive from the Uralla township on the New England Highway.
Both airports offer a number of services operating to and from Sydney and Brisbane.

Land Use⁶

Land in the Uralla Shire is predominantly made up of grazing and agricultural land, with 68.9% of land zoned Farmland. Of the remaining land in the Uralla Shire, 15.5% is zoned Rural Residential, Ordinary Residential zoned land comprises 13.9%, and Business zoned land comprises 1.7%.

Economy, Industry and Employment⁷

Primary production and agriculture forms the principal industry within Uralla Shire in the form of merino sheep, beef cattle, vineyards, apples and other fruit cropping. The 2016 Australian Census reported 12.8% of the population's industry of employment as beef cattle farming (5.4%), sheep-beef cattle farming (4.5%), and sheep farming (2.9%).

Other industries reported in the 2016 census with the highest percentage of employment in the Shire include higher education (5%) and local government administration (3.9%). Uralla Shire Council is the largest single employer in the Shire.

Reported occupations of persons aged 15 years and over in the 2016 census include Managers (19%), Professionals (16%), Technicians and Trades Workers (14%), Labourers (14%), Clerical and Administrative Workers (12%), Community and Personal Service Workers (10%), Sales Workers (8%), and Machinery Operators and Drivers (5%).

Population and Demographics⁸

The 2016 Australian Census records 6,048 total persons reporting their usual place of residence within the Uralla Shire. Of these 48.4% were male and 51.6% were female. Aboriginal and/or Torres Strait Islander people made up 6.9% of the population.

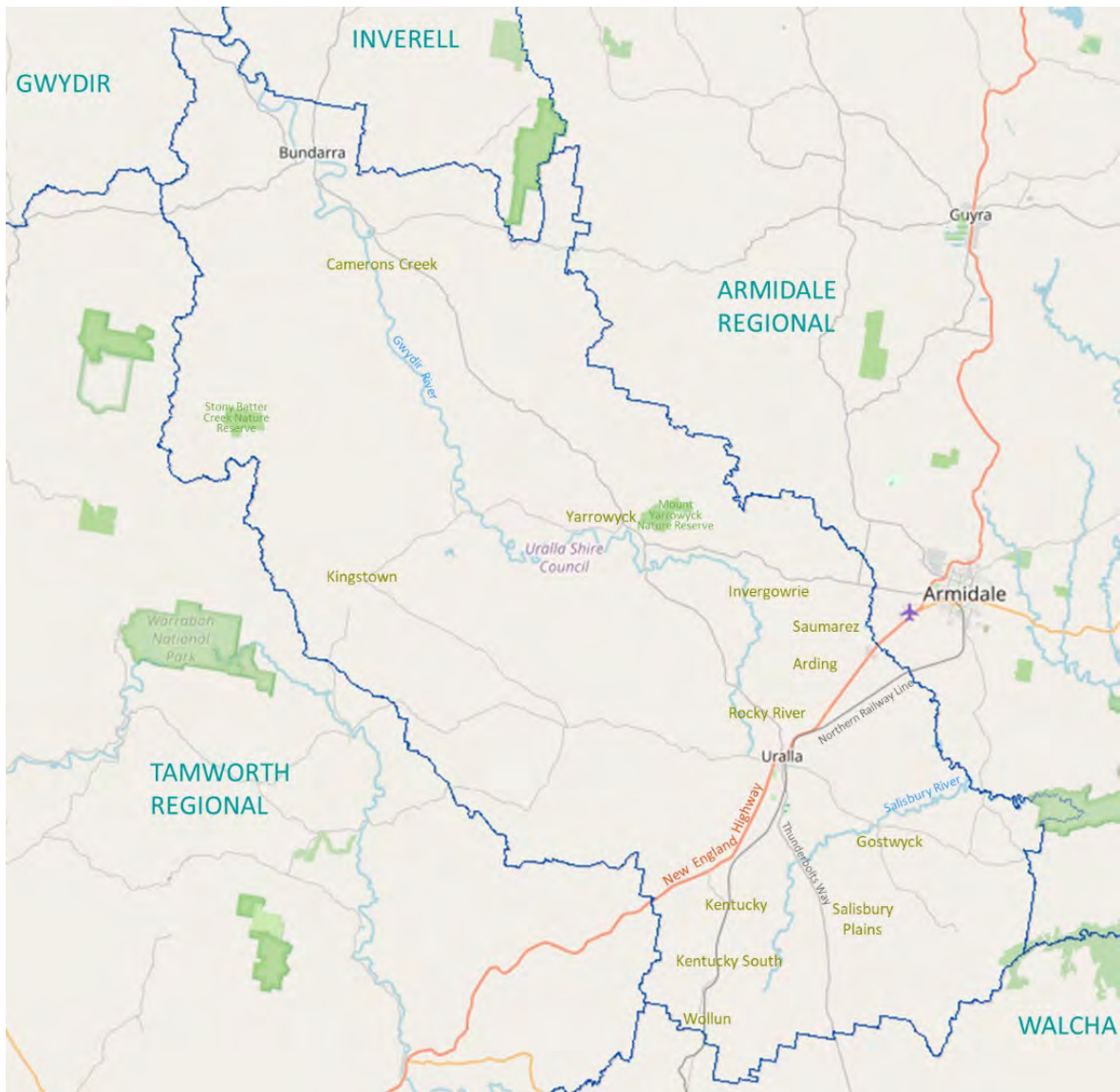
The median age of the population was reported as 46 years of age. Children aged 0 - 14 years made up 19.3% of the population and people aged 65 years and over made up 20.5% of the population.

⁶ Figures as at 2020-21. Excludes public land.

⁷ [2016 Australian Census](#) statistics.

⁸ [2016 Australian Census](#) statistics.

SHIRE MAP



HIGH RISK HAZARDS SUMMARY

A Local Emergency Risk Management (ERM) Study was undertaken by the New England Area Local Emergency Management Committee which identified hazards as having the potential to create an emergency. The following hazards listed in the table below include those identified as high risk of causing loss of life, property, utilities, services and/or the community's ability to function within its normal capacity.

The Uralla Shire Emergency Risk Management Report (June 2007) and Uralla Shire Council Local Emergency Management Plan (EMPLAN) list the complete list of consequences and risk descriptions identified for the Uralla Shire.

Hazard	Risk Description	Likelihood Rating	Consequence Rating	Risk Priority	Combat/Responsible Agency	Council Recovery Responsibilities
Drought	A prolonged serious or severe rainfall deficiency.	Almost certain	Major	High	NSW Department of Planning, Industry & Environment Uralla Shire Council	<ul style="list-style-type: none"> • Convene Local Emergency Management Committees and Recovery Committees • Manage water supply/resources. • Facilitate community communications • Comply with State/Federal arrangements
Fire (Bush or Grass)	Major fires in areas of bush or grasslands.	Almost certain	Major	High	NSW Rural Fire Service Fire & Rescue NSW	<ul style="list-style-type: none"> • Convene Local Emergency Management Committees and Recovery Committees • Support lead recovery agencies • Facilitate community communications • Comply with State/Federal arrangements
Storm (severe) – electrical/wind/rain/hail	Storm events may affect sections of the community.	Likely	Major	High	NSW SES	<ul style="list-style-type: none"> • Convene Local Emergency Management Committees and Recovery Committees • Support lead recovery agency • Facilitate community communications • Comply with State/Federal arrangements
Utilities Failure	Major failure of essential utility for unreasonable periods of time as a result of a natural or man-made occurrence.	Unlikely	Moderate	High	Local Emergency Operations Controller (LEOCON)	<ul style="list-style-type: none"> • Convene Local Emergency Management Committees and Recovery Committees • Support lead recovery agency • Facilitate community communications • Comply with State/Federal arrangements

CONTEXT

Adverse events can have significant social, built, economic and environmental impacts. Stress affects the health and wellbeing of the whole community. Financial impacts to one sector of the community can then ripple outwards and affect the community at large. Natural disasters can cause the erosion or degradation of farmland, natural areas, or infrastructure such as community buildings or transport links.

The Uralla Shire Adverse Event Plan is intended to assist the Council and the community to prepare for adverse events, by strengthening community resilience and its capacity to adapt and cope, and to assist with community-led recovery following any adverse event.

Council acknowledges the importance of community organisations and not-for-profit groups within the community and their role in building community capacity and resilience. These organisations are central to recovery before, during and after an adverse event.

The support of State and Federal Governments is essential throughout the process of managing adverse events, as local councils do not have the capacity to respond to the full extent required to prepare their communities for future adverse events. Recovery will involve the cooperation from a number of organisations across government agencies at both the local and State level, private entities, as well as individual members of the community.

The key strategies and actions within the Uralla Shire Adverse Events Plan are aligned with the objectives of the plan to build community leadership capability, community resilience and capacity to adapt and cope with chronic stresses and acute shocks caused by adverse events.

The key actions and strategies set out below are consistent with the view that recovery operations should aim to assist the affected community to manage its own recovery, while recognising that there may be a need for external procedural, technical, physical and financial assistance⁹.

KEY STRATEGIES AND ACTIONS

Uralla Shire Council has identified the following key strategies and actions in order to prepare for and recover from potential adverse events that may affect Uralla Shire by supporting a stronger community and local economy. These strategies and actions are presented within the Federal Government's priorities framework as set out in 'Drought in Australia', the Coordinator-General for Drought's advice on a Strategy for Drought Preparedness and Resilience.

1. Stewardship of important natural resources

Priority Strategy 1.1 Actively manage natural resources within Uralla Shire

Action 1.1.1:

In conjunction with the New England County Council¹⁰ as appropriate, address biosecurity by managing vegetation cover, pest and weed control on Council owned lands through bush regeneration activities and services.

⁹ NSW Recovery Plan 2016.

¹⁰ New England Weeds Authority (NEWA) is the registered trading name of The New England County Council.

Action 1.1.2: Manage water resources within the Uralla Shire through development of the Integrated Water Cycle Management (IWCM) Plan and implementation of Council's Drought Management Plan and Demand Management Plan.

Action 1.1.3: Identify and implement water conservation and sustainable water usage practices in Council operations through review of consumption records.

Priority Strategy 1.2 Support local land owners to manage natural resources

Action 1.2.1: Support and encourage workshops and programs organised by Government agencies, including Local Land Services, to assist farmers and farm businesses, including feed, pest and soil management including erosion control.

Priority Strategy 1.3 Maintain Council assets to manage the impacts of adverse events on community resources and facilities

Action 1.3.1: Maintain Council assets in accordance with Council's maintenance schedules to manage impacts of minor adverse events, including minor storm events through drainage work maintenance.

2. Incentives for good practice

Priority Strategy 2.1 Advocate for up-skilling or income diversification

Action 2.1.1: Promote and advocate for local training opportunities to support the provision of additional skills and economic diversification in the local community.

Action 2.1.2: Encourage primary producers to consider programs that provide supplementary income, such as carbon farming, environmental stewardship and renewable energy.

Priority Strategy 2.2 Preserve and protect local heritage

Action 2.2.1: Provide heritage advisory services and recognise the importance of historic buildings and sites in Council's strategic planning.

3. Improving planning and decision making

Priority Strategy 3.1 Advocate community awareness of regional, State and Federal support programs

Action 3.1.1: Advocate awareness of and encourage access to the Rural Financial Counselling Service.

Action 3.1.2: Advocate awareness of available Government financial assistance and income support.

Action 3.1.3: Promote resources and programs available to small business owners, such as the NSW Small Business Commissioner and Business Connect.

Priority Strategy 3.2 Provide and advocate for community and aged care support services

Action 3.2.1: Connect local people to relevant services through the Uralla Community Centre (Tablelands Community Support and Tablelands Community Transport) and provide contact details for relevant organisation and service details through Council's social media and website.

Action 3.2.2: Undertake routine maintenance and facility upgrades to maintain McMaugh Gardens and Grace Munro residential aged care facilities.

Priority Strategy 3.3 Provide flexible payment options with provisions for personal hardship

Action 3.3.1: Maintain Council policies on hardship and debt collection which provide assistance to those landholders experiencing genuine hardship as a result of an adverse event who have a good rates payment history.

Priority Strategy 3.4 Advocate the needs of the community to local and regional institutions

Action: Promote communication with financial institutions to provide advice and work cooperatively with residents/businesses during times of adverse events.

4. Building community resilience

Priority Strategy 4.1 Council staff are trained and prepared to assist in managing the impacts of adverse events

Action 4.1.1: Council staff receive training relevant to their area of work to assist and protect the community in adverse events, such as clearing fallen trees from roads as a result of storms and managing road access during flood events and traffic incidents.

Action 4.1.2: Respond to major repair incidents in accordance with Council works procedures, including road and building repairs.

Priority Strategy 4.2 Council leaders are adequately resourced and capable to provide leadership during adverse events.

Action 4.2.1: Support and seek funding for formal leadership training and education of councillors and senior management staff.

Action 4.2.2: Identify training opportunities for councillors and senior management staff in mental health awareness, mental health first aid, advocacy and community relationship building.

Priority Strategy 4.3 Advocate the needs of the Shire to State and Federal Governments
Action 4.3.1: Continued advocacy to the Federal and State Governments in the interests of the Uralla Shire local community.

Action 4.3.2: Seek grant funding opportunities that benefit the Uralla Shire community in the long term to build community capacity and resilience.

Priority Strategy 4.4 Support economic development in the Uralla Shire
Action 4.4.1: Support and promote the Buy Regional campaign to support local businesses.

Action 4.4.2: Support and encourage the growth and development of existing business and industry by seeking funding to progress the light industrial subdivision at Rowan Avenue, Uralla.

Action 4.4.3: Support and attract new businesses through the provision of pre-development application assistance and consultation with new and existing business operators.

Action 4.4.4: Support growth in the tourism industry by advocating awareness of Destination NSW resources and opportunities available to local tourism operators.

Action 4.4.5: Operate the Uralla Visitor Information Centre and partner with New England High Country to maintain robust visitor services to enhance local and regional tourism.

Priority Strategy 4.5 Support community participation, connectedness and community led initiatives
Action 4.5.1: Encourage volunteer participation through development of a volunteer strategy.

Action 4.5.2: Deliver regular youth activities and facilitate annual Youth Week program.

Action 4.5.3: Deliver Council's community grants program and partner with community organisations through targeted sponsorships.

Priority Strategy 4.6 Support community inclusion, mental health and wellbeing
Action 4.6.1: Support capacity and resilience by advocating mental health training and counselling services.

Action 4.6.2: Develop formalised Disability Inclusion Action Plan to increase the community's accessibility and inclusion for all groups.

5. Informing farmers, communities and governments

Priority Strategy 5.1 Provide consistent and clear communication to facilitate informed decision making

Action 5.1.1: Promote the delivery of local projects, programs and services to the community through a range of media sources.

Action 5.1.2: Coordinate delivery of a monthly Council newsletter.

Action 5.1.3: Maintain up-to-date community information and resources on Council's website.

Priority Strategy 5.2 Facilitate education programs to increase computer and digital literacy

Action 5.2.1: Seek funding for and provide social and educational programs through the Uralla Library.

Priority Strategy 5.3 Maintain strong partnerships and connections to regional councils through the New England Joint Organisation

Action 5.3.1: Support the strong connection with neighbouring council areas and shared services through the New England Joint Organisation.



Uralla Shire Council Local Emergency Management Plan

Parts 1 – 2 UNRESTRICTED

June 2016



Part 1 – Administration

Authority

The Uralla Shire Local Emergency Management Plan (EMPLAN) has been prepared by the Uralla Shire Council and the New England Area Local Emergency Management Committee in compliance with the State Emergency & Rescue Management Act 1989.

APPROVED

.....

Chair

New England Local Emergency Management Committee

Dated:

ENDORSED

.....

Chair

New England Regional Emergency Management Committee

Dated:

Contents

Part 1 – Administration	2
Authority.....	2
Contents.....	3
Purpose.....	4
Objectives	4
Scope.....	4
Principles	5
Test and Review Process	5
Part 2 – Community Context.....	6
Annexure A – Community Profile	6
General.....	6
Landform and Topography	6
Climate	6
Land Use.....	7
Population and People	8
Transport Routes and Facilities.....	9
Economy and Industry.....	10
Annexure B – Hazards and Risks Summary	11
Annexure C – Local Sub Plans, Supporting Plans and Policies.....	14

Purpose

Details arrangements for, prevention of, preparation for, response to and recovery from emergencies within the Local Government Area(s) covered by this plan.

It encompasses arrangements for:

- emergencies controlled by combat agencies;
- emergencies controlled by combat agencies and supported by the Local Emergency Operations Controller (LEOCON);
- emergency operations for which there is no combat agency; and
- circumstances where a combat agency has passed control to the LEOCON.

Objectives

The objectives of this plan are to:

- define participating organisation and Functional Area roles and responsibilities in preparation for, response to and recovery from emergencies;
- set out the control, co-ordination and liaison arrangements at the Local level;
- detail activation and alerting arrangements for involved agencies; and
- detail arrangements for the acquisition and co-ordination of resources.

Scope

The plan describes the arrangements at Local level to prevent, prepare for, respond to and recover from emergencies and also provides policy direction for the preparation of Sub Plans and Supporting Plans:

- Arrangements detailed in this plan are based on the assumption that the resources upon which the plan relies are available when required; and
- The effectiveness of arrangements detailed in this plan are dependent upon all involved agencies preparing, testing and maintaining appropriate internal instructions, and/or standing operating procedures.

Principles

The following principles are applied in this plan:

- a) The Emergency Risk Management (ERM) process is to be used as the basis for emergency planning in New South Wales. This methodical approach to the planning process is to be applied by Emergency Management Committees at all levels.
- b) Responsibility for preparation, response and recovery rests initially at Local level. If Local agencies and available resources are not sufficient they are augmented by those at Regional level.
- c) Control of emergency response and recovery operations is conducted at the lowest effective level.
- d) Agencies may deploy their own resources from their own service from outside the affected Local area or Region if they are needed.
- e) The Local Emergency Operations Controller (LEOCON) is responsible, when requested by a combat agency, to co-ordinate the provision of resources support. EOCs would not normally assume control from a combat agency unless the situation can no longer be contained. Where necessary, this should only be done after consultation with the Regional Emergency Operations Controller (REOCON) and agreement of the combat agency and the appropriate level of control.
- f) Emergency preparation, response and recovery operations should be conducted with all agencies carrying out their normal functions wherever possible.
- g) Prevention measures remain the responsibility of authorities/agencies charged by statute with the responsibility.

Test and Review Process

The New England Local Emergency Management Committee (LEMC) will review this Plan every three (3) years, or following any:

- activation of the Plan in response to an emergency;
- legislative changes affecting the Plan; and
- exercises conducted to test all or part of the Plan.

Part 2 – Community Context

Annexure A – Community Profile

General

Uralla Council lies along the top of the Great Dividing Range on the eastern edge of the New England Tablelands in north-western NSW. The Council covers an area of 3,214km² with an elevation of between 1,250 metres and 640m ASL. The council is bordered by Armidale Regional Council, Gwydir, Tamworth, and Walcha Council areas.

The Council population of 6,370 are mainly located in the population centres of Uralla, Bundarra, Arding and Invergowrie (rural residential subdivisions), Kentucky, Rocky River and on farms centred upon these villages and rural subdivisions. The council headquarters is located in the town centre of Uralla. The Shire is bisected north/south by the New England Highway which runs through the town of Uralla. The Highway carries large volumes of diversified local and interstate traffic, from heavy transport, tourist and interstate coaches to private vehicles.

The Council is responsible for the servicing of its local and regional roads with the RMS responsible for the servicing of the New England Highway through the entire length of the Shire.

The commercial base of the council area is centred upon primary production and pastoral activities of which: wool, fat stock production (sheep and cattle), stock breeding, as well as tourism.

Council provides potable water supplies to Uralla and Bundarra and waste water collection and treatment for Uralla.

Landform and Topography

The Shire is located on the Great Dividing Range and includes scenic rolling farmland. The headwaters of the Gwydir River are located in the Shire.

The town of Uralla is located at an elevation of 1,012 m above sea level, whilst Bundarra lies 660m above sea level.

Climate

Uralla is known for its cold winters and cool summers. In summer, temperatures exceed 30 degrees on average, only 21 days per year. In winter, there are an average of 40 frosty nights with subzero temperatures.

Month	Jan	Feb	Mar	Apr	May	Jun
Record high	37.0 3-1-2014	36.3 10-2-1983	33.9 4-3-1965	31.6 4-4-1986	24.4 12-5-1967	22.8 4-6-1958
Average high	27.1	26.1	24.1	20.6	16.4	13.1
Average low	13.2	13.0	11.3	7.5	3.9	1.6
Record low	4.4 2-1-1972	4.1 3-2-2005	0.6 24-3-1967	-3.3 30-4-2008	-6.7 21-5-1965	-7.7 25-6-1986
Ave rainfall	104.4 mm	83.3 mm	59.7 mm	40.2 mm	44.9 mm	53.9 mm
Decile 5 rainfall	88.7 mm	67.6 mm	51.6 mm	34.9 mm	32.8 mm	44.0 mm
Ave rainy days (>0.1mm)	7.7	7.0	5.8	4.6	5.1	6.5

Month	Jul	Aug	Sep	Oct	Nov	Dec
Record high	21.1 28-7-1958	26.8 24-8-2000	28.2 28-9-1965	32.4 21-10-1988	35.1 19-11-1968	36.5 19-12-1990
Average high	12.2	14.2	17.7	21.2	24.3	26.5
Average low	6.3	1.1	3.7	7.0	9.8	11.2
Record low	-9.3 15-7-1970	-8.1 13-8-1964	-6.0 14-9-1972	-3.1 12-10-2003	-1.6 3-11-2003	1.3 7-12-2002
Ave rainfall	56.4 mm	55.1 mm	53.3 mm	71.8 mm	86.1 mm	88.4 mm
Decile 5 rainfall	48.8 mm	49.3 mm	45.6 mm	64.0 mm	80.4 mm	86.2 mm
Ave rainy days (>0.1mm)	6.7	6.4	5.9	7.0	7.9	7.8

(Records from BOM. Rainfall records exist for Uralla from 1901. Temperature records are regional.)

Land Use

The Shire is predominantly made up of rural grazing country.

Zoning within the towns of Uralla and Bundarra follow typical patterns of Residential, Rural and Industrial land.

Land Use Zone / Type / Classification	Area (Hectares)	% of LGA
B2 Local Centre	6.4	0.002%
B4 Mixed Use	7.9	0.003%
B6 Enterprise Corridor	5.3	0.002%
E1 National Parks and Nature Reserves	487.2	0.163%
E3 Environmental Management	79.6	0.027%
E4 Environmental Living	354.1	0.118%

IN1 General Industrial	23.9	0.008%
IN2 Light Industrial	11.1	0.004%
R1 General Residential	257.1	0.086%
R2 Low Density Residential	66.7	0.022%
R5 Large Lot Residential	2,559.6	0.854%
RE1 Public Recreation	27.1	0.009%
RE2 Private Recreation	35.0	0.012%
RU1 Primary Production	153,801.3	51.330%
RU2 Rural Landscape	141,836.9	47.337%
RU5 Village	63.2	0.021%
SP2 Infrastructure	6.7	0.002%
TOTAL LGA	299,630.1	100.00

Population and People

The population of Uralla Shire was 6,370 in 2013. In 2011, 5.9% of the population were Aboriginal and Torres Strait Islander Peoples.

The age group split is as follows:

Years	Percentage
0-14	20.4%
15-24	10.8%
25-34	8.9%
35-44	12.6%
45-54	14.4%
55-64	15.9%
65-74	10.8%
75-84	4.7%
85 and over	1.5%

The types of families in 2011 were as follows:

Type	Number
Couples with children	587
Couples with non dependent children	125
Couples without children	709
One parent with children under 15	161
One parent with non dependent children	59
Other families	25
Total families	1663
Average family size	3 people

Household types in 2011 were as follows:

Type	Number
Lone person household	516
Group households	41
Family Households	1645
Total Households	2202
Average household size	2.6

Transport Routes and Facilities

The New England Highway runs from the South of the Shire through Uralla and towards Armidale in the north. This is the primary transport route through the Shire. Thunderbolts Way runs in a north westerly direction from Walcha through the Shire intersecting the New England Highway in Uralla township and continues north west to Bundarra and on to Inverell.

The railway line runs through Wollun in the south of the shire, through Kentucky and Uralla then north to Armidale, where the line ends.

The nearest airport is located at Armidale. There is also an airport at Tamworth in Tamworth Regional Council an hour to the south.

Economy and Industry

In 2013, there were a total of 682 businesses in Uralla Shire as follows:

Agriculture, Forestry and Fishing	325
Mining	3
Manufacturing	17
Construction	80
Wholesale Trade	14
Retail Trade	30
Accommodation and Food Services	21
Transport, Postal and Warehousing	37
Information Media and Telecommunications	3
Financial and Insurance Services	12
Rental, Hiring and Real Estate	42
Professional, Scientific and Technical	33
Administrative and Support Services	6
Public Administration and Safety	3
Education and Training	3
Health Care and Social Assistance	11
Arts and Recreational Services	7
Other	39

Cattle and Sheep farms are the most common industries within the Shire.

A total of 427 businesses were non-employing businesses.

A total of 190 businesses employed between 1-4 employees.

A total of 65 businesses employed more than 5 employees.

Annexure B – Hazards and Risks Summary

A Local Emergency Risk Management (ERM) Study has been undertaken by the New England Area Local Emergency Management Committee identifying the following hazards as having risk of causing loss of life, property, utilities, services and/or the community's ability to function within its normal capacity. These hazards have been identified as having the potential to create an emergency. The Uralla Shire Emergency Risk Management Report (June 2007) is referenced to identify the complete list of consequences and risk descriptions.

Hazard	Risk Description	Likelihood Rating	Consequence Rating	Risk Priority	Combat / Responsible Agency
Communicable diseases affecting animals.	An agriculture/horticulture incident that results, or has potential to result, in the spread of a communicable disease or infestation.	Possible	Moderate	Low	Department of Primary Industries
Communicable Diseases affecting human	Pandemic illness that affects, or has potential to affect, large portions of the human population	Possible	Moderate	Medium	Department of Health
Dam Failure	A dam is compromised that results in localised or widespread flooding.	Rare	Moderate	Low	Uralla Shire NSW SES
Dam Failure	Town water supply is lost	Rare	Major	Low	Uralla Shire
Earthquake	Earthquake of significant strength that results in localised or widespread damage.	Rare	Moderate	Low	LEOCON

Hazard	Risk Description	Likelihood Rating	Consequence Rating	Risk Priority	Combat / Responsible Agency
Fire (Bush or Grass)	Major fires in areas of bush or grasslands.	Almost Certain	Major	High	NSW RFS FRNSW
Fire (Industrial)	Serious industrial fire in office complexes and/or warehouses within industrial estates.	Possible	Minor	Medium	FRNSW NSW RFS
Fire (Residential)	Serious residential fire in medium/high rise apartments.	Possible	Moderate	Medium	FRNSW NSW RFS
Flood (Flash)	Heavy rainfall causes excessive localised flooding with minimal warning time	Possible	Moderate	Medium	NSW SES
Hazardous Release	Hazardous material released as a result of an incident or accident.	Unlikely	Moderate	Medium	FRNSW
Infestation – insect/plant	An infestation of insects or plants may affect sections of the community bringing about quarantine and movement restrictions.	Possible	Minor	Medium	DPI/Health
Storm (severe) – snow and cold	Severe storm with accompanying lightning, hail, wind, and/or rain that causes severe damage and/or localised flooding.(includes tornado)	Possible	Major	Medium	NSW SES

Hazard	Risk Description	Likelihood Rating	Consequence Rating	Risk Priority	Combat / Responsible Agency
Storm (severe) – electrical/wind/rain/hail	Storm events may affect sections of the community.	Likely	Major	High	NSW SES
Transport Emergency (Road)	A major vehicle accident that disrupts one or more major transport routes that can result in risk to people trapped in traffic jams, restrict supply routes and/or protracted loss of access to or from the area.	Likely	Moderate	Medium	LEOCON
Utilities Failure	Major failure of essential utility for unreasonable periods of time as a result of a natural or man-made occurrence.	Unlikely	Moderate	High	LEOCON

Annexure C – Local Sub Plans, Supporting Plans and Policies

Responsibility for the preparation and maintenance of appropriate sub and supporting plans rest with the relevant Combat Agency Controller or the relevant Functional Area Coordinator.

The sub/supporting plans are developed in consultation with the New England Local Emergency Management Committee and the community.

The plans listed below are supplementary to this EMPLAN. The sub/supporting plans have been endorsed by the LEMC and are determined as compliant and complimentary to the arrangements listed in this EMPLAN.

These plans are retained by the LEMO on behalf of the LEMC.

Plan/Policy	Purpose	Combat / Responsible Agency
Flood Plan 2015	Identifies areas prone to flooding and determines development controls. Flood Emergency Plan to be developed	NSW State Emergency Service
Kentucky Creek Dam. Modified Dam Safety Emergency Plan. June 2007	Covers preparedness measures, response operations and immediate recovery measures from a dam break event.	NSW State Emergency Service
Snow and Ice Plan 2015	Covers the operation and communication process within government agencies when snow or ice is detected on the New England Highway	Roads & Maritime Services
Welfare response plan to be developed	Covers evacuation centres and response plans	Other
Memorandum of Understanding – Management of Road & Traffic Incidents	Clarifies roles of agencies in State Road Incidents	Other



**Uralla Shire Council
Local Emergency Management Committee**

**Emergency Risk Management Report
June 2007**

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TABLE OF CONTENTS

1.	Executive Summary.....	3
2.	Definitions and Abbreviations	4
	2.1. Definitions	4
	2.2. Abbreviations	8
3.	Aims	9
4.	Objectives.....	10
5.	Context Statement.....	11
	5.1. Identified Problems	11
	5.2. Process Limitations	12
	5.3. Management Framework	12
	5.3.1. Stakeholders	12
	5.3.2. Legislation and Policy	13
	5.3.3. Communication and Consultation	13
	5.3.4. Monitoring and Reviewing ERM Project Work	13
6.	Risk Evaluation Criteria	14
	6.1. Lifelines and Infrastructure	15
	Appendix 1 – Project Management Workplan	16
	Appendix 2 – Communication and Consultation Plan	17
	Appendix 3 – Hazard Checklist.....	18
	Appendix 4 – Locality Map	19
	Appendix 5 – Elements at Risk	20
	Appendix 6 – Risk Analysis and Priority.....	21
	Appendix 7 – Risk Treatment Plans.....	22

1. EXECUTIVE SUMMARY

Uralla Shire Council (Council), through the Armidale Dumaresq Council, engaged QRMC Risk Management to assist it in the undertaking of an Emergency Risk Management Study to increase community safety through the identification, analysis, evaluation and treatment of natural disaster and other major risks from a preventative, mitigation perspective within the area of Council jurisdiction.

The study aimed to:

- Identify hazards and sources of risk with reasonable potential to impact the communities of the Uralla local government area (LGA);
- Analyse those risks; and,
- Determine the Treatment Options/Strategies to reduce the likelihood and/or impact of the risk, including consideration of existing control or mitigation measures.

The process followed is that set out in the NSW State Emergency Management Committee's publication *Implementation Guide for Emergency Management Committees* (May 2000). The District Emergency Management Officer (DEMO) for the Peel District was consulted at various times during the preparation of the documentation set out in the guide. Relevant agencies such as, Uralla SES, the Bureau of Meteorology, Hunter New England Area Health Service, the Rural Fire Service and the NSW Police were also invited to provide input to the study.

The study concluded that a significant risk faced by Uralla communities is wildfire (bush and grass) with a large body of work and a number of strategies currently directed at mitigating this particular hazard, both from the Council itself, the Bushfire Management Committee (local fire plans) and the Uralla SES.

Severe storms (electrical, snow, rain, hail and strong winds) also occur regularly, and again the SES has a well established process for storm warnings and to effect emergency repairs. Other hazards require Council to refer to the appropriate agency for emergency response plans and treatment options, such as Hunter New England Health Service for human communicable disease outbreaks and/or pandemics and Department of Primary Industries (DPI) for animal communicable disease outbreaks.

Specific details of elements at risk, treatment options and strategies for all hazards are contained in Forms 1 to 8, which accompany this report.

2. DEFINITIONS AND ABBREVIATIONS

2.1. Definitions

Emergency risk management is a systematic process that produces a range of measures which contribute to the well being of communities and the environment.

The following definitions are to be used to facilitate common terminology within the emergency risk management process. The definitions specified in the NSW State Emergency and Rescue Management Act and NSW State DISPLAN prevail over any other definition used in the emergency risk management context. (Source: NSW State Emergency Management Committee 2001: *Implementation Guide for Emergency Management Committees*).

Annual exceedence probability (AEP)	The chance of an event (typically a flood) of a given or larger size occurring in any one year. Usually expressed as a percentage. e.g. 1 chance in 100 per year or 1 % AEP
Australian height datum (AHD)	A common national surface level datum (reference level approximately corresponding to mean (average) sea level, e.g. 10 metres AHD means 10 metres above average sea level.
Average recurrence interval (ARI)	The long term average number of years between the occurrence of an event (typically a flood) of a given or larger size, e.g. a 20 year ARI flood will happen on average about once every 20 years.
Built environment	The elements of physical construction within a community.
Combat agency	The agency identified in Displan as the agency primarily responsible for responding to a particular emergency. (Source: SERM Act).
Community	A group with a commonality of association and generally defined by location, shared experience or function.
Community safety	A reference to providing a safer living environment in the broadest sense and is not concerned with crime prevention and law enforcement issues.
Consequence	The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain. (In emergency risk management-the outcome of

	<p>an event or situation expressed qualitatively or quantitatively. In the emergency risk management context, consequences are generally described as the effects on persons, society, the economy and the environment.)</p>
District Emergency Management Officer	<p>The principal executive officer appointed to the District Management Emergency Management Committee and to the District Emergency Operations Controller.</p>
Element at risk	<p>Things that are valued within (or by) a community and which may interact with a source or risk.</p>
Emergency	<p>An emergency due to the actual or imminent occurrence (such as fire, flood, storm, earthquake, explosion, accident, epidemic or warlike action) which:</p> <ol style="list-style-type: none">endangers, or threatens to endanger, the safety or health of persons or animals in the State, or;destroys or damages, or threatens to destroy or damage, any property in the State, being an emergency which requires a significant and coordinated response. (Source: SERM Act). <p>For the purposes of the definition of emergency, property in the State includes any part of the environment of the State. Accordingly, a reference in the Act to:</p> <ol style="list-style-type: none">Threats or danger to property includes a reference to threats or danger to the environment. <p>and</p> <ol style="list-style-type: none">The protection of property includes a reference to the protection of the environment. (Source: SERM Act).
Emergency risk management	<p>A systematic process that produces a range of measures that contributes to the well being of communities and the environment.</p>
Emergency Risk Management Working Group	<p>A subcommittee to the relevant emergency management committee established to undertake the emergency risk management process.</p>
Environment	<p>Conditions or influences comprising social, physical and built elements, which surround and interact with a community.</p>

Hazard	A source of potential harm or situation with a potential to cause loss.
Lifeline	A system or network that provides services on which the well being of the community depends.
Likelihood	A qualitative description of probability and frequency.
Local Emergency Management Officer (LEMO)	The principal executive officer appointed to the Local Emergency Management Committee (LEMC) and to the Local Emergency Operations Controller.
LEMC Chairperson	A person appointed by a local government council who has the authority of the council to coordinate the use of the Council's resources in the prevention of, preparation for, response to and recovery from emergencies.
Mitigation	Measures taken in advance of a disaster aimed at decreasing or eliminating its impact on society and environment.
Monitor	To check, supervise, observe critically or record the progress of an activity, action or system on a regular basis in order to identify change.
Preparation	In relation to an emergency includes arrangements or plans to deal with an emergency or the effects of an emergency. (Source: SERM Act).
Prevention	In relation to an emergency includes the hazards, the assessment of threats to life and property and the taking of measures to reduce potential loss to life or property. (Source: SERM Act).
Recovery	In relation to an emergency includes the process of returning an affected community to its proper level of functioning after an emergency. (Source: SERM Act).
Residual risk	The remaining level of risk after risk treatment measures have been taken.
Risk analysis	A systematic use of available information to determine how often specified events may occur and the magnitude of their likely consequences. (In emergency risk management the systematic use of available information to study risk.)
Risk acceptance	An informed decision to accept the consequences and the likelihood of a particular risk.

Risk evaluation	<p>The process in which judgements are made on the tolerability of the risk on the basis of risk analysis and taking into account factors such as socio economic and environmental aspects.</p> <p>The process used to prioritise risk.</p>
Risk treatment options	<p>Measures that modify the characteristics of hazards, communities or environments.</p>
Source of risk	<p>Situations or conditions with potential for loss or harm to people, property or the environment.</p>
Stakeholders	<p>Emergency Risk Management Stakeholders are individuals or organisations that may affect, be affected by or perceive themselves to be affected by the emergency risk management process. The SEMC has grouped stakeholders into three categories. They are:</p> <p><i>EMC Committee members</i> Representatives of emergency services, functional areas, other agencies and the relevant Emergency Operations Controller.</p> <p><i>Community groups</i> Representatives of participating or supporting agencies, service clubs, common interest groups and sporting/social clubs.</p> <p><i>Community members</i> Other persons residing in the defined area.</p>
Vulnerability	<p>The degree of susceptibility and resilience of the community and environment to hazards. The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 10 (total loss).</p>

2.2. Abbreviations

AEP	Annual exceedence probability
AHD	Australian height datum
ARI	Average recurrence interval
EMC	Emergency Management Committee
ERM	Emergency risk management
PPRR	Prevention, preparation, response and recovery
SEMC	State Emergency Management Committee
SERM Act	<i>State Emergency and Rescue Management Act 1989</i> (as amended)

3. AIMS

The aim of the Uralla Shire Council (Uralla) Emergency Risk Management Study is to increase community safety through identification, analysis, evaluation and treatment “of natural disaster risks” from a preventative, mitigation perspective within the area of the Uralla Shire Council jurisdiction. Emphasis is placed on the four (4) emergency management principles of Prevention, Preparedness, Response and Recovery.

This aim will be achieved by:

- Identifying hazards and sources of risk with reasonable potential to impact the communities of the Uralla local government area;
- Analysing those risks; and,
- Determining the Treatment Options/Strategies to reduce the likelihood and/or impact of the risk, including consideration of existing control or mitigation measures. Note: The most significant risk faced by Uralla communities is fire and there is a large body of work and strategies currently directed at mitigating this particular hazard.

Scope:

This process is limited to hazards requiring a significant coordinated (multi-agency) response. Hazards that can be managed by Council alone (for example, minor road closures resulting from traffic accidents and/or landslips) are not part of this study.

4. OBJECTIVES

The Uralla Emergency Risk Management Study will achieve the following objectives:

- Develop a comprehensive series of documents detailing the identified hazards and potential risks and treatment strategies for the following elements:
 - People
 - Property
 - Lifelines and infrastructure
 - Environment
 - Socio-economic.
- Provide the Uralla communities and stakeholders with an opportunity to become involved in the study and to assist where possible in providing comments and historical information on past events. A well attended community meeting to discuss the study was held on 18 December 2006.

5. CONTEXT STATEMENT

An Emergency Risk Management Study was undertaken for the Uralla LGA which had a population count of approximately 6,500, centred in Uralla (2,500) with several small villages having populations of up to 550 persons.

The study was conducted on the Uralla communities to identify hazards, analyse hazards and sources of risk, assess the vulnerability of the communities and suggest and implement appropriate and reasonable treatment strategies to ameliorate the consequences (and if possible, likelihood) of the hazards and subsequent sources of risk.

5.1. Identified Problems

Discussions with the LEMC and the LEMO resulted in the conclusion that the Study should examine the key hazards of:

1. Wildfire (bush and grass) (**Likelihood** – Possible/**Consequence** – Moderate/**Risk** – High)
2. Severe Storm (snow, rain, hail, strong winds, electrical) (Possible/Moderate/High)
3. Dam failure (Possible/Moderate/High)
4. Transportation Accident (Possible/Major/Extreme)
5. Infrastructure failure (Possible/Moderate/High)
6. Residential or Industrial fire (Possible/Moderate/High)
7. Communicable disease affecting animals (Possible/Moderate/High)

Other hazards of similar or lesser consequence and likelihood reported upon are listed in Form 4 – *Elements at Risk* (attached to this report).

As a guide, the recommended treatment options relevant to each risk level are set out below:

RISK LEVEL	TREATMENT OPTION
Extreme	<ul style="list-style-type: none"> • Community awareness/education campaigns where appropriate • Warning system/mechanism where appropriate • Development controls to lower the risk of the hazard arising • Normal DISPLAN and Recovery arrangements will apply • Road Closures and Evacuation plan(s)

RISK LEVEL	TREATMENT OPTION
	<ul style="list-style-type: none"> Recovery Management Plan(s) Rehabilitation Plans
High	<ul style="list-style-type: none"> Community awareness/education campaigns where appropriate Warning system/mechanism where appropriate Normal DISPLAN and Recovery arrangements will apply Road Closures and Evacuation plan(s)
Moderate	<ul style="list-style-type: none"> Community awareness/education campaigns where appropriate Normal DISPLAN and Recovery arrangements will apply
Low	<ul style="list-style-type: none"> Normal DISPLAN and Recovery arrangements will apply

5.2. Process Limitations

It was resolved that the following completion of the initial risk assessment and the preparation of this report, it would be reviewed by the LEMC and consideration then given to the community and stakeholder feedback that had occurred during the process. This is discussed further in 5.3.3 and Appendix 2 – *Communication and Consultation Plan*.

5.3. Management Framework

Uralla Shire Council (through Armidale Dumaresq Council) commissioned QRMC Risk Management to prepare the ERM Plan and resolved that this report would be presented to the LEMC for review, prior to seeking Council approval.

5.3.1. Stakeholders

Include the following:

- **Government Agencies**
 - Uralla Shire Council
 - Hunter New England Health Service
 - Department of Environment and Conservation
 - Department of Natural Resources (DNR)
 - Roads and Traffic Authority (RTA)
 - Country Energy
 - RailCorp
 - Department of Primary Industries (DPI)

- **Emergency Services**
 - NSW Police
 - State Emergency Service
 - NSW Fire Brigades
 - NSW Rural Fire Service
 - Ambulance Service of NSW
- **Community Groups**
- **Local school communities**
- **Local businesses and business groups**

5.3.2. Legislation and Policy

This ERM Study was conducted in accordance with the following:

- NSW State Emergency Management Committee Implementation Guide for Emergency Management Committees
- AS/NZS 4360:2004 Risk Management
- Relevant NSW State Legislation
- Relevant Uralla Shire Council Plans and Policies

5.3.3. Communication and Consultation

- Holding of a public meeting to discuss the study and provide an opportunity for community input
- Adoption of the Draft Emergency Risk Management Report by the LEMC and Uralla Shire Council
- Further consultation and review of the Draft Plan by the LEMO
- Presentation of the ERM process to the Uralla Shire Council
- Public Exhibition of the Draft Report and Risk documentation for a period of 14 days
- Ongoing community consultation through appropriate Community Groups

5.3.4. Monitoring and Reviewing ERM Project Work

The ERM documentation will be subject to regular reviews and continual monitoring of changes within the Uralla LGA, such as significant new developments, new industry, improved infrastructure etc. The review and monitoring will include:

- A quarterly review on the progress of Implementation of Risk Treatment Options
- Ongoing monitoring of new sources of risk
- A quarterly review by LEMC of ERM documentation
- Ongoing community and stakeholder consultation throughout the Review and Monitor process.

6. RISK EVALUATION CRITERIA

The following Risk Evaluation Criteria was established, though this list is not necessarily exhaustive:

- Any reasonably preventable accident/incident resulting in loss of human life is unacceptable.
- Any reasonably preventable accident/incident resulting in serious injury to people is unacceptable.
- Any reasonably preventable accident/incident resulting in loss of animal life is unacceptable.
- Any reasonably preventable accident/incident resulting in serious injury to animals is unacceptable.
- Loss of domesticated, rare or endangered species, or expensive breeding stock is unacceptable.
- Any reasonably preventable accident/incident that will affect the health and wellbeing of a community is unacceptable.
- Any reasonably preventable accident/incident that will have a medium to long term effect on the environment is unacceptable.
- Any reasonably preventable accident/incident that will disrupt normal business activity for more than 2 days is unacceptable.
- Any reasonably preventable accident/incident that will disrupt community lifelines or services for more than 24 hours is unacceptable.
- Any reasonably preventable accident/incident that will have a medium to long term effect on the local Uralla economy is unacceptable.
- Any reasonably preventable accident/incident that will have a moderate to significant effect on education for more than 1 week is unacceptable.
- Any reasonably preventable accident/action that will lead to the introduction of exotic disease or pests to the Uralla LGA is unacceptable.

6.1. Lifelines and Infrastructure

It is considered that the communities within the Uralla LGA will accept the following as maximum timeframes for the loss of lifelines services as a result of a major incident:

LIFELINE SERVICE	MINIMUM – MAXIMUM TIMEFRAME FOR LOSS OF SERVICE
Electricity	8 – 24 hours
Water	8 – 24 hours
Sewerage	8 – 24 hours
Road	8 hours (without alternative road routes)
Communications	8 hours

APPENDIX 1 – PROJECT MANAGEMENT WORKPLAN

Project Name: Uralla Emergency Risk Management Plan

Project Start: July 2006

Project End: 31 March 2007

Project Management Summary

Stage 1	Research and preliminary stakeholder consultation	Weeks 1 to 8
Stage 2	Working Draft Document	Weeks 9 to 12
Stage 3	Consultation	Weeks 12 to 15
Stage 4	Preparation of Forms 1 to 8 and review by LEMO	Weeks 16 to 19
Stage 5	Publication of Final Document	Week 20

Stage	Milestones and Activity Measures	Resources/Responsibility
1	Research, consultation with agencies and LEMO, preparation of material for draft ERM Report	Consultant, Project Manager
2	Preparation of draft ERM Plan Report and submission to Uralla Shire Council and LEMC	Consultant
3	Review of Draft Report by Uralla and LEMC, consultation with stakeholders	LEMC, Project Manager, Consultant
4	Preparation of Forms 1 to 8 and response to review queries and amendments	Consultant
5	Preparation of Final Document and Adoption of Plan	Project Manager, LEMC, Consultant

APPENDIX 2 – COMMUNICATION AND CONSULTATION PLAN

Approximate timing	Method	Resources or Responsibility
March 2007	Place ERM Plan Report and Risk Assessment on exhibition for a period of 14 days	Project Manager
March 2007	Conduct further community consultation meetings in Uralla	LEMC
Quarterly	Progress Report to the LEMC	Project Manager and LEMO
Quarterly	Progress Report to the District Emergency Management Committee	LEMO
Ongoing	Consult with District Emergency Management Officer and State Emergency Management Committee as required	Project Manager
Ongoing	Meet as required with Community Groups to discuss relevant ERM matters	LEMO, Project Manager

APPENDIX 3 – HAZARD CHECKLIST

The following is a summary of the Hazards identified with the potential to impact the communities within the Uralla local government area, and to be dealt with through this process.

Natural Hazards
Snow Storm
Earthquake
Wildfire (Bush Fire/Grass Fire)
Flood
Infestation (Insect and Plant)
Severe Storm (electrical, rain, hail, wind)

Technological Hazards
Dam Failure
Hazardous Materials (Industrial accident)
Infrastructure – Power Failure
Infrastructure – Water Failure
Infrastructure – Sewerage Failure
Infrastructure – Communications Failure
Transport Accident – Road
Transport Accident – Rail
Fire – residential
Fire – industrial

Biological Hazards
Pathogens: Communicable Disease – Humans
Pathogens: Communicable Disease – Animals

APPENDIX 4 – LOCALITY MAP

(URALLA MAP TO BE INSERTED)

APPENDIX 5 – ELEMENTS AT RISK

There are 5 main elements at risk for the Uralla LGA study area:

- People
- Property/Assets
- Infrastructure/Lifelines
- Environment
- Socio-economic.

A complete listing of the Elements at risk is shown in Form 4 (attached).

APPENDIX 6 – RISK ANALYSIS AND PRIORITY

An overall risk rating was applied to a community and each of the elements identified as being at risk were given a priority based on the risk level. For example, in respect of one of Uralla's identified hazards – Infrastructure Failure:

- Risk level for Infrastructure Failure (*Likelihood – Possible; Consequence – Moderate*) determined to be **High** (see *EMC Implementation Guide page 61*).

Priorities are determined (see Form 6) in accordance with the hierarchy set out below, but also taking into account budgetary constraints, timing and other factors.

The normal priorities for emergency responses are in the protection of Life (People), then Property (Assets), then the Environment.

APPENDIX 7 – RISK TREATMENT PLANS

The Emergency Risk Management Plan (Form 8) outlines certain treatments, the agency or organisation responsible for their implementation, and an activity audit reporting structure to the Local Emergency Management Committee, as part of the review and monitoring process of treatments.

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

Department: Infrastructure & Development

Prepared by: *Director Infrastructure & Development*

TRIM Reference: UINT/21/4246

Attachments: Attachment 1 - UINT/21/4250 – Project budget variations/expenditure updates

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:

This report provides the information requested by Council at point 2 of resolution 33.03/21 in relation to variations and status updates of projects funded by the Drought Communities Programme Extension as follows:

- a) Summary of **six (6)** reports to the committee which considered variations to projects;
- b) Details of **fifty-eight (58)** variations to projects funded by the Drought Communities Programme Extension;
- c) **Forty-nine (49)** progress reports provided to councillors;
- d) Summary of **twenty-seven (27)** projects together with relevant variations (see attachment 1).

RECOMMENDATION:

That Council receive and note the report.

BACKGROUND:

At its Ordinary Meeting held 23 March 2021, Council resolved [**33.03/21**] as follows (point 2 addressed by this report to Council in bold):

1. *That Council maximises its grant funding opportunities to improve Council and community infrastructure and associated service levels in accordance with Council's strategic and operational plans, taking into account the life-cycle cost analysis effect of the project on current and future budgets;*
2. *That Council be provided with the monthly progress reports required by Resolution 38.12/19, from December 2019, including a list, values and progress status of projects approved by the committee to date;*
3. *The committee appointed at the December 2019 Ordinary Council Meeting to facilitate timely management of the Drought Communities Extension Program Funding, be dissolved at the expiration of the program at the end of June 2021.*

For clarity, Council resolution 38.12/19 referenced is as follows (point 3 pertaining to progress reports in bold):

That Council:

1. *Participate in the Drought Communities Extension Programme to undertake community infrastructure improvements, community facility improvements, community events (focused on drought preparedness and resilience), public land improvement, tourism and economic diversification, infrastructure and amenity upgrading and improvement;*
2. *With the following list of projects in priority order, noting that the funding is unlikely to extend to all projects:*
 1. *McMaugh Gardens Aged Care - Top up existing ceiling insulation*
 2. *McMaugh Gardens Aged Care - Top up funding for ensuite upgrades*
 3. *McMaugh Gardens Aged Care - Upgrade and add additional Solar Panels*
 4. *Bundarra Show Sponsorship*
 5. *Uralla Visitor Information Centre (VIC) refurbishments*
 6. *Uralla Show Sponsorship*
 7. *Uralla Queen Street Caravan Park - Camp Kitchen*
 8. *Bundarra Cricket Club - New cricket pitch surface*
 9. *Bundarra - Table seats and shelter for park in main street, new rubbish bins for main street and parks, seats in main street, gardens and trees*
 10. *Uralla BMX Park - Creation/construction of young childrens bike track with Shade Sail*
 11. *Uralla - Upgrade historical Uralla Sign/Map in Salisbury Street near cnr Bridge*
 12. *Uralla Memorial Hall - Minor refurbishment*
 13. *Uralla Mens Shed Group – Shed*
 14. *Uralla Tennis -Installation of lighting on courts 5 and 6*
 15. *Uralla Tennis -Additional picnic seating x 2 (preferably with shade shelter)*
 16. *Uralla Tennis - Security Upgrade*
 17. *Uralla Swimming Pool - Painting of remaining unrendered brickwork, office and kiosk*
 18. *Led lights to replace others and reduce council's electricity use*
 19. *Solar panels enough to meet all councils electricity needs*
 20. *Uralla BMX Park - Ripping of Sections of the reserve, fencing the Gostwyck Road length of reserve, road base to allow access to the seating areas, gutter and roof for the toilet block - plan submitted (TRIM)*
 21. *Uralla BMX Park - BBQ and Water fountain*
 22. *Wooldridge Fossicking Area improvements - Putting in proper facilities like gas/electric barbeques, tables and shelters, walking tracks, specific roads, cleared designated camping spots, toilet facilities*
 23. *Alma Park - Construct a bore hole*
 24. *Kentucky Hall - Supply and installation of grid-connected solar system*
 25. *Bundarra Sporting Complex - Practice cricket net fencing and pitch, sports seating, water stations*
 26. *McMaugh Gardens Aged Care - Upgrade Retreat Kitchenette to Food Safety Standard*
 27. *And other Community based infrastructure.*

-
3. *Authorise a committee comprising of the Mayor, the Deputy Mayor, Director of Infrastructure and Development and the General Manager to determine the amount of funding to be attributed to each project and provide a monthly progress report.*
 4. *Secure the necessary human resources to:*
 - a) *Scope the necessary works and pricing to support the funding application(s);*
 - b) *Assist in the preparation of the funding application;*
 - c) *If successful, procure and coordinate the contractors and materials necessary to deliver the works; and*
 - d) *Liaise with the stakeholders of the facilities and/or activities to which the funding will be directed.*
 5. *Wherever possible utilise resources, businesses and suppliers from within the Uralla Shire Council area for works and/or activities delivered in accordance with the program.*
 6. *Approve the commencement of the works after internal assessment identifies the projects as eligible and prior to the funding agreement being finalised.*
 7. *Schedule a workshop on the possible options and refurbishment requirements for the Uralla Courthouse.*

REPORT:

Reports to the Committee seeking variations in project budgets or scope were provided to the committee on an 'as-needed' basis, eg when any variation was sought or required due to requirements of the funding agreement.

A number of minor variations were put to the Committee as project scopes were defined over the life of the projects and cost estimates revised accordingly.

Since the Committee's inception in December 2019 the following variations have been reviewed and endorsed by the Committee:

- 5 March 2020
 - Bundarra Show was cancelled. It was proposed that the \$2,500 sponsorship be used to sponsor the Bundarra Lions Goat Races in October
 - A number of projects were identified for alternative funding through the Stronger Country Communities Fund Round 2:
 - Uralla BMX Park - Creation/construction of young children's bike track with Shade Sail
 - Uralla Tennis - Installation of lighting on courts 5 and 6
 - Uralla Tennis - Additional picnic seating x 2 (preferably with shade shelter)
 - Uralla Tennis - Security Upgrade
- 1 June 2020
 - Reduction of \$5,000 for the McMaugh Gardens Aged Care - Upgrade and add additional Solar Panels
 - Reduction of \$660 for the Bundarra Cricket Club - New cricket pitch surface

- Reduction of \$11,000 for the Bundarra - Table seats and shelter for park in main street, new rubbish bins for main street and parks, seats in main street, gardens and trees
 - Increase of \$12,000 for the Uralla BMX Park - Creation/construction of young children's bike track with Shade Sail. This project was also partially funded through the Stronger Country Communities Fund Round 2
 - Reduction of \$1,300 for the Uralla - Upgrade historical Uralla Sign/Map in Salisbury Street near cnr Bridge
 - Reduction of \$125,000 for the Memorial Hall - Minor refurbishment – as this was fully funded through the Stronger Country Communities Fund Round 3
 - Increase of \$1,000 for the Uralla Men's Shed Group - Shed
 - Increase of \$5,000 for the Uralla Swimming Pool - Painting of remaining un-rendered brickwork, office and kiosk
 - Increase of \$57,900 for the replacement LED lights to reduce council's electricity use
 - Increase of \$20,000 for solar panels to meet all of council's electricity needs
 - Reduction of \$2,000 for Uralla BMX Park - Ripping of Sections of the reserve, road base to allow access to the seating areas, gutter and roof for the toilet block
 - Reduction of \$15,000 for Uralla BMX Park - BBQ and Water fountain – fully funded under Stronger Country Communities Fund Round 2
 - Increase of \$20,000 for Wooldridge Fossicking Area improvements - Putting in proper facilities like gas/electric barbeques, tables and shelters
 - Increase of \$3,000 for Kentucky Hall - Supply and installation of grid-connected solar system
 - Increase of \$13,000 for Bundarra Sporting Complex - Practice cricket net fencing and pitch, sports seating, water stations
 - Increase of \$5,000 for McMaugh Gardens Aged Care - Upgrade Retreat Kitchenette to Food Safety Standard
 - Allocation of Adverse Events Plan \$10,000 – Requirements of funding agreement
 - Allocation of Audit \$5,000 – Requirements of funding agreement
- 9 November 2020
 - Increase of \$10,694 for McMaugh Gardens Aged Care - Top up existing ceiling insulation
 - Reduction of \$44,785 allocated for the McMaugh Gardens Aged Care - Top up funding for ensuite upgrades to reflect actual expenditure – complete
 - Reduction of \$3,720 for McMaugh Gardens Aged Care - Upgrade and add additional Solar Panels
 - Increase of \$3,000 for Uralla Queen Street Caravan Park - Camp Kitchen
 - Re-allocation of \$7,181 for Bundarra - Table seats and shelter for park in main street, new rubbish bins for main street and parks, seats in main street, gardens and trees to reflect actual expenditure – complete
 - Reduction of \$2,000 for Uralla BMX Park - Creation/construction of young children's bike track with Shade Sail
 - Reduction of \$78 for Uralla - Upgrade historical Uralla Sign/Map in Salisbury Street near cnr Bridge
 - Increase of \$10,801 for Uralla Men's Shed Group – Shed
 - Increase of \$40,000 for Uralla Swimming Pool and scope varied from:
 - *Painting of remaining un-rendered brickwork, office and kiosk variation to*
 - *Painting of remaining un-rendered brickwork, office and kiosk, disabled car park and expanded car park*
 - Reduction of \$23,568 for replacement LED lights to reduce council's electricity use
 - Increase of \$6,489 for solar panels to meet all of council's electricity needs

- Reduction of \$12,500 for Uralla BMX Park - Ripping of Sections of the reserve, road base to allow access to the seating areas, gutter and roof for the toilet block
 - Increase of \$12,613 for Uralla BMX Park - BBQ and Water fountain
 - Reduction of \$10,000 for Wooldridge Fossicking Area improvements - Putting in proper facilities like gas/electric barbeques, tables and shelters
 - Increase of \$20,000 for Alma Park - construct a bore hole
 - Reduction of \$2,434 for Kentucky Hall - Supply and installation of grid-connected solar system
 - Reduction of \$8,000 for Bundarra Sporting Complex - Practice cricket net fencing and pitch, sports seating, water stations
 - Reduction of \$10,000 for McMaugh Gardens Aged Care - Upgrade Retreat Kitchenette to Food Safety Standard
 - Reduction of \$5,000 for Adverse Events Plan
- 3 December 2020
 - Increase of \$9,306 for the McMaugh Gardens Aged Care - Top up existing ceiling insulation and skillion cover for outdoor area
 - Reduction of \$1,930 for the Uralla Queen Street Caravan Park - Camp Kitchen
 - Reduction of \$1,820 for the Uralla BMX Park - Creation/construction of young children's bike track with Shade Sail
 - Additional expenditure at the swimming pool to provide for the additional disabled car parking and pool lift – increase of \$27,000
 - Increase of \$1,000 for the Uralla BMX Park - Ripping of Sections of the reserve, road base to allow access to the seating areas, gutter and roof for the toilet block
 - Reduction in the budget allocation for the Wooldridge Reserve to reflect actual costs at \$20,983
 - Increase of \$3,000 for the Bundarra Sporting Complex - Practice cricket net fencing and pitch, sports seating, water stations
 - Increase of \$5,000 for Audit
- 16 February 2021:
 - Increase of \$390 for the McMaugh Gardens Aged Care - Top up existing ceiling insulation and skillion cover for outdoor area
 - Additional allocation of \$30,000 for the Visitor Information Centre project to be offset by a reduction in the \$400,000 allocation from the Drought Stimulus Package grant
 - Increase of \$6,325 in the allocation for the Uralla Men's shed (project completed)
 - Reduction of \$19,111 for the Uralla Swimming Pool - Painting of remaining un-rendered brickwork, office and kiosk, Disabled carpark and pool lift, expanded car park
 - Increase of \$2,441 for the Uralla BMX Park - Ripping of Sections of the reserve, road base to allow access to the seating areas, gutter and roof for the toilet block
 - Increase of \$5,689 for the Wooldridge Fossicking Area improvements - Putting in proper facilities like gas/electric barbeques, tables and shelters
 - Reduction of \$12,000 for the Alma Park bore hole
 - Reduction of \$10,900 for the Bundarra Sporting Complex - Practice cricket net fencing and pitch, sports seating, water stations – project complete
 - Reduction of \$3,000 for the Adverse Events Plan
 - Reduction of \$3,000 for the Audit
- 26 March 2021
 - Re-allocation of \$3,808 for the Alma Park construct bore hole project

Copies of budget variations and expenditure updates as provided to the Committee for review are attached to this report at Attachment 1.

The status of projects funded by the Drought Communities Programme Extension have been reported by way of regular written progress updates provided to Councillors via the 'Councillor Bulletin' (emailed to Councillors directly weekly since 20 March 2020), or its predecessor 'Weekly Shire Update' from the Acting General Manager (weekly email to Councillors prior to implementation of the 'Councillor Bulletin'.)

Updates since this time on the Drought Communities Programme Extension projects have been provided on the following dates:

- 17 January 2020
- 24 January 2020
- 31 January 2020
- 14 February 2020
- 21 February 2020
- 6 March 2020
- 20 March 2020
- 27 March 2020
- 3 April 2020
- 9 April 2020
- 17 April 2020
- 24 April 2020
- 1 May 2020
- 8 May 2020
- 15 May 2020
- 22 May 2020
- 29 May 2020
- 5 June 2020
- 12 June 2020
- 19 June 2020
- 26 June 2020
- 3 July 2020
- 10 July 2020
- 17 July 2020
- 24 July 2020
- 31 July 2020
- 7 August 2020
- 14 August 2020
- 21 August 2020
- 28 August 2020
- 4 September 2020
- 11 September 2020
- 18 September 2020

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- 2 October 2020
 - 9 October 2020
 - 16 October 2020
 - 23 October 2020
 - 30 October 2020
 - 6 November 2020
 - 13 November 2020
 - 20 November 2020
 - 27 November 2020
 - 4 December 2020
 - 11 December 2020
 - 18 December 2020
 - 8 January 2021
 - 15 January 2021
 - 5 February 2021
 - 12 February 2021

It should be noted that updates pertaining to the Visitor Information Centre (VIC) improvement project has been provided via the Councillor Bulletin following the date of 12 February 2021 listed above; however was not specifically identified in the Bulletin as a 'Drought Communities Programme Extension project update' and therefore has not been included in the list above. The majority of funds for the VIC improvement project are provided under the Drought Stimulus Package.

The most recent budget update provided to the Committee on 26 March 2021 lists the current status of all projects.

KEY ISSUES:

- Reports to the Committee seeking variations in project budgets or scope were provided to the committee on an 'as-needed' basis, eg when any variation was sought or required due to requirements of the funding agreement.
- Copies of project budget variations and expenditure updates as provided to the Committee for review are attached to this report at Attachment 1.
- The status of projects funded by the Drought Communities Programme Extension have been reported by way of regular written progress updates via the 'Councillor Bulletin' (emailed to Councillors directly weekly since 20 March 2020), or its predecessor 'Weekly Shire Update' from the Acting General Manager (weekly email to Councillors prior to implementation of the 'Councillor Bulletin'.)

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Project updates provided to Councillors and key stakeholders.

2. Policy and Regulation

Local Government Act 1993

3. Financial (LTFP)

Projects completed under the Drought Communities Programme Extension were mostly funded entirely from this and other government funding i.e. there was no contribution from Council for the initial capital component.

4. Asset Management (AMS)

Funding for projects per grant funding agreement may have a positive impact on the significant maintenance backlog, through maintenance of community facilities.

5. Workforce (WMS)

Infrastructure and Development staff

6. Legal and Risk Management

Risk that Council will not meet its obligations under the funding deed agreement – low risk.

7. Performance Measures

Completion of grant funded projects and successful acquittal/audit.

8. Project Management

Infrastructure and Development staff and contractors as required.

Master running budget - Drought Communities Extension Programme

	Budget - Estimated (Ex GST)	Budget - For approval (Ex GST)	Actual expenditure	Status
McMaugh Gardens Aged Care - Top up existing ceiling insulation	\$ 25,000	\$ 25,000		Scope being defined
McMaugh Gardens Aged Care - Top up funding for ensuite upgrades	\$ 160,000	\$ 160,000		No action required
McMaugh Gardens Aged Care - Upgrade and add additional Solar Panels	\$ 25,000	\$ 45,000		Scope being defined
Bundarra Lions Goat Racing Event - Oct	\$ 2,500	\$ 2,500		Bundarra Show cancelled
Uralla Visitor Information Centre (VIC) refurbishments	\$ 100,000	\$ 100,000		Tender issued
Uralla Show Sponsorship	\$ 10,000	\$ 10,000	10,000	
Uralla Queen Street Caravan Park - Camp Kitchen	\$ 30,000	\$ 30,000		Items ordered
Bundarra Cricket Club - New cricket pitch surface	\$ 4,868	\$ 6,188	5528	Complete
Bundarra - Table seats and shelter for park in main street, new rubbish bins for main street and parks, seats in main street, gardens and trees	\$ 45,000	\$ 35,000		Scope being defined
Uralla BMX Park - Creation/construction of young childrens bike track with Shade Sail	\$ 20,000	\$ -	0	SCCF2 funded
Uralla - Upgrade historical Uralla Sign/Map in Salisbury Street near cnr Bridge	\$ 2,000	\$ 2,000		
Uralla Memorial Hall - Minor refurbishment	\$ 125,000	\$ 125,000		RFQ issued
Uralla Mens Shed Group – Shed	\$ 134,000	\$ 107,000		RFQ issued
Uralla Tennis -Installation of lighting on courts 5 and 6	\$ 13,876	\$ -	0	SCCF2 funded - RFQ issued 19/02, res
Uralla Tennis -Additional picnic seating x 2 (preferably with shade shelter)	\$ 8,000	\$ -	0	SCCF2 funded
Uralla Tennis - Security Upgrade	\$ 3,893	\$ -	0	SCCF2 funded
Uralla Swimming Pool - Painting of remaining unrendered brickwork, office and kiosk	\$ 15,000	\$ 10,000		
Led lights to replace others and reduce council's electricity use	\$ 10,000	\$ 7,100		
Solar panels enough to meet all councils electricity needs	\$ 100,000	\$ 120,000		
Uralla BMX Park - Ripping of Sections of the reserve, road base to allow access to the seating areas, gutter and roof for the toilet block	\$ 20,000	\$ 20,000		
Uralla BMX Park - BBQ and Water fountain	\$ 15,000	\$ 15,000		Items ordered
Wooldridge Fossicking Area improvements - Putting in proper facilities like gas/electric barbeques, tables and shelters	\$ 65,000	\$ 80,000		Items ordered
Alma Park - Construct a bore hole	\$ 20,000	\$ 20,000		Scope being defined
Kentucky Hall - Supply and installation of grid-connected solar system	\$ 29,800	\$ 30,000		RFQ issued
Bundarra Sporting Complex - Practice cricket net fencing and pitch, sports seating, water stations	\$ 30,000	\$ 30,000		Scope being defined
McMaugh Gardens Aged Care - Upgrade Retreat Kitchenette to Food Safety Standard	\$ 15,000	\$ 20,000		Scope being defined
	\$ 1,028,937	\$ 999,788	15528	

Master running budget - Drought Communities Extension Programme

	Budget - Estimated (Ex GST)	Budget - For approval (Ex GST)	Actual / committed expenditure	Status
McMaugh Gardens Aged Care - Top up existing ceiling insulation	\$ 25,000	\$ 25,000		Scope being defined / COVID delayed
McMaugh Gardens Aged Care - Top up funding for ensuite upgrades	\$ 160,000	\$ 160,000	\$ 160,000	Project nearing completion - 4/6/20
McMaugh Gardens Aged Care - Upgrade and add additional Solar Panels	\$ 25,000	\$ 40,000	\$ 37,380	Quote accepted Bundarra Show cancelled- Goat racing event proposed in lieu
Bundarra Lions Goat Racing Event - Oct	\$ 2,500	\$ 2,500	\$ 2,500	Tender issued
Uralla Visitor Information Centre (VIC) refurbishments	\$ 100,000	\$ 100,000	\$ 100,000	Complete
Uralla Show Sponsorship	\$ 10,000	\$ 10,000	\$ 10,000	Partially complete - slab in place. Structure and BBQ/sink received by Council.
Uralla Queen Street Caravan Park - Camp Kitchen	\$ 30,000	\$ 30,000	\$ 22,000	Installation to commence.
Bundarra Cricket Club - New cricket pitch surface	\$ 4,868	\$ 5,528	\$ 5,528	Complete
Bundarra - Table seats and shelter for park in main street, new rubbish bins for main street and parks, seats in main street, gardens and trees	\$ 45,000	\$ 24,000	\$ 18,000	Some items ordered
Uralla BMX Park - Creation/construction of young childrens bike track with Shade Sail	\$ 20,000	\$ 12,000	\$ -	Partially SCCF2 funded and largely complete - shade sails to be installed - poles in place.
Uralla - Upgrade historical Uralla Sign/Map in Salisbury Street near cnr Bridge	\$ 2,000	\$ 700	\$ 570	Map complete and installed
Uralla Memorial Hall - Minor refurbishment	\$ 125,000	\$ -	\$ -	Now fully funded under SCCF3
Uralla Mens Shed Group – Shed	\$ 134,000	\$ 106,000	\$ 106,000	Quotes awarded. PO Raised.
Uralla Tennis -Installation of lighting on courts 5 and 6	\$ 13,876	\$ -	\$ -	SCCF2 funded and complete
Uralla Tennis -Additional picnic seating x 2 (preferably with shade shelter)	\$ 8,000	\$ -	\$ -	SCCF2 funded and complete
Uralla Tennis - Security Upgrade	\$ 3,893	\$ -	\$ -	SCCF2 funded and complete
Uralla Swimming Pool - Painting of remaining unrendered brickwork, office and kiosk	\$ 15,000	\$ 15,000		Scope being defined
Led lights to replace others and reduce council's electricity use	\$ 10,000	\$ 65,000	\$ 7,100	Chambers complete, McMaugh Gardens quotes accepted for PV installation - smart metering to come
Solar panels enough to meet all councils electricity needs	\$ 100,000	\$ 140,000	\$ 130,199	Partially complete
Uralla BMX Park - Ripping of Sections of the reserve, road base to allow access to the seating areas, gutter and roof for the toilet block	\$ 20,000	\$ 18,000	\$ 20,000	SCCF2 funded
Uralla BMX Park - BBQ and Water fountain	\$ 15,000	\$ -	\$ -	Commenced. 2 shelters installed. 1 BBQ in place.
Wooldridge Fossicking Area improvements - Putting in proper facilities like gas/electric barbeques, tables and shelters	\$ 65,000	\$ 100,000	\$ 45,000	Not yet commenced.
Alma Park - Construct a bore hole	\$ 20,000	\$ 20,000		Quote accepted
Kentucky Hall - Supply and installation of grid-connected solar system	\$ 29,800	\$ 33,000	\$ 30,000	Scope being defined
Bundarra Sporting Complex - Practice cricket net fencing and pitch, sports seating, water stations	\$ 30,000	\$ 43,000		Scope being defined / COVID delayed
McMaugh Gardens Aged Care - Upgrade Retreat Kitchenette to Food Safety Standard	\$ 15,000	\$ 25,000		0 Requirements of funding agreement
Adverse Event Plan	\$ -	\$ 10,000		Requirements of funding agreement
Audit		\$ 5,000		
	\$ 1,028,937	\$ 989,728	\$ 694,277	

Master running budget - Drought Communities Extension Programme

	Budget - Estimated (Ex GST)	Budget - For approval (Ex GST)	Status
McMaugh Gardens Aged Care - Top up existing ceiling insulation	\$ 25,000	\$ 35,694	Complete
McMaugh Gardens Aged Care - Top up funding for ensuite upgrades	\$ 160,000	\$ 115,215	Complete
McMaugh Gardens Aged Care - Upgrade and add additional Solar Panels	\$ 25,000	\$ 36,280	Complete
Bundarra Australia Day celebrations	\$ 2,500	\$ 2,500	To be completed
Uralla Visitor Information Centre (VIC) refurbishments	\$ 100,000	\$ 100,000	Tender accepted
Uralla Show Sponsorship	\$ 10,000	\$ 10,000	Complete
Uralla Queen Street Caravan Park - Camp Kitchen	\$ 30,000	\$ 33,000	Waiting on turf
Bundarra Cricket Club - New cricket pitch surface	\$ 4,868	\$ 5,528	Complete
Bundarra - Table seats and shelter for park in main street, new rubbish bins for main street and parks, seats in main street, gardens and trees	\$ 45,000	\$ 31,181	Complete
Uralla BMX Park - Creation/construction of young childrens bike track with Shade Sail	\$ 20,000	\$ 10,000	Complete except for line marking
Uralla - Upgrade historical Uralla Sign/Map in Salisbury Street near cnr Bridge	\$ 2,000	\$ 622	Complete
Uralla Memorial Hall - Minor refurbishment	\$ 125,000	\$ -	Now fully funded under SCCF3
Uralla Mens Shed Group – Shed	\$ 134,000	\$ 116,801	Complete
Uralla Tennis -Installation of lighting on courts 5 and 6	\$ 13,876	\$ -	SCCF2 funded and complete
Uralla Tennis -Additional picnic seating x 2 (preferably with shade shelter)	\$ 8,000	\$ -	SCCF2 funded and complete
Uralla Tennis - Security Upgrade	\$ 3,893	\$ -	SCCF2 funded and complete
Uralla Swimming Pool - Painting of remaining unrendered brickwork, office and kiosk. Disabled carpark and expanded car park	\$ 15,000	\$ 55,000	Waiting on cabinetry
Led lights to replace others and reduce council's electricity use	\$ 10,000	\$ 41,432	Complete
Solar panels enough to meet all councils electricity needs	\$ 100,000	\$ 146,489	Complete
Uralla BMX Park - Ripping of Sections of the reserve, road base to allow access to the seating areas, gutter and roof for the toilet block	\$ 20,000	\$ 5,500	Complete except for plantings
Uralla BMX Park - BBQ and Water fountain	\$ 15,000	\$ 12,613	Complete
Wooldridge Fossicking Area improvements - Putting in proper facilities like gas/electric barbeques, tables and shelters	\$ 65,000	\$ 90,000	Largely complete
Alma Park - Construct a bore hole	\$ 20,000	\$ 40,000	In progress
Kentucky Hall - Supply and installation of grid-connected solar system	\$ 29,800	\$ 30,566	Complete
Bundarra Sporting Complex - Practice cricket net fencing and pitch, sports seating, water stations	\$ 30,000	\$ 35,000	In progress
McMaugh Gardens Aged Care - Upgrade Retreat Kitchenette to Food Safety Standard	\$ 15,000	\$ 15,000	In progress
Adverse Event Plan	\$ -	\$ 5,000	In progress
Audit		\$ 5,000	Requirements of funding agreement
	\$ 1,028,937	\$ 978,421	

Master running budget - Drought Communities Extension Programme

	Budget - Initially Estimated (Ex GST)	Budget - For approval (Ex GST)	Budget - Previously approved (Ex GST)	Budget variation request	Status
McMaugh Gardens Aged Care - Top up existing ceiling insulation and skillion cover for outdoor area	\$ 25,000	\$ 45,000	\$ 35,694	\$ 9,306	Complete except for skillion variation to be ap
McMaugh Gardens Aged Care - Top up funding for ensuite upgrades	\$ 160,000	\$ 115,215	\$ 115,215	\$ -	Complete
McMaugh Gardens Aged Care - Upgrade and add additional Solar Panels	\$ 25,000	\$ 36,280	\$ 36,280	\$ -	Complete
Bundarra Australia Day celebrations	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	To be completed
Uralla Visitor Information Centre (VIC) refurbishments	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	Contract signed
Uralla Show Sponsorship	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	Complete
Uralla Queen Street Caravan Park - Camp Kitcher	\$ 30,000	\$ 31,070	\$ 33,000	\$ 1,930	Complete
Bundarra Cricket Club - New cricket pitch surface	\$ 4,868	\$ 5,528	\$ 5,528	\$ -	Complete
Bundarra - Table seats and shelter for park in main street, new rubbish bins for main street and parks, seats in main street, gardens and trees	\$ 45,000	\$ 31,181	\$ 31,181	\$ -	Complete
Uralla BMX Park - Creation/construction of young childrens bike track with Shade Sail	\$ 20,000	\$ 8,180	\$ 10,000	\$ 1,820	Complete
Uralla - Upgrade historical Uralla Sign/Map in Salisbury Street near cnr Bridge	\$ 2,000	\$ 622	\$ 622	\$ -	Complete
Uralla Memorial Hall - Minor refurbishment	\$ 125,000	\$ -	\$ -	\$ -	Now fully funded under SCCF3
Uralla Mens Shed Group – Shed	\$ 134,000	\$ 116,801	\$ 116,801	\$ -	Complete
Uralla Tennis -Installation of lighting on courts 5 and 6	\$ 13,876	\$ -	\$ -	\$ -	SCCF2 funded and complete
Uralla Tennis -Additional picnic seating x 2 (preferably with shade shelter)	\$ 8,000	\$ -	\$ -	\$ -	SCCF2 funded and complete
Uralla Tennis - Security Upgrade	\$ 3,893	\$ -	\$ -	\$ -	SCCF2 funded and complete
Uralla Swimming Pool - Painting of remaining unrendered brickwork, office and kiosk. Disabled carpark and pool lift. Expanded car park	\$ 15,000	\$ 82,000	\$ 55,000	\$ 27,000	Waiting on cabinetry and variation approval
Led lights to replace others and reduce council's electricity use	\$ 10,000	\$ 41,432	\$ 41,432	\$ -	Complete
Solar panels enough to meet all councils electricity needs	\$ 100,000	\$ 146,489	\$ 146,489	\$ -	Complete
Uralla BMX Park - Ripping of Sections of the reserve, road base to allow access to the seating areas, gutter and roof for the toilet block	\$ 20,000	\$ 6,500	\$ 5,500	\$ 1,000	Complete except for plantings
Uralla BMX Park - BBQ and Water fountain	\$ 15,000	\$ 12,613	\$ 12,613	\$ -	Complete
Wooldridge Fossicking Area improvements - Putting in proper facilities like gas/electric barbeques, tables and shelters	\$ 65,000	\$ 69,017	\$ 90,000	\$ 20,983	Complete
Alma Park - Construct a bore hole	\$ 20,000	\$ 40,000	\$ 40,000	\$ -	In progress
Kentucky Hall - Supply and installation of grid-connected solar system	\$ 29,800	\$ 30,566	\$ 30,566	\$ -	Complete
Bundarra Sporting Complex - Practice cricket net fencing and pitch, sports seating, water stations	\$ 30,000	\$ 38,000	\$ 35,000	\$ 3,000	In progress
McMaugh Gardens Aged Care - Upgrade Retreat Kitchenette to Food Safety Standard	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	In progress
Adverse Event Plan	\$ -	\$ 5,000	\$ 5,000	\$ -	In progress
Audit	\$ -	\$ 10,000	\$ 5,000	\$ 5,000	Requirements of funding agreement
	\$ 1,028,937	\$ 998,994	\$ 978,421	\$ 20,573	

Master running budget - Drought Communities Extension Programme

	Budget - Initially Estimated (Ex GST)	Budget - For approval (Ex GST)	Budget - Previously approved (Ex GST)	Budget variation request	Status
McMaugh Gardens Aged Care - Top up existing ceiling insulation and skillion cover for outdoor area	\$ 25,000	\$ 45,390	\$ 45,000	-390	Skillion quote awarded
McMaugh Gardens Aged Care - Top up funding for ensuite upgrades	\$ 160,000	\$ 115,215	\$ 115,215	0	Complete
McMaugh Gardens Aged Care - Upgrade and add additional Solar Panels	\$ 25,000	\$ 36,280	\$ 36,280	0	Complete
Bundarra Australia Day celebrations	\$ 2,500	\$ 2,500	\$ 2,500	0	To be completed
Uralla Visitor Information Centre (VIC) refurbishments	\$ 100,000	\$ 130,000	\$ 100,000	-30,000	Works commenced
Uralla Show Sponsorship	\$ 10,000	\$ 10,000	\$ 10,000	0	Complete
Uralla Queen Street Caravan Park - Camp Kitcher	\$ 30,000	\$ 31,070	\$ 31,070	0	Complete
Bundarra Cricket Club - New cricket pitch surface	\$ 4,868	\$ 5,528	\$ 5,528	0	Complete
Bundarra - Table seats and shelter for park in main street, new rubbish bins for main street and parks, seats in main street, gardens and trees	\$ 45,000	\$ 31,181	\$ 31,181	0	Complete
Uralla BMX Park - Creation/construction of young childrens bike track with Shade Sail	\$ 20,000	\$ 8,180	\$ 8,180	0	Complete
Uralla - Upgrade historical Uralla Sign/Map in Salisbury Street near cnr Bridge	\$ 2,000	\$ 622	\$ 622	0	Complete
Uralla Memorial Hall - Minor refurbishment	\$ 125,000	\$ -	\$ -	0	Now fully funded under SCCF3
Uralla Mens Shed Group – Shed	\$ 134,000	\$ 123,126	\$ 116,801	-6,325	Complete
Uralla Tennis -Installation of lighting on courts 5 and 6	\$ 13,876	\$ -	\$ -	0	SCCF2 funded and complete
Uralla Tennis -Additional picnic seating x 2 (preferably with shade shelter)	\$ 8,000	\$ -	\$ -	0	SCCF2 funded and complete
Uralla Tennis - Security Upgrade	\$ 3,893	\$ -	\$ -	0	SCCF2 funded and complete
Uralla Swimming Pool - Painting of remaining unrendered brickwork, office and kiosk. Disabled carpark and pool lift. Expanded car park	\$ 15,000	\$ 62,889	\$ 82,000	19,111	Car park quote awarded
Led lights to replace others and reduce council's electricity use	\$ 10,000	\$ 41,432	\$ 41,432	0	Complete
Solar panels enough to meet all councils electricity needs	\$ 100,000	\$ 146,489	\$ 146,489	0	Complete
Uralla BMX Park - Ripping of Sections of the reserve, road base to allow access to the seating areas, gutter and roof for the toilet block	\$ 20,000	\$ 8,941	\$ 6,500	-2,441	Complete
Uralla BMX Park - BBQ and Water fountain	\$ 15,000	\$ 12,613	\$ 12,613	0	Complete
Wooldridge Fossicking Area improvements - Putting in proper facilities like gas/electric barbeques, tables and shelters	\$ 65,000	\$ 74,706	\$ 69,017	-5,689	Complete
Alma Park - Construct a bore hole	\$ 20,000	\$ 28,000	\$ 40,000	12,000	In progress
Kentucky Hall - Supply and installation of grid-connected solar system	\$ 29,800	\$ 30,566	\$ 30,566	0	Complete
Bundarra Sporting Complex - Practice cricket net fencing and pitch, sports seating, water stations	\$ 30,000	\$ 27,100	\$ 38,000	10,900	Complete
McMaugh Gardens Aged Care - Upgrade Retreat Kitchenette to Food Safety Standard	\$ 15,000	\$ 15,000	\$ 15,000	0	In progress
Adverse Event Plan	\$ -	\$ 2,000	\$ 5,000	3,000	Draft complete
Audit	\$ -	\$ 7,000	\$ 10,000	3,000	Requirements of funding agreement
	\$ 1,028,937	\$ 995,828	\$ 998,994	\$ 3,166	

Master running budget - Drought Communities Extension Programme

	Budget - Initially Estimated (Ex GST)	Budget - For approval (Ex GST)	Budget - Previously approved (Ex GST)	Budget variation request	Status
McMaugh Gardens Aged Care - Top up existing ceiling insulation and skillion cover for outdoor area	\$ 25,000	\$ 45,390	\$ 45,390		Skillion quote awarded
McMaugh Gardens Aged Care - Top up funding for ensuite upgrades	\$ 160,000	\$ 115,215	\$ 115,215		Complete
McMaugh Gardens Aged Care - Upgrade and add additional Solar Panels	\$ 25,000	\$ 36,280	\$ 36,280		Complete
Bundarra Australia Day celebrations	\$ 2,500	\$ 2,500	\$ 2,500		Complete
Uralla Visitor Information Centre (VIC) refurbishments	\$ 100,000	\$ 130,000	\$ 130,000		Works commenced
Uralla Show Sponsorship	\$ 10,000	\$ 10,000	\$ 10,000		Complete
Uralla Queen Street Caravan Park - Camp Kitcher	\$ 30,000	\$ 31,070	\$ 31,070		Complete
Bundarra Cricket Club - New cricket pitch surface	\$ 4,868	\$ 5,528	\$ 5,528		Complete
Bundarra - Table seats and shelter for park in main street, new rubbish bins for main street and parks, seats in main street, gardens and trees	\$ 45,000	\$ 31,181	\$ 31,181		Complete
Uralla BMX Park - Creation/construction of young childrens bike track with Shade Sail	\$ 20,000	\$ 8,180	\$ 8,180		Complete
Uralla - Upgrade historical Uralla Sign/Map in Salisbury Street near cnr Bridge	\$ 2,000	\$ 622	\$ 622		Complete
Uralla Memorial Hall - Minor refurbishment	\$ 125,000	\$ -	\$ -		Now fully funded under SCCF3
Uralla Mens Shed Group – Shed	\$ 134,000	\$ 123,126	\$ 123,126		Complete
Uralla Tennis -Installation of lighting on courts 5 and 6	\$ 13,876	\$ -	\$ -		SCCF2 funded and complete
Uralla Tennis -Additional picnic seating x 2 (preferably with shade shelter)	\$ 8,000	\$ -	\$ -		SCCF2 funded and complete
Uralla Tennis - Security Upgrade	\$ 3,893	\$ -	\$ -		SCCF2 funded and complete
Uralla Swimming Pool - Painting of remaining unrendered brickwork, office and kiosk. Disabled carpark and pool lift. Expanded car park	\$ 15,000	\$ 62,889	\$ 62,889		Car park quote awarded
Led lights to replace others and reduce council's electricity use	\$ 10,000	\$ 41,432	\$ 41,432		Complete
Solar panels enough to meet all councils electricity needs	\$ 100,000	\$ 146,489	\$ 146,489		Complete
Uralla BMX Park - Ripping of Sections of the reserve, road base to allow access to the seating areas, gutter and roof for the toilet block	\$ 20,000	\$ 8,941	\$ 8,941		Complete
Uralla BMX Park - BBQ and Water fountain	\$ 15,000	\$ 12,613	\$ 12,613		Complete
Wooldridge Fossicking Area improvements - Putting in proper facilities like gas/electric barbeques, tables and shelters	\$ 65,000	\$ 74,706	\$ 74,706		Complete
Alma Park - Construct a bore hole	\$ 20,000	\$ 31,808	\$ 28,000	3,808	In progress
Kentucky Hall - Supply and installation of grid-connected solar system	\$ 29,800	\$ 30,566	\$ 30,566		Complete
Bundarra Sporting Complex - Practice cricket net fencing and pitch, sports seating, water stations	\$ 30,000	\$ 27,100	\$ 27,100		Complete
McMaugh Gardens Aged Care - Upgrade Retreat Kitchenette to Food Safety Standard	\$ 15,000	\$ 15,000	\$ 15,000		Complete
Adverse Event Plan	\$ -	\$ 2,000	\$ 2,000		Draft complete
Audit		\$ 7,000	\$ 7,000		RFQ to be issued
	\$ 1,028,937	\$ 999,636	\$ 995,828		

15.11 RESPONSE TO QUESTIONS FROM 23 MARCH 2021 ORDINARY MEETING

Department: Infrastructure & Development
Prepared by: *Director Infrastructure & Development*
TRIM Reference: UINT/21/4234

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:

This report provides a response to the questions from Councillor Toomey received on notice during the 23 March 2021 Ordinary Meeting of Council.

RECOMMENDATION:

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

QUESTIONS:

Question 1: When were the plans listed on page 245 of the business paper endorsed by the LEMC (Local Emergency Management Committee) and have they been reviewed recently?

Response: The plans referenced in the question listed on page 245 of the March Council business paper were the Flood Plan 2015, the Kentucky Creek Dam Modified Dam Safety Emergency Plan June 2007, and the Snow and Ice Plan 2015.

Flood Plan 2015 – The date referenced on this plan was an administrative error as the correct sub plan was endorsed by the LEMC in 2013 and subsequently updated in 2017. A copy of the Uralla Shire Local Flood Plan is available on the NSW State Emergency Service’s website at <https://www.ses.nsw.gov.au/media/2356/uralla-shire-lfp-oct-2013-endorsed-updated-aug-2017.pdf>.

The revised Draft Adverse Events Plan presented to this Ordinary meeting of Council has been amended to include reference to the flood plan as a supporting disaster planning document.

- Kentucky Creek Dam Modified Dam Safety Emergency Plan June 2007 – The date on this plan was an administrative error as the appropriate plan to be referenced should have been Kentucky Creek Dam Modified Dam Safety Emergency Plan 2010. Council does not have a record of the exact date this document was referred to or endorsed by the LEMC.

The Kentucky Creek Dam Modified Dam Safety Emergency Plan 2021 is currently under review. Following review by the NSW State Emergency Service this plan will be referred to the LEMC for endorsement.

- Snow and Ice Plan 2015 – Council records indicate this is the current version of the plan. This document was presented by the Roads & Maritime Services to the Committee meeting held on 2 September 2015.

Question 2: Was the local emergency risk management study undertaken by the New England Area Local Emergency Management Committee (referred to on page 238 of the business paper) specifically conducted for the Uralla Shire, or was it a New England wide generic report? And if it was a generic New England report, how are we identifying the risks for Uralla Shire?

Response: The risk management study undertaken by the New England Area Local Emergency Management Committee was conducted specifically for the Uralla Shire and as such risks listed within the report were identified for the Uralla Shire.

A copy of the Uralla Shire Emergency Risk Management Report 2007 is provided to this Ordinary meeting of Council as an attachment to the report to Council in relation to the Draft Adverse Events Plan.

15.12 PUBLIC SPACES LEGACY PROGRAM PROJECT

Department: Infrastructure & Development
Prepared by: *Manager of Development and Planning*
TRIM Reference: UINT/21/4072
Attachments: Attachment 1 - UINT/21/3101 Public Spaces Legacy Program Provisional Budget
Attachment 2 - UINT/21/3099 Project Plan
Attachment 3 – UINT/21/4633 Communications & Engagement Plan Overview

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 1.1 A proud, unique and inviting community
Strategy: 1.1.1 Provide vibrant and welcoming town centres, streets and meeting places
Activity: 1.1.1.1 Maintain parks, gardens and open spaces

SUMMARY:

This report recommends that Council determine the project(s) to be undertaken, if any, under the NSW Public Spaces Legacy Program for which Council is currently eligible for up to \$2,000,000 in funding.

This is a funding stimulus opportunity arising from the pandemic and as such has tight time frames.

The Funding Partner rejected the projects resolved by Council at the March 2021 meeting and have provided guidance per the recommendation in this report.

Should Council proceed with any of the project, further community consultation will be undertaken during the design phase.

Council need to consider how to fund the future operating costs related to any new capital works projects.

RECOMMENDATION:

That Council:

1. subject to funding of up to \$2,000,000 under the NSW Public Spaces Legacy Program, undertakes the following projects:
 - a. 'Activation of the main street with gathering places and an extensive green network' and
 - b. 'Enhancements to Pioneer Park' including linkages between the main street and Pioneer Park.
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; and
4. Include the operating costs of the new capital works projects as part of development of the Long Term Financial Plan.

BACKGROUND:

On 5 August 2020, the NSW Government announced the launch of a \$250 million NSW Public Spaces Legacy Program in response to the COVID-19 pandemic.

The objectives of the program are to:

- support investment in the creation of high-quality public and open spaces to create a lasting community benefit; and
- address critical open space shortfalls and improve the quality of existing public and open spaces.

Council is eligible for \$2,000,000 in funding under the program as it was an early adopter of the Department of Planning, Industry and Environment's E-planning program.

Funding will only be provided for project(s) that deliver new or upgraded public and open spaces (not renewal only projects).

In February 2021, Council was invited to submit an application for funding under the program with the application due 10 March 2021. The application identified the Uralla main street precinct, parks and active commuting as possible projects that would align with the funding guidelines. A generic project plan, budget and risk assessment accompanied the application.

At the 23 March 2021 Council meeting, it was carried via motion 30.3/21 that Council:

1. *Resolve to undertake the following projects, subject to funding of up to \$2,000,000 under the NSW Public Spaces Legacy Program, subject to community consultation on each project:*
 - a) *Main Street Precinct upgrade*
 - b) *Fuller Park upgrade*
 - c) *Pioneer Park upgrade*
 - d) *The Glen upgrade*
 - e) *Alma Park upgrade*
 - f) *Partial implementation of the adopted Pedestrian Access and Mobility Program; and*
2. *Authorise the General Manager to execute the pending funding deed keeping project details subject to community consultation and as flexible as possible; and*
3. *Undertake further community consultation during the detailed design phase of the projects; and*
4. *Determine how the operating costs of the new capital works projects be funded as part of future budgets.*

REPORT:

On 29 March 2021, the Public Spaces Legacy Program team advised that *"the external panel established to assess the NSW Public Spaces Legacy Program applications has raised concerns regarding Uralla Council's application. Feedback from the panel was that Council's application did not align with the definition of a 'legacy proposal' as outlined in the information provided by the Department. The panel agreed that Council's proposal distributed the funding too thinly across a number of projects so that individual projects were unable to make a significant impact and were considered business as usual enhancements"*.

Following a staff request for further clarification the Public Spaces Legacy Program team advised on 30 March 2021 that *"we would like Council to please provide a revised scope for 'Activation of the main street with gathering places and an extensive green network' and 'Enhancements to Pioneer Park' including linkages between the main street and Pioneer Park"*.

On 6 April 2021, Council staff provided a revised scope and provisional budget in line with the panel's recommendation (see Attachment 1), noting that it had not yet been the subject of a resolution by Council.

The financial implications of accepting the Public Spaces Legacy Program funding and undertaking the recommended projects have been assessed at approximately \$87k per annum commencing 2022/23 – see 'Council implications' below.

Should Council resolve to proceed with the recommended project(s), and a funding deed secured, a concept design of the proposed project(s) will be drafted to obtain appropriate community feedback. The detailed design process will commence after completing the community engagement. Construction of all projects must be complete by 31 December 2022.

KEY ISSUES:

- Council is currently eligible for up to \$2million of capital works funding under the Public Spaces Legacy Program.
- The timeframe for delivering the project is very tight with completion expected by December 2022.
- Should Council wish to take up the funding opportunity, Council needs to resolve which project(s) to undertake within the funding program.
- Further community consultation will be undertaken during the concept design and detailed design phase. See proposed consultation schedule as Attachment 2
- This funding opportunity affects the future operating budget from 2022/23 and Council must resolve to include the estimated additional cost of \$87,000, noting that there are no new operating funds currently identified to cover this additional operating cost.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

Council has undertaken extensive community consultation throughout the Shire to inform the preparation of the Uralla Shire Open Spaces Strategy, the Uralla Pedestrian Access Mobility Plan and the Uralla Bridge Street 40kmh High Pedestrian Activity Area Concept Plan. Feedback from the community to Council in the development of those documents provides a start point. This should be considered as a NEW project and community engagement will be undertaken during the concept and detailed design phase of the Council approved project(s).

2. Policy and Regulation

The design will be informed by the following;

- Uralla Shire Local Strategic Planning Statement
Transport Asset Management Plan
- Uralla Bridge Street 40kmh High Pedestrian Activity Area Concept Plan
- Uralla Pedestrian Access Mobility Plan
- Draft Uralla Shire Open Spaces Strategy

3. Financial (LTFP)

The projects are upgrade/new infrastructure which will increase the annual operating costs of Council.

The net increase to operating cost for the project has been estimated at \$87,100 per annum.

4. Asset Management

The asset registers are updated periodically to capture upgraded and new assets and the associated impact upon depreciation.

5. Workforce (WMS)

Consultants, contractors and Council staff.

6. Legal and Risk Management

Financial risk – Council needs to balance the opportunity to gain the benefit of a \$2,000,000 capital grant with the Council’s capacity to afford the ongoing operating costs – *high risk*.

Reputation risk – the projects recommended under this funding opportunity have all been informed by community input and Council needs to balance the risk of pursuing this opportunity with the reputational risk of declining the funding – *high risk*.

7. Performance Measures

Funding deed (including timing and scope) compliance.

8. Project Management

It is expected that Council staff and consultants will undertake all project management.

PUBLIC SPACES LEGAY PROGRAM PROVISIONAL BUDGET

Main Street Precinct		
Pedestrian access / mobility works	\$	225,000.00
Associated drainage	\$	80,000.00
Plantings	\$	25,000.00
Market installations	\$	70,000.00
Parks Upgrades		
Pathways	\$	325,000.00
Crossings	\$	160,000.00
Furniture	\$	120,000.00
Installations	\$	185,000.00
Landscaping	\$	125,000.00
PAMP Mobility		
Kerb works and ramps	\$	380,000.00
Signage	\$	65,000.00
Contingency	\$	200,000.00
Project Management	\$	40,000.00
	\$	2,000,000.00

15.12 ATTACHMENT #2

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	January 2021		July 2021		January 2022		July 2022		January							
							January	1 April	1 July	1 October	1 January	1 April	1 July	1 October	1 Janua							
							11/01	22/02	5/04	17/05	28/06	9/08	20/09	1/11	13/12	24/01	7/03	18/04	30/05	11/07	22/08	3/10
1		Detailed design	78 days	Mon 15/03/21	Wed 30/06/21																	
3		Deed agreement	23 days	Thu 1/07/21	Sat 31/07/21																	
4		Call for tenders	11 days	Wed 1/09/21	Wed 15/09/21																	
5		Award tenders	11 days	Thu 16/09/21	Thu 30/09/21																	
7		Drainage	19 days	Mon 1/11/21	Thu 25/11/21																	
6		Mobilisation and demolition	33 days	Fri 15/10/21	Tue 30/11/21																	
11		Crossings	91 days	Fri 1/10/21	Fri 4/02/22																	
10		Furniture	35 days	Mon 7/02/22	Fri 25/03/22																	
8		Concrete works	123 days	Wed 1/12/21	Fri 20/05/22																	
9		Installations	85 days	Mon 24/01/22	Fri 20/05/22																	
12		Landscaping	95 days	Mon 14/02/22	Fri 24/06/22																	
13		Signage	70 days	Mon 21/03/22	Fri 24/06/22																	
2		Tendering and construction	281 days	Sun 1/08/21	Fri 26/08/22																	
14		Completion report and final aquittal	20 days	Mon 24/10/22	Fri 18/11/22																	

Project: Project plan Public Spa Date: Fri 5/03/21	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

Business Paper 27 April 2021 Ordinary Meeting

Communications & Engagement Plan Overview

Project: NSW Public Spaces Legacy Program

Subject to funding of up to \$2,000,000 under the NSW Public Spaces Legacy Program and a rigorous community consultation process, Council plans to undertake the following projects:

- a. Activation of the main street with gathering places and an extensive green network and
- b. Enhancements to Pioneer Park including linkages between the main street and Pioneer Park.

Scope of Engagement:

To seek and incorporate feedback and ideas from community stakeholders into a human-centred design which enhances usability of Pioneer Park and adjacent main street within a \$2,000,000 project budget and before the project goes to tender in October.

Project Level of Impact:

Level of Impact	Category	Description	Assessment Criteria (one or more may apply)	Example
Level 2	High Impact Local	Issue has a higher level of real or perceived impact on a specific town or locality, community or user group. A community engagement plan is essential.	<ul style="list-style-type: none"> Removal or significant changes to a facility or service to a local community/user group. Existing potential for conflict or controversy at a local level. High level of interest by local groups or community. 	<ul style="list-style-type: none"> Removal/relocation/modification of local playgrounds. Changes to youth activities. Major service interruptions or road closures.. Development changes to sports grounds, parks or local facilities.

Level of Engagement:



Inform	Consult	Involve	Collaborate
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis, alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision-making including the development of alternatives and identification of the preferred solution

Stakeholder Matrix:

Stakeholder	Level of Engagement	Communication and Engagement Tools
Bridge St businesses	Consult/Involve	<ul style="list-style-type: none"> - public notice - post to social media - media release - paid advert in local newspaper (in circulation in whole of Shire) - posters/flyers for local noticeboards - project webpage - online submission survey - inclusion in Council newsletter - inclusion in Councillor Bulletin - inclusion in Business Agendas - presentation at Council meeting/s - Mayoral radio interview 2AD - information at customer service centre and/or library and VIC - in-situ information boards displaying design
Neighbouring residents	Consult/Involve	
Uralla Township and Environs Committee	Consult/Involve	
Uralla Shire LGA and region residents	Consult/Involve	
Visitors to the Shire	Inform/Consult	
NSW government	Involve/Collaborate	
Councillors	Collaborate	
Uralla Shire Council staff	Manage	

Engagement Timeline:

Date	Action
February 2021	<i>Council is invited to submit application for pandemic stimulus funding</i>
10 March	<i>Application is submitted</i>
18 March 2021	Inclusion in March Business Papers
23 March 2021	Council resolves to progress application
12 April 2021	GM workshop at UTEC committee meeting – input to open space design principles
27 April 2021	Council decision on project
28 April - 20 May 2021	Key stakeholder consultation on project brief
	<i>Develop concept masterplan</i>
8 July - 5 August 2021	Concept masterplan on display for community consultation
	<i>Development of detailed design</i>
6 – 16 September 2021	Detailed design on display for community consultation
	<i>Finalisation of detailed design</i>
28 September	Council resolution
October	<i>Project goes to tender, local businesses informed</i>

15.13 RESOLUTION REGISTER ACTIONS STATUS

Department: General Manager's Office
Prepared by: *Executive Assistant*
TRIM Reference: UINT/21/4707
Attachments: UINT/21/4713

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:

The purpose of this report is to provide Council with the Resolution Action Status updates as at 22 April 2021.

RECOMMENDATION:

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

BACKGROUND:

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.

The purpose of the Resolution Action Status is to track the progress of actions and provide confirmation to Council when these actions are complete.

The Resolution Action Status is presented to Council at its ordinary meetings.

REPORT:

The Resolution Action Status shows actions which are either currently pending, in progress or completed.

Resolutions where the actions have been reported as fully completed as at the date of the report to the last Council ordinary meeting, 23 March 2021, have been removed from the document.

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	<p>That;</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>1. Complete</p> <p>2. Complete.</p>	<p>COMPLETED & REPORTED TO COUNCIL</p> <p>C</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		Noted. Funding not yet received.	B
				DID			B
				DID			B
				DID			B
				DID			B
				DID			B
				DID			B
				DID			B
26/02/2019	48.02/19	Report 25 - Recommendations of UTEC November and December 2018 meetings	That Council receive and note the minutes of Uralla Township and Environs Committee for Tuesdays 13 November and 11 December 2018 and adopt the following suggestions as recommendations: 1. Council provide clear parameters to the Uralla Township and Environs Committee. 2. Council explore the concept of Uralla 2358 in the development of a Fibonacci Discovery Park or other options in the Pioneer Park Precinct with the Uralla community and seek avenues of funding as part of the development of the Open Space Strategy.	MDP		1. Completed	COMPLETED & REPORTED TO COUNCIL
				MDP		2. Complete.	C

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27/08/2019	15.08/19	Report 5 – Complaints Management Policy 2019	That Council 6. Receive a biannual report outlining: a) The number of complaints received; b) The outcomes of complaints including matters resolved at the front line; c) Issues arising from complaints; d) Systemic Issues identified; and e) the number of requests received for internal and/or external review of our	EMCS	Aug-19	6.First report July-Dec 2020 to March 2021 Council Meeting. (Note: Review the Complaints Policy in 2021) Reports to be presented to Council biannually going forward	COMPLETED & REPORTED TO COUNCIL
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 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. To be presented in future workshop. 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

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
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
4/02/2020	X08.02/20	Submitted by: Cr T Toomey Notice of Motion 2 - Economic Reparations to Impacted Businesses	<p>That the General Manager:</p> <ol style="list-style-type: none"> 1. contact each food or beverage business in the Uralla Shire reliant on town water, 2. understand what the additional costs that transitioning to a new water source for their business have been, 3. for food and beverage businesses who have not made the transition due to the cost, understand what the costs are, <ol style="list-style-type: none"> 4. provide a report to the Council at the 24 March 2020 meeting seeking funding from the State and Federal Governments, 5. continue to acknowledge and publicly thank those volunteers who have stepped in from the start and who continue to step in, to distribute the water and care for our community during this time. 	EMCS	Feb-20	<p>Pilot survey Feb 2020 completed and results are being incorporated in BCREF project 1 survey. Passage of time has adjusted the business owners ability to respond to these specific questions. ; however a higher level survey now in progress - Funding through the NSW Bushfire Community Resilience & Economic Recovery Fund. This resolution was expanded by Council resolution 32.09/20: a) <i>Project 1 - addition of gap analysis in liaison with Uralla Shire Community including community organisations and the business community including the Uralla Shire Business Chamber, including the impacts of COVID-19 and the engagement of a Google maps and analytics consultant to work with businesses.</i></p>	C
4/02/2020	X11.02/20	Submitted by: Cr T Toomey Notice of Motion 3 – Proactive Marketing to Recover Brand Damage	<p>That Council seek funding from the State and Federal government to meet the cost of:</p> <ol style="list-style-type: none"> a. The development of a Uralla Shire map which identifies businesses operating within the Uralla Shire; and b. A visit by a travel writer who will ensure that their appraisal will appear in some form of media to promote Uralla Shire Council in a positive light; and c. Creating a promotional social media video of Uralla Shire as part of a long term online campaign. 	CCE	Jun-20	Completed: Funding through the NSW Bushfire Community Resilience & Economic Recovery Fund.	c
				CCE		Project 2 completed	c
				CCE		Project 3 completed	c
				CCE		Project 4 completed	c

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.	B

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 than 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 GM 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 C 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.	C
				MDP	Jun-21	3. In progress	B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27/10/2020	33.10/20	15.9. Code of Meeting Practice	<p>1. That Clause 4.3 and 4.10 of the Code of Meeting Practice be amended to reflect at least one business days' notice instead of four; and</p> <p>2. That the Code of Meeting Practice be placed on public exhibition for a period of 28 days and if no significant submissions are received, that the Code of Meeting Practice as amended be adopted.</p>	<p>CGR</p> <p>CGR</p>	<p>Nov-20</p> <p>Dec-20</p>	<p>Amended Code of Meeting Practice in Trim Document UINT/20/09721</p> <p>One submission received and the matter will be presented at a workshop.</p> <p>15/02/21 Presented submission and officer's recommendation to Council at Workshop held on 2/2/21. Report drafted for Council consideration 23/2/2021.</p> <p>9/3/21 This item remains on public exhibition for a clear 28 days.</p>	<p>COMPLETED & REPORTED TO COUNCIL</p> <p>C</p>

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
15/12/2020	10.12/20	14.1 Report of Committees - Uralla Township & Environs Committee Minutes 10 November 2020	<p>That Council</p> <p>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;</p> <p>3. Continue to maintain the path from Maitland Street (Porter Park) through Bridge Street underpass to Apex Park following remediation works by Transport NSW</p> <p>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</p> <p>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.</p>	DID DID DID MDP		<p>See 17.05/20</p> <p>Noted</p> <p>Pending. Initial enquiries made.</p> <p>Provided to consultants.</p>	<p>B</p> <p>COMPLETED & REPORTED TO COUNCIL</p> <p>B</p> <p>COMPLETED & REPORTED TO COUNCIL</p>
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	<p>That Council endorse the following recommendations:</p> <p>a) That Council undertake community consultation regarding the sustainability of the Shire's water supply with consideration of pricing options (8 December 2020 meeting)</p> <p>b) that the service review information be developed in conjunction with the Integrated Water Cycle Management Strategy (9 February meeting)</p> <p>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)</p>	CFO DID CFO		<p>This will form part of the community consultation on the drafting of the 2021-22 Budget - Commenced</p> <p>This will form part of the community consultation on the drafting of the 2021-22 Budget - Commenced</p>	<p>B</p> <p>A</p> <p>B</p>

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			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		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	A
23/02/2021	11.02/21	Uralla Township & Environs Committee Meeting Held 8 December 2020	<p>That Council:</p> <ol style="list-style-type: none"> 1. received and note the minutes of the Uralla townships & Environs Committee (UTEC)meeting held 8 December 2020, including the following recommendations to Council: <ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> (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. <ol style="list-style-type: none"> (ii) That Council liaise with Uralla Rotary Club about the potential reconfiguration of Rotary Park to include the RV Dump-Ezy facility. 2. Invites Mr Guy Crossley to present the Fibonacci concept Plan to a future workshop 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 4. Considers service levels for the Bridge Street Gardens in preparation of the 2021/2022 budget 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. 6. Fund the additional cost, if any, from reserves. 				
				DID		Noted	COMPLETED & REPORTED TO COUNCIL
				DID		Invitation sent.	B
				MDP		In progress	B
				DID		Underway with development of the budget	B
				MDP		Completed	C
				MDP		Noted	B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
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>	DID		Noted	COMPLETED & REPORTED TO COUNCIL
				DID		In progress	B
				DID		Noted	COMPLETED & REPORTED TO COUNCIL
				DID		Requested	B
				DID		Email to Planning Department to be sent to developers as relevant	COMPLETED & REPORTED TO COUNCIL
23/02/2021	21.02/21	15.4 Quarterly Budget Review Summary	<p>1. That the second quarter budget review summary for the 2020/21 financial year be received and noted; and</p> <p>2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted except that savings be found in Quarterly Budget Review 3 to offset the additional employee grade costs for Governance</p>	CFO		Noted	COMPLETED & REPORTED TO COUNCIL
				CFO		Noted	C

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 Neighbouring GMs invited with draft proposal for feedback. Possible guest speakers identified and liaison in progress. 7 May 2021	COMPLETED & REPORTED TO COUNCIL B
23/02/2021	36.02/21	15.10 Code of Meeting Practice Review	1. Delete Clause 3.33 Pre-meeting briefing sessions are to be held in the absence of the public. 2. Include 11.11 All voting at Council meetings must be recorded in the minutes of meetings with the names of Councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded. 3. Amend 4.3 & 4.13 to include "the topic", allowing addresses to Council on items not on the agenda: 4.3 would become – To speak at a public forum, a person must first make an application to the Council in the approved form. Applications to speak at the public forum must be received 1 day before the date pm which the public forum is held, and must identify the item of business on the agenda of the Council meeting the person wishes to speak on, or the topic, and whether they wish to comment on, or speak for or against the item. 4.13 would become – Speakers at public forums must not digress from the item on the agenda of the Council meeting or the topic they applied to address Council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard. 4. Amend 4.6 as follows: [as written]. the general manager or their delegate must give reasons in writing for a decision to refuse an application and this must be communicated as soon as practicable. This communication must include the right to make a written appeal to Council through the Mayor 5. Amend 4.10 as follows: [as written]. The general manager or their delegate may refuse to allow such material to be presented and must provide written reasons for doing so. This communication must include the right to make a written appeal to Council through the Mayor. 6. Amend 4.22 as follows: Where a speaker engages in conduct of the type referred to in clause 4.19, the Council may refuse further applications from that person to speak at public forums for such a period as the Council considers appropriate. Council will consider advice from the General Manager in reaching their decision.	CGR CGR CGR CGR CGR CGR		The Code of Meeting Practice is on Public Exhibition until 27 March 2021. The Code of Meeting Practice has been uploaded to the website, Councillors and staff have been informed through the weekly bulletin	C C C C C C

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			7. Amend 5.22 as follows: A recording of each meeting of the Council and Committee of the Council is to be retained on the Council's website for 12 months. Recordings of meetings may be disposed of in accordance with the State Records Act 1998.	CGR			C
			8. That the amended Code of Meeting Practice be placed on public exhibition for a period of 28 days and if no submissions are received, that the amended Code be adopted.	CGR			C
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	02.03/21	Item 7.1 Minutes Ordinary Meeting 23 February 2021	That Council adopt the minutes the meeting held 23 February 2021, with amendments as noted: 1. Delete the Business Breakfast 23 February 2021 from Cr Ledger from Delegate report, 2. Vote against the motion be recorded 39.02/21, by Cr Ledger.	EA	Mar-21	Completed and posted	C
23/03/2021	08.03/21	Item 15.3 DA-10-2021 Carport and Addition to Existing Shed - 2 Depot Rd URALLA	That Council: 1. Lay item, 15.3 Recommendation part #1 – Carport extension, on the table to enable consideration of late plan amendments. 2. Approve the shed addition for Development Application 10/2021 at 2 Depot Road Uralla (Lot 4 DP 1092795) subject to the following conditions of consent:	MDP	Mar-21	Report prepared for April 2021 meeting.	B
				MDP	Mar-21	Noted	C
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 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 3. Subject to no submissions received, adopt the Uralla Development Control Plan 2011 as amended	MDP	Mar-21	On exhibition to the 27th April 2021	B
				MDP	May-21	Pending	A
				MDP	May-21	Pending	A
23/03/2021	14.03/21	Item 15.5 Draft Uralla Shire Council Adverse Events Plan	That the General Manager: 1. Review the Adverse Events Plan and correct errors, including incorrect names for NSW Government campaigns and for organisations; 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); 3. Review the plan with a focus on supporting the community; 4. Revise the wording to ensure it reflects our community more accurately, particularly under the headings of “Land Use” and “Economy and Industry”; 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; 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; 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		Plan reviewed and submitted to April meeting	B
				MDP		Plan reviewed and submitted to April meeting	B
				MDP		Plan reviewed and submitted to April meeting	B
				MDP		Plan reviewed and submitted to April meeting	B
				MDP		Community Engagement Strategy available on w	B
				MDP		Attached to April Report.	B
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.	MWWS		Noted	C
				MWWS		Design brief under development	B
				MWWS		Pending	A
				MWWS		Pending	A
				MWWS		Pending	A
				MWWS		Pending	A

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<ul style="list-style-type: none"> 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		Pending	A
				MWWS		Pending	A
				MWWS		Noted	C
				MWWS		Noted	C
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		Pending	A
23/03/2021	20.03/21	Item 15.9 Proposed Change to Scheduled Ordinary Meeting Date for June 2021	That Council change the Ordinary Council meeting date from Tuesday 22 June 2021 to Tuesday 29 June 2021 and issue a Public Notice detailing the change in date	GM	Mar-21	Changed on Website	C
23/03/2021	27.03/21	15.12 Late Report 9.1.1 Preparation of the 2021-2022 Operational Plan	That Council: <ul style="list-style-type: none"> 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 2. Undertake preliminary community engagement on service levels and associated expenditure and increased/new revenue opportunities; and 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		Noted	C
				CFO		Community engagement commenced through online survey and information posted to USC website.	B
				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	30.03/21	15.12 Late Report 9.1.2 Public Spaces Legacy ProgramProjects	That Council: <ul style="list-style-type: none"> 1. Resolve to undertake the following projects, subject to funding of up to \$2,000,000 under the NSW Public Spaces Legacy Program, subject to community consultation on each project: <ul style="list-style-type: none"> a) Main Street Precinct upgrade b) Fuller Park upgrade c) Pioneer Park upgrade d) The Glen upgrade e) Alma Park upgrade f) Partial implementation of the adopted Pedestrian Access and Mobility Program; and 2. Authorise the General Manager to execute the pending funding deed keeping project details subject to community consultation and as flexible as possible; and 3. Undertake further community consultation during the detailed design phase of the projects; and 	DID		Subsequent report to April Council meeting	B
				DID		Noted	B
				DID		Noted	B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			4. Determine how the operating costs of the new capital works projects be funded as part of future budgets.	DID		Noted	B
23/03/2021	31.03/21	Item 16.1 Notice of Motion - Works Program Cr Toomey	<p>1. That the General Manager implement Resolution 17.10/20 as a matter of urgency</p> <p>2. The current documentation/consultant report being relied upon in determining roads priorities for the 2020/2021 program be provided to Council in full.</p>	DID		Noted	B
				DID		Pending	B
23/03/2021	34.03/21	Item 16.2 Notice of Motion - Grant Funding Expenditure	<p>1. That Council maximises its grant funding opportunities to improve Council and community infrastructure and associated service levels in accordance with Council's strategic and operational plans, taking into account the life-cycle cost analysis effect of the project on current and future budgets;</p> <p>2. That Council be provided with the monthly progress reports required by Resolution 38.12/19, from December 2019, including a list, values and progress status of projects approved by the committee to date;</p> <p>3. The committee appointed at the December 2019 Ordinary Council Meeting to facilitate timely management of the Drought Communities Extension Program Funding, be dissolved at the expiration of the program at the end of June 2021.</p>	CFO		Noted	C
				DID		See report to April Council meeting	C
				GM		Noted	B
23/03/2021	35.03/21	Item 16.4 Notice of Motion - Uralla Court House	<p>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:</p> <p>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;</p> <p>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;</p> <p>2. That Council does not submit applications for grants for capital work without Council approval;</p> <p>3. Council prioritises their time on funding and developing the industrial land.</p>	DID		Pending	A
				DID		Pending	A
				GM		Noted	C
				GM		Noted	C
23/03/2021	36.03/21	Item 16.5 Notice of Motion - Council Increase the Availability of Qualified Building Certifiers	<p>That Council :</p> <p>1. Increase the availability of a qualified building certifier to undertake inspections on behalf of council to at least two days per week.</p>	DID		Arrangements in place to commence on 3 May	B
						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: <p>(a) employment of a full time Health & Building inspector,</p> <p>(b) upskilling a current employee, and</p> <p>(c) a shared service</p> <p>Discussions on shared services (including Building certification) has commenced with Armidale and Walcha.</p>	B
			2. Review how the increased level of service noted above will be funded.	CFO			

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
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	CFO		Noted	C
			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.	CFO		Noted	C
			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	CFO		Noted for implementation in the 2021/22 budget	B
			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		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.	B
			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		Noted but not yet commenced	A
			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		1. Noted for future Quarterly Budget Review identification; 2. Protocols not yet developed	A
			<i>9.6 Internal Audit Report on Hill Street Asphalt Overlay</i>				
			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	CFO		Noted	C
			2. That an undertaking to review the procurement policies and procedures to ensure proper delegation process is followed.	CFO		Noted but not yet commenced	A
			<i>9.7 Audit Office of NSW Management Letter on the Interim Phase of the Audit for the Year Ended 30 June 2020:</i>				
			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;	CFO		Noted	C
			2. ARIC recommends to Council that the General Manager address the recommendations in the Audit Office letter; and	CFO		Noted	B
			3. ARIC recommend that sufficient resources are allocated to address this work.	CFO		Noted but work on determining what sufficient resources are needed to undertake the recommendations has not yet commenced	A

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/03/2021	42.03/21	Item 17.2 Notice of Motion - Penalty Notices 314399526 & 314392574	That Council advise the State Debt Recovery Office that Council does not wish to proceed with penalty notices 314839256 and 3148392574 issued to xxxxxx xxxxx in December 2020.	MDP	Mar-21	Completed	C

16 MOTIONS ON NOTICE/QUESTIONS WITH NOTICE

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



Submitted by: Cr Natasha Ledger
Subject: Expansion of the Building Certifier Services

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: 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.
2.1.4.1 Process building and development application.

SUMMARY: In the executive advice business paper 23 March 2021 Council's available sources to potentially funding certification services, were advised to be coming from general revenue sources and / or fees and charges.

MOTION:

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.

OBJECTIVE:

1. Identify amount required from general resource revenue to expand building certifier services within Uralla shire.
2. Identify if any losses are incurred by the expansion of services within the Uralla Shire Council.
3. Deliberate fees and charges (workshop date to be identified) to ensure full cost recovery of additional building certifier services. Comply with neutrality policy.

BACKGROUND:

Legislation - Commonwealth Government competitive Neutrality Policy.

Identify resources required and set fees and charges to expand building certifier services for Uralla Shire Council:

1. Setting fees and charges to ensure full cost recovery of additional building certifier services.
2. Identifying cost recovery of additional costs of increasing building certifier services.
3. Ensuring significant government business activities compete fairly in the market
4. Create and endorse fees and charges list for increasing building certifier services in the Uralla Shire.
5. Encourage increasing customer choice by renewed development activity.
6. Ensuring full cost recovery.
7. Identify possible points of improvement.

STRATEGY

In consideration of competitive neutrality obligations, and increasing customer choice, the executive summary expressed the amount required to fund the expansion of the building certifier services within Uralla Shire Council be provided, through the general revenue fund.

CONCLUSION:

Suggestion: In three months' time, councillors review outcomes of new service and possibly hold another developer forum to engage with the community to identify, the new services strengths, weakness and points of improvement

Submitted by Councillor Natasha Ledger

EXECUTIVE ADVICE:

At the Ordinary March meeting of Council it was resolved at OM 36.03/21, 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.*

Council is seeking to increase the availability of the certifier to two days per week as per the resolution. Council will additionally capture the costs of the improved service level to assist with determining the necessary revenues to provide this service. This will result in recommended changes to the fees and charges and thereby satisfy part 2 of the March 2021 Council resolution. This will also give effect to the requirements of full cost recovery and competitive neutrality..

The proposed motion could be considered to be overly prescriptive in the operational matters that are the responsibility of the Executive.

The Budget Review and Finance Committee has also proposed that Council investigate:

- a) employment of a full time Health & Building inspector,
- b) upskilling a current employee, and

c) a shared service.

The current Council resolution and that of the Budget Review and Finance Committee already requires Executive to undertake a number of implied actions that will satisfy the objectives of the Notice of Motion. The Executive advice is that the motion as proposed is not necessary in this instance.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Liaison with building and development industry for extra inspection day per week.
2. **Policy and Regulation**
N/A
3. **Financial (LTFP)**
Certification services to be recovered by fees and charges.
4. **Asset Management (AMS)**
N/A
5. **Workforce (WMS)**
Additional professional services .
6. **Legal and Risk Management**
N/A
7. **Performance Measures**
N/A
8. **Project Management**
Manager Development and Planning

16.2 NOTICE OF MOTION – ARIC MEMBERSHIP – CR TOOMEY

Submitted by: Cr Tara Toomey
Subject: *Audit, Risk & Improvement Delegate*

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: 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:

The Audit, Risk and Improvement Committee has an important function to perform on behalf of Council and it is important that it is operating with the full complement.

Councillor Crouch has experience on ARIC as a former delegate and has attended recent ARIC Meetings as an observer. Councillor Crouch is therefore familiar with the ARIC issues and process and could most readily fulfil the necessary role.

COUNCILLOR'S MOTION:

That Council appoint Cr Bob Crouch as an alternate delegate to the Audit, Risk & Improvement Committee, while ever Councillor O'Connor, Council's current delegate, is on leave

Submitted by Councillor Tara Toomey

EXECUTIVE ADVICE:

1. The motion does not align with the ARIC Charter. However, it may be lawful and has minimal resource implications (minor administration work).
2. The motion is not essential as the Council has two delegates on the Audit Risk and Improvement Committee and even with Cr O'Connor on short-term leave the Committee still has a quorum.
3. The ARIC Charter does not provide for alternate committee members. It would seem therefore that it is unnecessary to undertake such an appointment before amending the Charter. However, if Council believes that it would be necessary to undertake the proposal as made, then it should consider the following:
 - a. The election of delegates to Committees is established in the Code of Meeting Practice 2021 policy which states that "A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council". The appointment of the mayor or an election of another councillor would therefore comply with this requirement.
 - b. Concurrently, the policy on 'Election of Mayor, Deputy Mayor and delegates to committees following general election' provides that positions on Committees should be by way of election.

- c. As has been the practice over a number of years, this is normally undertaken by way of a nomination and election process.
4. To comply with the above, Council's usual practice when appointing members to a committee is to call for nominations from all Councillors at the meeting, appoint the General Manager as the returning officer, and conduct a secret ballot to determine which Councillor(s) are to be nominated.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication**
Nil
- 2. Policy and Regulation**
Audit, Risk and Improvement Committee Charter 2020
- 3. Financial (LTFP)**
Nil
- 4. Asset Management (AMS)**
Nil
- 5. Workforce (WMS)**
Nil
- 6. Legal and Risk Management**
Nil
- 7. Performance Measures**
ARIC quorum
- 8. Project Management**
Coordinator Governance and Risk

16.3 NOTICE OF MOTION – WORKERS COMPENSATION – CR TOOMEY

Submitted by: Cr Tara Toomey
Subject: *Workers Compensation Rising Costs*

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

- Objective:** 4.2 An effective and efficient organisation
- Strategy:** 4.2.4 Establish Uralla Council as an employer of choice that trains, recruits and retains talented staff and facilitates a diverse workforce.
- 4.2.6 Identify and manage risk associated with all Council activities and ensure a safe and healthy work environment
- 4.2.7 Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance
-

COUNCILLOR'S MOTION:

That the General Manager provide an urgent report on the assumptions and advice that have led to the significant increase forecast for Worker's Compensation premiums in the draft 21/22 Budget along with a three year forward projection demonstrating the anticipated impact of measures taken to address the issues.

BACKGROUND:

Workplace Health & Safety is everyone's responsibility.

Given the consistently high workers compensation premiums and the substantial rise projected for 21/22 council needs to be kept properly and fully informed to enable council to effectively manage our financial stability. This must be a priority item so Council can make necessary financial decisions to support the General Manager in addressing the cause(s) and impacts.

Bearing in mind the response to questions on this issue at the February 2021 Ordinary Council meeting state "*Legacy issues have and will continue to affect the premiums for several more years*", this still does not explain the 43% (over two years) increases contained in the draft 21/22 Budget papers provided to the March Ordinary Council meeting. Premiums that are significantly higher per FTE than even our largest neighbours, cannot continue.

As Councillors are ultimately responsible for the Workplace Health and Safety of Council staff, a number of Councillors have been asking at regular intervals for advice in relation to the increasing costs of Workers Compensation in our Audited Annual Financial Statements.

As part of the 10th November 2020 meeting I drew the General Manager's attention to the following in our Audited Annual Financial Statements for the year ended 30 June 2020. The Workers Compensation Insurance costs below are taken from the audited financial statements for each year.

	2015	2016	2017	2018	2019	2020
Uralla Shire Workers Comp. Insurance Cost	\$474,000	\$396,000	\$276,000	\$324,000	\$361,000	\$468,000
<i>(Full Time Equivalent staff no.)</i>	114	132	109/115	136/140	126/130	127/131
Walcha Workers Comp. Insurance Cost	\$81,000	\$79,000	\$90,000	\$80,000	\$134,000	\$73,000
<i>(Full Time Equivalent staff no.)</i>	68	69	73	73	80	75
Tamworth Workers Comp. Insurance Cost	\$630,000	\$817,000	\$821,000	\$839,000	\$1,103,000	\$1,376,000
<i>(Full Time Equivalent staff no.)</i>	496	522	541	537	540	557

I have tabled below a summary of these costs represented as the cost of our Workers Compensation Insurance Costs (WC\$) per full time equivalent staff member (FTE) :

Uralla WC\$ / FTE 2020	\$3,685 / \$3,572
Walcha WC \$ / FTE 2020	\$973
Tamworth WC \$ / FTE 2020	\$2,470

At the 23rd February 2021 Ordinary Council Meeting the following responses were received to a Question on Notice on this topic :

Question:

- [1] Can the General Manager please advise Council why Uralla's [workers compensation] costs are considerably higher than our neighbour,
- [2] which are the specific categories of risk that are giving rise to the higher costs and
- [3] provide Council with an understanding of the mitigation measures in place.

Response:

- [1] Workers compensation costs will vary from year to year and premium affecting claims have a three-year lifecycle and as such direct year-on-year benchmarking against other Council's is not strictly informative, particularly because of the unique nature of claim circumstances.

Furthermore, although most Councils' are part of a mutual insurance scheme, the insurer will not disclose sufficient information to allow full-comparison. Nevertheless, Uralla's current premium rate when compared with the region and base tariff premium (BTP), is currently higher. Legacy issues have and will continue to affect the premium for several more years.

[2] Psychological injury claims and physical injury claims where return to work has not been achieved have been identified as the primary two categories for increased costs. Frequency of claims (including all return to work claims) is also a factor in the higher than regional average premium rate.

[3] Mitigation measures include:

- Improved/ revised recruitment practices; probity screening conducted prior to issuing an offer of employment. Probity screening includes background checks (references/qualification/s), behavioural screening (psychometric/task assessment), medical assessment, police checks. Merit assessment also forms an integral part of this process and employees have been suitably trained to undertake this work;*
- Employee assistance program (confidential counselling service);*
- 2018/19 implementation of new performance management process for all staff (included training for employees, supervisors and managers);*
- Coaching and development of employees with supervisory and management responsibilities;*
- Continuous improvement of Council's work health safety system – 2020/21 focus on job safety assessment risk identification and risk management involving all team members;*
- Return to work program is a priority focus to facilitate recover at work wherever possible; and*
- Regular monitoring of the Work Health Safety system, investigation and root-cause analysis of all incident reports (includes 'near miss' reports), and all workers compensation claims by Executive.*

Proposed for the 21/22 Operational Plan (subject to resourcing by Council): introduction of mental health first aid training and appointment of mental health first aid officers.

The focus on recruiting as part of the remedy appears to be at the expense of the value of exit interviews, which are entirely overlooked in this reply.

In the Draft 2021/2022 Budget Councillors and the community were presented with the following Workers Compensation estimates (23rd March 2021 Ordinary Meeting, Late Report 9.1.1 p8) :

2021 Estimate - \$525,586

2022 Budget - \$669,000

These represent significant increases of 43% over 2 years, based on the 2020 actual premium of \$467,612. I note the advice provided that the 2022 increase is based on the insurer's estimates. However the assumptions and advice that determined the draft figures for 2022 need to be provided so that Council can play an active role in supporting the General Manager in managing this situation.

CONCLUSION:

These costs are alarmingly high for Uralla Shire Council. In view of Council's responsibilities and the risk this situation poses to both staff and the organisation as a whole, it is important that council be kept fully informed. While costs can vary and there are valid reasons for the costs to fluctuate, it is important that Council understand the full extent of the situation and take a proactive approach to reaching a satisfactory solution

Submitted by Councillor Tara Toomey

EXECUTIVE ADVICE:

1. The strategic intent of the motion (part 1) is reasonable; however, the second part of the request for a forward projection is unachievable.
2. A possible part two of the request could be along the lines of: *advice from Council's insurer's on the appropriateness of the Council's mitigation measures to minimise workers compensation claims and advice on any other mitigation measures Council could consider.*
3. The question can be asked of Council's insurer - StateCover.
4. StateCover have been invited to brief Council on workers compensation costs and work, health safety on the afternoon of 18 May 2021.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication**
Nil
2. **Policy and Regulation**
Workers Compensation Act 1987
Workplace Injury Management and Workers Compensation Act 1998
Workers Compensation Regulation 2003
Work, Health and Safety Act 2011
Management Policy – Return to Work Policy
Policy: Work, Health and Safety
3. **Financial (LTFP)**
Nil
4. **Asset Management (AMS)**
Nil
5. **Workforce (WMS)**
All employees are protected by the Workers Compensation and associated legislation.
6. **Legal and Risk Management**
No risk with the strategic intent of requesting the report and advice.
7. **Performance Measures**
Report from StateCover.
8. **Project Management**
Manager Human Resources.

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



Submitted by: Cr Tara Toomey

Subject: *Work Health and Safety*

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: 4.2 An effective and efficient organisation

Strategy: 4.2.4 Establish Uralla Council as an employer of choice that trains, recruits and retains talented staff and facilitates a diverse workforce.

4.2.6 Identify and manage risk associated with all Council activities and ensure a safe and healthy work environment

4.2.7 Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance

COUNCILLOR'S MOTION:

That the General Manager provide:

1. A work health and safety report to each Ordinary Council meeting that:
 - a) summarises the potential risk to Council of incidents and claims received during the month, including a high level summary of any work cover matters
 - b) the reason for the claims (physical injury, psychological injury etc),
 - c) action taken to minimise similar incidents and claims
 - d) a summary of the monitoring of the Work Health and Safety system, investigation and root cause analyses of all incident reports
 - e) the extent of the use of the employee assistance program
 - f) what is being done to address the root causes
2. A high level report to the May Ordinary Council meeting on the recent incident at the Landfill, presented in confidential session if necessary, including any Work Cover actions and the actions taken by the General Manager to mitigate the identified risks
3. A report to the next Ordinary Council meeting outlining any cases that have been before the Industrial Relations Commission since 2016, including cost to council to date and potential risk to Council
4. Copies of exit interviews, de-identified as appropriate, be provided to the General Manager Performance Review Committee to inform the deliberations of the committee.
5. That a reduction in workers compensation premiums over the next three years to levels comparable with our neighbouring councils be included as a component of the General Manager's performance review.

BACKGROUND:

Workplace Health & Safety is everyone's responsibility.

Councillors (as the Governing Body) are responsible for the financial stability of the Council and to ensure council acts honestly, efficiently and appropriately. The high and increasing cost of workers compensation raises concerns about Council's potential liabilities and consequent financial stability along with concerns about actions within council that have resulted in our premiums considerably exceeding that of neighbouring Councils.

To enable the Governing Body to meet its obligations, Council requires regular and ongoing advice on work health and safety issues, particularly those that give rise to workers compensation claims.

Questions similar to the proposed motion have been asked for some time and it would help Councillors if a formal report were now provided.

At the 23rd February 2021 Ordinary Council Meeting the following response was received to a Question on Notice on this topic :

Question:

[3] provide Council with an understanding of the mitigation measures in place.

Response:

[3] Mitigation measures include:

- Improved/revised recruitment practices; probity screening conducted prior to issuing an offer of employment. Probity screening includes background checks (references/qualification/s), behavioural screening (psychometric/task assessment), medical assessment, police checks. Merit assessment also forms an integral part of this process and employees have been suitably trained to undertake this work;*
- Employee assistance program (confidential counselling service);*
- 2018/19 implementation of new performance management process for all staff (included training for employees, supervisors and managers);*
- Coaching and development of employees with supervisory and management responsibilities;*
- Continuous improvement of Council's work health safety system – 2020/21 focus on job safety assessment risk identification and risk management involving all team members;*
- Return to work program is a priority focus to facilitate recover at work wherever possible; and*
- Regular monitoring of the Work Health Safety system, investigation and root-cause analysis of all incident reports (includes 'near miss' reports), and all workers compensation claims by Executive.*
- Proposed for the 21/22 Operational Plan (subject to resourcing by Council): introduction of mental health first aid training and appointment of mental health first aid officers.*

Recently, a serious incident occurred at the Uralla Shire Council Landfill. Councillors have received no briefing or advice from the General Manager on the welfare of our staff member, on the incident, the cost to Council or on the steps being taken to remedy the cause if needed. This has clear strategic and financial implications for Council, and shows a lack of regard for the care Councillors naturally have for Council staff. It is unacceptable that Councillors have been kept in the dark.

Council needs to be assured that the measures outlined in response to the February question on notice referred to above are effective in reducing the impact on staff and reducing our potential liability. These regular reports to the Ordinary Council meetings will provide that assurance, while allowing Councillors to effectively play its part in ensuring a safe workplace for all our staff.

Submitted by Councillor Toomey

EXECUTIVE ADVICE:

The following advice is provided against the five parts of the motion; however, should also be read as a whole in relation the notice of motion as a whole.

Part 1 of the motion:

1. The high level information sought by this motion is already resourced for annual reporting to Audit Risk and Improvement Committee (ARIC) and the Council's General Manager Performance Review process.
2. It is appropriate that the ARIC receives and keeps under review the work, health and safety (WHS) information and system, and then provides information and recommendations to the council for the purpose of improving the council's performance of its functions. This is the role of the ARIC (see ARIC Charter Objectives and Scope and Authority).
3. Annual reviewing is an appropriate interval for consideration of operational systems and identification of opportunities for systemic improvements as set out in the *ARIC Charter*.
4. It is not the role of ARIC to assess individual personnel matters or incidents which remains the responsibility of the General Manager under the *Local Government Act 1993*.

Part 2 of the motion:

5. This is an operational matter for the General Manager.
6. It is appropriate that the ARIC receives and keeps under review the work, health and safety (WHS) information and system (but not , and then provides information and recommendations to the council for the purpose of improving the council's performance of its functions. This is the role of the ARIC (see ARIC Charter Objectives and Scope and Authority).
7. Additionally, there are matters of privacy and of information held under the *Health Records and Information Privacy Act 2002* which restricts the personal and/or health information that can be disclosed. Item 10 of the [Health Privacy Principles](#) does not provide for the release of health information in these circumstances without the consent of the person whose health information it is.

Part 3 of the motion:

8. This is another operational matter for the General Manager.
9. It may also be a matter for the ARIC to keep under review and to provide information to Council for the purpose of improving Council's performance of its functions.

Parts 4 and 5 of the motion:

10. The general manager is subject to the criteria as set out in an agreement that was signed within three months of the commencement of the contract. New criteria can only be added when the performance agreement is subject to review (normally every twelve months).

11. The concern with providing de-identified exit interviews to the performance review panel is that given the staff turnover of Council employees it would be possible to identify the person and if it is not possible to identify the person, it could lead to conjecture as to the identity of the person who completed the interview. This is a potential breach of the Privacy and Personal Information Protection Act 1998 (PIPA 1998) as the person's identity can reasonably be ascertained from the information or opinion. Collection and distribution of material is also bound by PPIPA 1998 – it would be unlawful to forward this information to Councillors, redacted or otherwise.
12. The exit interview is an important process whereby Council's General Manager can identify opportunities to improve retention and staff engagement and identify any matters of concern. If the interviews were provided to councillors on the panel to be used as part of the performance management of the general manager, exiting staff might not engage in them. Exiting staff expect confidentiality and the process only works if the staff are confident that their comments will go no further. This is especially relevant in a town the size of Uralla where individuals may be concerned that if they raise an issue they could be labelled troublemakers.
13. The criteria by which the General Manager is to be managed is a matter for the performance review panel to determine at the appropriate time. Setting the measurement of reducing workers compensation premiums to levels comparable with neighbouring councils requires further detailed analysis so as to determine if this is a fair and reasonable indicator of the General Manager's performance, (as against the performance of other General Managers in neighbouring local government areas).
14. The General Manager Performance Review Panel and their consultant have met and agreed the General Manager's performance review criteria (which includes providing a safe workplace).

In summary:

15. Given the existing resourced review mechanisms, and the detailed level of information sought by this motion, it is considered *ultravires* and not compliant with:
- o *Privacy and Personal Information Protection Act 1998 (NSW).*
 - o *Local Government Act 1993 (NSW).*
 - o *USC General Manager Performance Review Committee Charter (2020).*
 - o *USC Code of Conduct 2020.*
16. As noted above, most of the motion is operational and therefore already under the purview of the General Manager and under review at the systemic level by ARIC in accordance with the Charter set by Council.
17. To further address the strategic intent of the motion, StateCover and Council's insurer JLT Risk Solutions have been invited to brief Council on workers compensation costs, risk and work, health safety on the afternoon of 18 May 2021.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication**
Nil.
- 2. Policy and Regulation**
Local Government Amendment (Governance and Planning) Act 2016 (NSW) 2016 s428A
Uralla Shire Council Audit, Risk and Improvement Committee Charter (2020)
Local Government Act 1993 (NSW)
USC General Manager Performance Review Committee Charter (2020)
USC Code of Conduct 2020
- 3. Financial (LTFP)**
Existing resources for reporting to ARIC and General Manager's Performance Review Panel
- 4. Asset Management (AMS)**
Nil.
- 5. Workforce (WMS)**
There are no resources for the level of reporting sought by this motion.
- 6. Legal and Risk Management**
This motion is assessed as *ultravires* for the reasons outlined in the Executive Advice.
- 7. Performance Measures**
Annual reporting to ARIC and the General Manager's Performance Review Panel – extant arrangements.
- 8. Project Management**

17 CONFIDENTIAL MATTERS

Item 15.6 Confidential Attachment # 1

18 COMMUNICATION OF COUNCIL DECISIONS

Nil

19 CONCLUSION OF THE MEETING

END OF BUSINESS PAPER