



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, commencing at 12:30pm.

ORDINARY COUNCIL MEETING

27 March 2018

Andrew Hopkins
GENERAL MANAGER



Uralla Shire Council
Council Business Paper – 27 March 2018

1. OPENING & WELCOME	6
2. PRAYER.....	6
3. ACKNOWLEDGEMENT OF COUNTRY.....	6
4. APOLOGIES.....	6
5. REQUESTS FOR LEAVE OF ABSENCE.....	6
6. DISCLOSURES & DECLARATIONS OF INTEREST	6
7. CONFIRMATION OF MINUTES.....	6
8. ANNOUNCEMENTS	36
9. TABLING OF REPORTS & PETITIONS.....	36
10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL SECTION.....	36
11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS	36
12. PRESENTATIONS.....	36
13. DEPUTATIONS	36
14. WRITTEN REPORTS FROM DELEGATES	36
Minister's Awards for Women in Local Government in Sydney	37
15. MAYORAL MINUTE.....	41
16. REPORTS TO COUNCIL.....	41
Report 1 – Cash at Bank and Investments	43
Report 2 - National General Assembly of Local Government 2018.....	46
Report 3 - 2018 Audit, Risk and Improvement Committee– Independent Members	48
Evaluation Criteria – Audit, Risk and Improvement Committee Applicants.....	51
Report 4 - Audit, Risk and Improvement Committee – Revised Charter.....	52
Charter Audit, Risk and Improvement Committee 2018	55
Report 5 - Community Grants Program – Round Two	64
Report 6 - Policy: Councillor Expenses and Facilities 2018.....	72
Policy: Councillor Expenses and Facilities Policy 2018.....	75
Report 7 - Visitor Information Centre & Library Monthly Report.....	90
Report 8 - Development Approvals and Refusals for February 2018	93
Report 9 - Works Progress Report as at 28 February 2018	99
Works Program February 2018.....	103
Report 10 - Heritage Advisory Services Summary for March 2018	104
Edited Heritage Advisor Summary	106

Uralla Shire Council
Council Business Paper – 27 March 2018

Report 11 - DIVISION DECISION – Planning Proposal, Rezoning of Land at The Gap Road, Uralla (Lots 29, 61, 119-120, 122-123, 255, 401-409, 415-416, 491 in DP 755846, Lot 1-2 in DP 167083 and Lot B in DP 400556) from RU1 Primary Production to RU4 Small Primary Production Lots. ..	109
Planning Proposal Attachment 1 - Doran	113
Planning Proposal Attachment 2 – Site Photos	113
Report 12 - Stronger Country Communities Fund – Round Two	141
Report 13 - Roads to Recovery Program to 2018/19	145
Minutes Ordinary Meeting 290316 R2R Resolution	148
Report 14 - Donation for YMCA Youth Parliament participation	150
17. MOTIONS ON NOTICE	154
18. SCHEDULE OF COUNCIL RESOLUTIONS.....	154
19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING.....	177
20. QUESTIONS FOR NEXT MEETING	179
21. CONFIDENTIAL BUSINESS.....	179



- BUSINESS AGENDA -
Ordinary Meeting of Council
27 March 2018 at 12:30pm

- 1. Opening & Welcome**
- 2. Prayer**
- 3. Acknowledgement of Country**
- 4. Apologies**
- 5. Requests for Leave of Absence**
- 6. Disclosures & Declaration of Interests**
- 7. Confirmation of Minutes of Previous Meeting**
- 8. Announcements**
- 9. Tabling of Reports & Petitions**
- 10. Recommendations for Items to be Considered in Confidential Section**
- 11. Urgent Supplementary & Late Items of Business**
- 12. Presentations**
- 13. Deputations**
- 14. Written Reports from Delegates**
 - Minister's Awards for Women in Local government in Sydney
 - International Womens' Day Luncheon – Friday 2 March 2018
- 15. Mayoral Minute**
- 16. Reports to Council**
 - Report 1 - Cash at Bank and Investments
 - Report 2 - National general Assembly of Local Government 2018
 - Report 3 - 2018 Audit, Risk and Improvement committee – Independent Members
 - Report 4 - Audit, Risk and Improvement Committee – Revised Charter
 - Report 5 - Community Grants Program – Round Two

Uralla Shire Council
Council Business Paper – 27 March 2018

- Report 6 - Policy: Councillor Expenses and Facilities 2018
- Report 7 - Visitor Information Centre & Library Monthly Report
- Report 8 - Development Approvals and Refusals for February 2018
- Report 9 - Works Progress Report as at 28 February 2018
- Report 10 - Heritage Advisory Services Summary for March 2018
- Report 11 - DIVISION DECISION –Planning Proposal, Rezoning of Land at The Gap Road, Uralla from RU1 to RU4 Lots
- Report 12 - Stronger Country Communities Fund – Round Two
- Report 13 - Roads to Recovery Program to 2018/19 Roads to Recovery Program to 2018/19
- Report 14 - Donation for YMCA Youth Parliament participation

17. Motions on Notice

18. Schedule of Actions as at 20 March 2018

19. Responses to Questions from Previous Meeting

20. Questions for Next Meeting

21. Confidential Business

22. Meeting Close

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1. OPENING & WELCOME

2. PRAYER

3. ACKNOWLEDGEMENT OF COUNTRY

4. APOLOGIES

5. REQUESTS FOR LEAVE OF ABSENCE

Request for leave of absence

- Councillor K Ward

6. DISCLOSURES & DECLARATIONS OF INTEREST

To be tabled at the Meeting.

7. CONFIRMATION OF MINUTES

Minutes to be confirmed or received and noted at the 27 March 2018 Meeting of Council:

- Ordinary Meeting of Council held 27 February 2018 (copy enclosed)



ORDINARY MEETING OF COUNCIL

**Held at 12:30pm
27 February 2018**

ROLL CALL

Councillors:

Cr M Pearce (Mayor)
Cr I Strutt (Deputy Mayor)
Cr B Crouch
Cr M Dusting
Cr N Ledger
Cr L Sampson
Cr R Bell
Cr T Toomey
Cr K Ward

Staff:

Mr A Hopkins, General Manager
Mr T Seymour, Director Infrastructure & Regulation
Ms T Kirkland, Director Community & Governance
Mr S Paul, Chief Financial Officer
Minute Clerk

MINUTES

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

Resolution
Number

TABLE OF CONTENTS

1. OPENING & WELCOME.....	3
2. PRAYER	3
3. ACKNOWLEDGEMENT TO COUNTRY	3
4. APOLOGIES	3
5. REQUESTS FOR LEAVE OF ABSENCE	3
6. DISCLOSURES & DECLARATION OF INTERESTS.....	3
7. CONFIRMATION OF MINUTES	4
8. ANNOUNCEMENTS.....	4
9. TABLING OF REPORTS & PETITIONS.....	4
10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL SECTION	4
11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS.....	4
12. PRESENTATIONS.....	5
13. DEPUTATIONS	5
14. WRITTEN REPORTS FROM DELEGATES (ACTIVITY SUMMARIES)	5
15. MAYORAL MINUTE.....	9
16. REPORTS TO COUNCIL	9
17. MOTIONS ON NOTICE	27
18. SCHEDULE OF COUNCIL RESOLUTIONS	27
19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING.....	27
20. QUESTIONS FOR NEXT MEETING	28
21. CONFIDENTIAL BUSINESS	28

Minutes of the Uralla Shire Council at an Ordinary Meeting held at 12:30pm on 27 February 2018

The Meeting Commenced at: 12:32pm

ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr I Strutt (Deputy Mayor), and Councillors, B Crouch, M Dusting, N Ledger, L Sampson, T Toomey, R Bell, K Ward, General Manager (Mr A Hopkins), Director Infrastructure and Regulation (Mr T Seymour), Director Community and Governance (Ms P Kirkland), Chief Finance Officer (Mr S Paul), Minute Clerk.

1. OPENING & WELCOME

2. PRAYER

3. ACKNOWLEDGEMENT TO COUNTRY

4. APOLOGIES

The Chair advised there were no apologies received.

5. REQUESTS FOR LEAVE OF ABSENCE

The Chair advised receipt of a request for Leave of Absence from Cr Bell for a period of 8 days.

The Chair advised receipt of a request for Leave of Absence from Cr Strutt for a period of 4 days

The Chair advised receipt of a request for Leave of Absence from Cr Pearce for a period of 14 days.

MOTION (Crs M Dusting /L Sampson)

That;

Council accept the requests for leave of absence from Crs Bell, Strutt and the Mayor, Cr M Pearce.

1.02/18 CARRIED

6. DISCLOSURES & DECLARATION OF INTERESTS

The Chair outlined details of the pecuniary and non-pecuniary Conflict of Interest Declarations received in relation to the 27 February 2018 Meeting.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Cr Michael Pearce	Report 3	Non Pecuniary	Board member of Uralla Historical Society
Andrew Hopkins	Report 3	Non Pecuniary	Patron of Historical Society
Cr Robert Crouch	Report 11	Non Pecuniary	Owner of property
Cr Robert Crouch	Report 12	Non Pecuniary	Owner and neighbour of property
Cr Isabel Strutt	Report 4	Pecuniary	Subject of report seeking approval of air fares.
Cr Kevin Ward	Report 12	Non Pecuniary	Assistant Manager of Gold Club

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018**

Resolution
Number

7. CONFIRMATION OF MINUTES

Minutes to be confirmed or received and noted at the 27 February 2018 Meeting:

- Minutes of Ordinary Meeting held 12 December 2017 (to be confirmed)
- Minutes of Extraordinary Meeting held 13 February 2018 (to be confirmed)

AMENDMENTS

The Chair referred Councillors to the Minutes and called for any amendments.

There were no amendments requested by Councillors.

MOTION (Crs K Ward /B Crouch)

That;

Council adopt the Minutes, as a true and correct record of the Ordinary Meeting held 12 December 2017.

2.02/18 CARRIED

AMENDMENTS

The Chair referred Councillors to the Minutes of the Extraordinary Meeting held 13 February 2018 and called for any amendments.

There were no amendments requested by Councillors.

MOTION (Crs I Strutt /N Ledger)

That;

Council adopt the Minutes, as a true and correct record of the Ordinary Meeting held 13 February 2018.

3.02/18 CARRIED

8. ANNOUNCEMENTS

The Chair advised there were no announcements.

9. TABLING OF REPORTS & PETITIONS

The Chair advised there were no reports or petitions tabled.

10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL SECTION

The Chair referred Councillors to the items of business recommended for consideration in the confidential section of the meeting.

PROCEDURAL MOTION (Crs L Sampson / M Dusting)

To refer Agenda Items for hearing in Closed Session

That;

The Reports in regard to Bundarra tennis courts be heard in closed session of Council, under Section 21 of the Meeting Agenda.

4.02/18 CARRIED

11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

The Chair referred Councillors to the urgent, supplementary and/or late items of business recommended for addition to the published Meeting Agenda.

Late Reports to Council:

- Proposed Financial Assistance to the New England Wine Industry Association
- 2017/18 – 2nd Quarter budget Review Statements
- Heritage Advisory Services Summary for February 2018

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018**

Resolution
Number

PROCEDURAL MOTION (Crs B Crouch /I Strutt)

To hear Late Items of Business as additions to the Meeting Agenda.

That;

- Proposed Financial Assistance to the New England Wine Industry Association
- 2017/18 – 2nd Quarter budget Review Statements
- Heritage Advisory Services Summary for February 2018

Are heard after report 20 on the Agenda

5.02/18 CARRIED

12. PRESENTATIONS

The Chair advised there were no presentations.

13. DEPUTATIONS

There were no deputations registered for the 27 February 2018 Meeting.

14. WRITTEN REPORTS FROM DELEGATES

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

COUNCILLOR NAME:	Mark Dusting	
COUNCIL MEETING DATE:	27 February 2018	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
13/02/18	Council Work Shop	Uralla
13/02/18	Council Extraordinary Meeting	Uralla
20/02/18	New England Weeds County Council	Armidale
27/2/18	Council Meeting	Uralla

COUNCILLOR NAME:	Bob Crouch	
COUNCIL MEETING DATE:	27 February 2018	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
16/01/18	Community consultation, open space	Kingstown
23/01/18	Regional Economic Development Forum	Armidale
25/01/18	Community consultation, open space	Bundarra
30/01/18	Community consultation, open space	Kentucky
06/02/18	Community consultation, open space	Invergowrie
13/02/18	Council workshop	Uralla
13/02/18	Extraordinary Council meeting	Uralla
13/02/18	Community consultation, open space	Uralla
20/02/18	Community consultation, open space	Uralla (Rocky River)
27/02/18	Council meeting	Uralla

COUNCILLOR NAME:	Levi Sampson	
COUNCIL MEETING DATE:	27 February 2018	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10/01/18	Australia Day committee meeting	Uralla
25/01/18	Australia Day committee Dinner	Uralla
26/01/18	Australia Day celebration	Uralla
13/02/18	Strategic planning workshop	Uralla
13/02/18	Extraordinary meeting	Uralla
13/02/18	Uralla community consultation	Uralla
27/02/18	Council Meeting	Uralla

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018**

Resolution
Number

COUNCILLOR NAME:	Natasha Ledger	
COUNCIL MEETING DATE:	27 February 2018	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
9/1/18	Meeting at showground	Showground
10/1/18	Australia Day Committee Meeting	Council Chambers
12/1/18	Street Stall – Show Society	Uralla
18/1/18	Street Stall – Australia Day Committee Street Stall	Uralla
19/1/18	Street Stall – Australia Day Committee Street Stall	Uralla
24/1/18	Reds Meeting	Armidale Council
25/1/18	Australia Day Committee Dinner	Uralla
26/1/18	Australia Day	Uralla
30/1/18	Kentucky Open Space Strategy meeting	Kentucky
31/1/18	Meeting with Trade Commissioner	Uralla
1/2/18	Namoi Unlimited board meeting	Council Chambers
3/2/18	Tennis club portfolio upgrade	Uralla sportsground
6/2/18	Invergowrie Open Space Strategy meeting	RFS Invergowrie
13/2/18	Show society meeting	Showground
13/2/18	Council Meeting	Council Chambers
13/2/18	Open Space Strategy meeting	Uralla
20/2/18	Invergowrie locals meeting	Invergowrie
20/2/18	Rocky River Open Space Strategy meeting	Uralla
27/2/18	Council Meeting	Council Chambers
27/2/18	Uralla progressive cinema	The Mill

COUNCILLOR NAME:	Tara Toomey	
COUNCIL MEETING DATE:	27 February 2018	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
16/1/18	Open Space meeting	Kingstown
26/1/18	Australia Day	Alma Park
5/2/18	Arts North West meeting	Uralla
6/2/18	Open Space meeting	Invergowrie
13/2/18	Open Space meeting	Uralla community centre
13/2/18	Workshop	Uralla
13/2/18	Extraordinary Meeting	Chambers
26/2/18	Uralla Rotary club	Uralla Bowle
27/2/18	Council Meeting	Chambers

COUNCILLOR NAME:	Robert Bell	
COUNCIL MEETING DATE:	27 February 2018	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
16/1/18	Open Space Strategy	Kingstown
26/1/18	Australia Day	Uralla
29/1/18	Open Space Strategy	Kentucky
6/2/18	Open Space Strategy	Uralla
13/2/18	Council Workshop	Uralla
13/2/18	Extraordinary Meeting	Uralla
17/2/18	Launch of Seasons of New England	Uralla
24/2/18	Open Space Strategy – Rocky River	Community Centre

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018**

Resolution
Number

COUNCILLOR NAME:			Kevin Ward
COUNCIL MEETING DATE:			27 February 2018
DATE	COMMITTEE/MEETING/EVENT	LOCATION	
16/1/18	Open Space Strategy	Kingstown	
23/1/18	Open Space Strategy	Bundarra	
26/1/18	Australia Day Breakfast	Balala	
26/1/18	Australia Day Activities	Uralla	
30/1/18	Open Space Strategy	Kentucky	
31/1/18	Shanghai Trade Commissioner meeting	McCrossins	
3/2/18	Tennis NSW Launch	Sports Complex	
6/2/18	Open Space Strategy	Invergowrie	
12/2/18	Friends of McMaugh	McMaughs	
13/2/18	Strategic Planning Workshop	Chambers	
13/2/18	Extraordinary meeting	Chambers	
13/2/18	Open Space Strategy	Community Centre	
20/2/18	Open Space Strategy – Rocky River	Community Centre	

COUNCILLOR NAME:			Isabel Strutt
COUNCIL MEETING DATE:			27 February 2018
DATE	COMMITTEE/MEETING/EVENT	LOCATION	
16/1/18	Open Space Strategy Public Meeting	Kingstown	
25/1/18	Open Space Strategy Public Meeting	Bundarra	
26/1/18	Australia Day Breakfast	Balala	
26/1/18	Australia Day Morning tea and ceremonies	Alma Park	
30/1/18	Open Space Strategy Public Meeting	Kentucky	
31/1/18	Presentation from Commissioner for Trade & Investment at NSW Government office in Shanghai	Uralla	
1/2/18	Namoi Councils Board meeting (Observer)	Uralla	
1/2/18	Uralla Business Chamber meeting (visitor for period of Mayor's address)	Uralla	
3/2/18	Uralla Tennis Club Open Day	Uralla	
6/2/18	Open Space Strategy Public Meeting	Invergowrie	
11/2/18	Armidale National Servicemen's Memorial Service	Armidale	
13/2/18	Strategic Planning workshop	Uralla	
13/2/18	Extraordinary council meeting	Uralla	
13/2/18	Open Space Strategy Public Meeting	Uralla	
20/2/18	Open Space Strategy – Rocky River	Uralla	
23/2/18	New England Group of Councils board meeting (Observer)	Glen Innes	
27/2/18	Council Meeting	Uralla	

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018**

Resolution
Number

COUNCILLOR NAME:	Michael Pearce	
COUNCIL MEETING DATE:	27 February 2018	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
20/12/17	Mayor's Office- Admin. 2AD Radio interview.	Uralla
21/12/17	Mayor's Office- Admin	Uralla
15/01/18	Mayor's Office - Admin	Uralla
16/01/18	Mayor's Office – Admin. Community Consultation – Kingstown re: Uralla Open Space Strategy.	Uralla Kingstown
17/01/18	Mayor's Office- Admin	Uralla
18/01/18	Mayor's Office- Admin	Uralla
22/01/18	Mayor's Office - Admin	Uralla
23/01/18	Regional Economic Development Strategy (REDS)	Armidale
24/01/18	Mayor's Office- Admin	Uralla
25/01/18	Dinner with Uralla Australia Day Committee and Ambassador – Charlie Brown.	Uralla
26/01/18	Balala Fire Shed breakfast. Morning Tea – Uralla library. Australia Day activities and Citizenship Ceremony.	Balala/ Uralla
29/01/18	Mayor's Office - Admin	Uralla
30/01/18	Mayor's Office- Admin Community Consultation – Kentucky, Open Space Strategy	Uralla Kentucky
31/01/18	Mayor's Office- Admin Presentation by Tony Zhang, NSW Commissioner for Trade and Investment, China. Dinner with Trade Commissioner.	Uralla
1/2/18	Mayor's Office- Admin. NAMOI Unlimited Board meeting. Training session for China delegation. Presentation to Uralla Business Chamber.	Uralla
3/2/18	Open Day – Uralla Tennis Club	Uralla
5/2/18	Mayor's Office- Admin	Uralla
6/2/18	Mayor's Office- Admin. Community Consultation- Open Space Strategy – Invergowrie.	Uralla Invergowrie
7/2/18	2AD interview, Office - Admin	Uralla
29/01/18	Mayor's Office - Admin	Uralla
30/01/18	Mayor's Office- Admin Community Consultation – Kentucky, Open Space Strategy	Uralla Kentucky
31/01/18	Mayor's Office- Admin Presentation by Tony Zhang, NSW Commissioner for Trade and Investment, China. Dinner with Trade Commissioner.	Uralla
1/2/18	Mayor's Office- Admin. NAMOI Unlimited Board meeting. Training session for China delegation. Presentation to Uralla Business Chamber.	Uralla
3/2/18	Open Day – Uralla Tennis Club	Uralla
5/2/18	Mayor's Office- Admin	Uralla
6/2/18	Mayor's Office- Admin. Community Consultation- Open Space Strategy – Invergowrie.	Uralla Invergowrie
7/2/18	2AD interview, Office - Admin	Uralla
8/2/18	Mayor's Office- Admin	Uralla

This is Page 8 of the Minutes of the Uralla Shire Council at an Ordinary Meeting of Council held on 27 February 2018

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018**

Resolution
Number

9/2/18	Mayor's Office- Admin	Uralla
12/2/18	Mayor's Office- Admin	Uralla
13/2/18	Councillor Workshop Extra-Ordinary Council meeting Community Consultation – Open Space Strategy – Uralla.	Uralla
14/2/18	Mayor's Office- Admin	Uralla
15/2/18	Mayor's Office- Admin Meeting	Uralla
17/2/18	Hogs for Homeless Visit	Uralla
19/2/18	Mayor's Office- Admin	Uralla
20/2/18	New England BFMC meeting. Community meeting Open Space Strategy – Rocky River. 2AD Radio interview. Admin	Armidale Uralla Uralla
21/2/18	Mayor's Office – Admin	Uralla
23/2/18	New England Group of Councils	Glen Innes
26/2/18	Mayor's Office – Admin	Uralla
27/2/18	February Council meeting	Uralla

15. MAYORAL MINUTE

There was no Mayoral Minute to the 27 February Meeting.

Cr R Bell left the meeting at 12.48pm.

16. REPORTS TO COUNCIL

Department: **Organisational Services - Finance**
Submitted by: Chief Financial Officer
Reference/Subject: **Report 1 – Cash at Bank and Investments**

OFFICER'S RECOMMENDATION:

That;

Council note the cash position as at 31 December, 2017 consisting of cash and overnight funds of \$1,970,862 term deposits of \$12,450,000 totalling \$14,420,862 of readily convertible funds.

MOTION (Crs K Ward /T Toomey)

That;

Council note the cash position as at 31 December, 2017 consisting of cash and overnight funds of \$1,970,862 term deposits of \$12,450,000 totalling \$14,420,862 of readily convertible funds.

6.02/18 CARRIED

Cr R Bell returned to the meeting at 12:53pm.

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

Resolution
Number

Department: **Organisational Services - Finance**
Submitted by: Chief Financial Officer
Reference/Subject: **Report 2 – Cash at Bank and Investments**

OFFICER'S RECOMMENDATION:

That;

Council note the cash position as at 31 January, 2018 consisting of cash and overnight funds of \$1,168,356 term deposits of \$12,350,000 totalling \$13,518,356 of readily convertible funds.

MOTION (Crs N Ledger /I Strutt)

That;

Council note the cash position as at 31 January, 2018 consisting of cash and overnight funds of \$1,168,356 term deposits of \$12,350,000 totalling \$13,518,356 of readily convertible funds.

7.02/18 CARRIED

Department: **General Manager's Office**
Submitted by: Payroll-Revenue Coordinator
Reference/Subject: **Report 3 – Uralla Historical Society Rates – Additional information to previous reports**

Mayor, Cr M Pearce and General Manager, Andrew Hopkins, having previously declared a conflict of interest, left the meeting at this time 12:55pm.

Deputy Mayor Cr I Strutt assumed the Chair.

OFFICER'S RECOMMENDATION:

That Council;

1. Take Report 19 Uralla Historical Society Rates from the Ordinary Meeting held 28 November from the table.
2. Consider the original report in light of the information provided here.

PROCEDURAL MOTION (Crs K Ward /R Bell)

To move to Committee of the Whole

8.02/18 CARRIED

Councillors held a detailed discussion in committee regarding the extra information provided.

PROCEDURAL MOTION (Crs K Ward /M Dusting)

To resume Standing Orders

9.02/18 CARRIED

The Chair outlined details of the proposed motion determined during discussion in committee.

MOTION (Crs K Ward / B Crouch)

That Council;

1. Take Report 19 Uralla Historical Society Rates from the Ordinary Meeting held 28 November from the table.
2. Not provide financial assistance under S356 of the Local Government Act, to the Uralla Historical Society for their annual rates, charges and environmental levies for the property located at 31 Salisbury Street, Uralla.
3. Advise the Historical Society that applications for Councils Community Grants program are currently open.

10.02/18 CARRIED

Cr M Pearce and General Manager Andrew Hopkins returned to the meeting at 01.15pm.

Mayor, Cr M Pearce assumed the chair.

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

Resolution
Number

Department: General Manager
Submitted by: General Manager
Reference/Subject: Report 4 - Minister's Awards for Women in Local Government

Cr I Strutt, having previously declared a conflict of interest, left the meeting at this time 01:16pm.

OFFICER'S RECOMMENDATION:

That;

Council approve up to \$500.00 expenditure from the 'Elected Member Expenses Travel Costs (fares, accommodation, meals)' budget for airfares and ancillary expenses to and from Sydney to enable Councillor Isabel Strutt to attend the Ministers Awards for Women in Local Government.

PROCEDURAL MOTION (Crs R Bell /M Dusting)
To move to Committee of the Whole

11.02/18 CARRIED

Councillors held a detailed discussion in committee regarding the nomination.

PROCEDURAL MOTION (Crs B Crouch / L Sampson)
To resume Standing Orders

12.02/18 CARRIED

The Chair outlined details of the proposed motion determined during discussion in committee.

MOTION (Crs M Dusting /N Ledger)

That;

Council approve up to \$500.00 expenditure from the 'Elected Member Expenses Travel Costs (fares, accommodation, meals)' budget for airfares and ancillary expenses to and from Sydney to enable Councillor Isabel Strutt to attend the Ministers Awards for Women in Local Government.

13.02/18 CARRIED

Cr I Strutt returned to the meeting at 01:34pm.

Department: Infrastructure and Regulation
Submitted by: Manager Planning and Regulation
Reference/Subject: Report 5 -DIVISION DECISION – Development Application 2/2018 – 5 Bay Shed – 156 Bridge Street, Uralla

OFFICER'S RECOMMENDATION:

That;

Council approve Development Application 2/2018 submitted by Ponz Pty Ltd for a 5 bay shed on land known as 156 Bridge Street, Uralla, being Lot A DP 407571 subject to the following conditions of consent:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

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

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

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

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 certifying authority for the work, and
 - (b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - (c) stating that unauthorised entry to the site is prohibited.
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

6. Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifying authority 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 certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

GENERAL CONDITIONS

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

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

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

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

10. The 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**
 - in the case of a swimming pool, after the construction of the swimming pool is completed and the barrier (if one is required under the Swimming Pools Act 1992) has been erected and before the pool is filled with water,

** 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.

Applicants should give at least 24 hours notice to guarantee 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.

11. A Construction Certificate must be obtained from a Certifying Authority before work commences.

Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.

12. Occupancy of the building is not to take place until the Principal Certifying Authority (PCA) 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.

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

13. 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.

14. 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.

15. 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.

16. 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
- (c) The overflow is to be connected to the stormwater system.

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

17. The shed is not to be used as a domicile or commercial / industrial premises without prior written approval from Council.

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

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 Certifying Authority (if the PCA 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

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

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. 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.*
24. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the applicant and plumbing/drainage contractor shall ensure that the following procedures are adopted.
- (a) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
 - (b) Create the opening in the kerb by use of either a saw cut or bored hole only – breaking out the kerb by impact methods is not permitted,
 - (c) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
 - (d) The fixing of the kerb adaptor and filling in of side gaps is to be undertaken by the use of an epoxy resin – mortar or concrete is not to be used.
- Reason: Requirement of Council as the Road Authority.*

**CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION
CERTIFICATE**

1. 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.*

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

Resolution
Number

2. The developer is to meet the cost of and be responsible for the construction of vehicular entrances and exits in accordance with Council's requirements.

Reason: To provide appropriate access to the site.

MOTION (Crs R Bell / K Ward)

That;

Council approve Development Application 2/2018 submitted by Ponz Pty Ltd for a 5 bay shed on land known as 156 Bridge Street, Uralla, being Lot A DP 407571 subject to the following conditions of consent:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

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

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

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:
 - (d) showing the name, address and telephone number of the principal certifying authority 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.
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

6. Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information:
 - (c) 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,
 - (d) 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.

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

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 certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.

GENERAL CONDITIONS

8. The development shall be implemented in accordance with:
- (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.*

9. The owner of the property is to ensure that any structure is installed:
- (a) to meet the setback requirements of the approved plans,
 - (b) to be located within the confines of the lot, and;
 - (c) so that it does not interfere with any easements or covenants upon the land.
- Reason: To avoid any structures being erected in a location where it would be inappropriate.*

10. The 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**
 - in the case of a swimming pool, after the construction of the swimming pool is completed and the barrier (if one is required under the Swimming Pools Act 1992) has been erected and before the pool is filled with water,

** 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.

Applicants should give at least 24 hours notice to guarantee 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.

11. A Construction Certificate must be obtained from a Certifying Authority before work commences.

Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018**

Resolution
Number

12. Occupancy of the building is not to take place until the Principal Certifying Authority (PCA) 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.

13. 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.

14. 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.

15. 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.

16. 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

(c) The overflow is to be connected to the stormwater system.

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

17. The shed is not to be used as a domicile or commercial / industrial premises without prior written approval from Council.

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

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.

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

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 Certifying Authority (if the PCA 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. 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.

24. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the applicant and plumbing/drainage contractor shall ensure that the following procedures are adopted.

- (a) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicular loadings is to be utilised,
- (b) Create the opening in the kerb by use of either a saw cut or bored hole only – breaking out the kerb by impact methods is not permitted,
- (c) The kerb adaptor is to be kept flush with the top and outside face of the kerb, and
- (d) The fixing of the kerb adaptor and filling in of side gaps is to be undertaken by the use of an epoxy resin – mortar or concrete is not to be used.

Reason: Requirement of Council as the Road Authority.

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

Resolution
Number

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

1. 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.

2. The developer is to meet the cost of and be responsible for the construction of vehicular entrances and exits in accordance with Council's requirements.

Reason: To provide appropriate access to the site.

A DIVISION was called with the result recorded as follows:

FOR: Crs M Pearce, M Disting, B Crouch, L Sampson, N Ledger, T Toomey, R Bell, K Ward & I Strutt

14.02/18 CARRIED

Department: **Community and Governance**
Submitted by: Risk Management and Safety Officer
Reference/Subject: **Report 6 - 2018 Audit and Risk Committee - Meeting Times**

OFFICER'S RECOMMENDATION:

That;

Council change the 2018 Audit and Risk Committee scheduled meeting times, by replacing part 2 a) of resolution 15.12/17 with the following:

- (a) Set the Audit and Risk Committee meeting schedule for 2018 as:
 - 2pm Tuesday, 10 April 2018
 - 2pm Tuesday, 10 July 2018
 - 2pm Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements
 - 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements (prior to Ordinary Council Meeting held at 12:30pm)

MOTION (Crs B Crouch / N Ledger)

That;

Council change the 2018 Audit and Risk Committee scheduled meeting times, by replacing part 2 a) of resolution 15.12/17 with the following:

- (a) Set the Audit and Risk Committee meeting schedule for 2018 as:
 - 2pm Tuesday, 10 April 2018
 - 2pm Tuesday, 10 July 2018
 - 2pm Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements
 - 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements (prior to Ordinary Council Meeting held at 12:30pm)

15.02/18 CARRIED

Department: **Community and Governance**
Submitted by: Trish Kirkland
Reference/Subject: **Report 7 - 2017/18 Operational Plan - Progress Report at 31 December 2017**

OFFICER'S RECOMMENDATION:

That;

Council receive and note the 2017/18 Operational Plan Progress Report at 31 December 2017

MOTION (Crs I Strutt / N Ledger)

That;

Council receive and note the 2017/18 Operational Plan Progress Report at 31 December 2017

16.02/18 CARRIED

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

Resolution
Number

Department: **Community and Governance**
Submitted by: Director Community and Governance
Reference/Subject: **Report 8 - Community Services - Strategic Business Plans**

OFFICER'S RECOMMENDATION:

That;
Council receive and note this report.

MOTION (Crs I Strutt /B Crouch)

That;
Council receive and note this report and commend staff on their efforts to develop the required Business Plans and to manage the necessary expenditure within budget constraints.

17.02/18 CARRIED

Department: **Community and Governance**
Submitted by: Kim-Trieste Hastings
Reference/Subject: **Report 9 - Visitor Information Centre & Library Monthly Report**

OFFICER'S RECOMMENDATION:

That;
The report be received and noted.

MOTION (Crs T Toomey /L Sampson)

That;
The report be received and noted

18.02/18 CARRIED

Department: **Community and Governance**
Submitted by: Kim-Trieste Hastings
Reference/Subject: **Report 10 - Visitor Information Centre and Library Monthly Report**

OFFICER'S RECOMMENDATION:

That;
The report be received and noted.

MOTION (Crs T Toomey /N Ledger)

That;
The report be received and noted.

19.02/18 CARRIED

Department: **Infrastructure & Regulation**
Submitted by: Director of Infrastructure & Regulation
Reference/Subject: **Report 11 - Development Approvals and Refusals for December 2017**

Cr Crouch, having previously declared a conflict of interest, left the meeting at 02:03pm.

OFFICER'S RECOMMENDATION:

That;
Council receive and note the development approvals and refusals for December 2017.

MOTION (Crs I Strutt /R Bell)

That;
Council receive and note the development approvals and refusals for December 2017.

20.02/18 CARRIED

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

Resolution
Number

Department: **Infrastructure & Regulation**
Submitted by: Director of Infrastructure & Regulation
Reference/Subject: **Report 12 - Development Approvals and Refusals for January 2018**

Cr Crouch, having previously declared a conflict of interest, remained out of the room.
Cr Ward, having previously declared a conflict of interest, left the meeting at 02:04pm.

OFFICER'S RECOMMENDATION:

That;
Council receive and note the development approvals and refusals for January 2018.

MOTION (Crs R Bell /M Dusting)

That;
Council receive and note the development approvals and refusals for January 2018.

21.02/18 CARRIED

Crs Crouch and Ward returned to the meeting at 02:06pm.

Department: **Infrastructure & Regulation**
Submitted by: Director Infrastructure & Regulation
Reference/Subject: **Report 13 - Regulatory Statistics Ending 31 December 2017**

OFFICER'S RECOMMENDATION:

That;
The Regulatory Function Statistics ending 31 December 2017 be received and noted.

MOTION (Crs K Ward /T Toomey)

That;
The Regulatory Function Statistics ending 31 December 2017 be received and noted.

22.02/18 CARRIED

Department: **Infrastructure & Regulation**
Submitted by: Director Infrastructure & Regulation
Reference/Subject: **Report 14 - Uralla Shire Council Caravan Park – Interim management arrangements**

OFFICER'S RECOMMENDATION:

That Council;

1. Rename the caravan park, the "Queen Street Uralla Caravan Park".
2. Vote \$22,000 from Council's reserves;
 - Purchase and install two (2) new heat pumps.
 - Make safe the sites which previously had cabins.
 - Install new signage at the front of the facility.
 - Fit out the kitchenette in the caretaker's residence for suitability as a workplace.
 - Purchase and install one (1) coin operated washing machines and one (1) dryer.
 - Fund other additional items not yet identified.
3. Monitor the financial performance of the undertaking.
4. Receive a report at or before the June 2018 meeting regarding future management options for the caravan park.

PROCEDURAL MOTION (Crs R Bell /K Ward)

To move to Committee of the Whole

23.02/18 CARRIED

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018**

Resolution
Number

Councillors held a detailed discussion in committee regarding costings involved with the running of the caravan park.

PROCEDURAL MOTION (Crs I Strutt /M Dusting)
To resume Standing Orders

24.02/18 CARRIED

The Chair outlined details of the proposed motion determined during discussion in committee.

MOTION (Crs I Strutt / L Sampson)

That Council;

1. Rename the caravan park, the "Queen Street Uralla Caravan Park".
2. Vote \$22,000 from Council's reserves;
 - Purchase and install two (2) new heat pumps.
 - Make safe the sites which previously had cabins.
 - Install new signage at the front of the facility.
 - Fit out the kitchenette in the caretaker's residence for suitability as a workplace.
 - Purchase and install one (1) coin operated washing machines and one (1) dryer.
 - Fund other additional items not yet identified.
3. Monitor the financial performance of the undertaking.
4. Receive a report at or before the June 2018 meeting regarding future management options for the caravan park.

25.02/18 CARRIED

Department: **Infrastructure & Regulation**
Submitted by: Director Infrastructure & Regulation
Reference/Subject: **Report 15 - Works Progress Report as at 31 January 2018**

OFFICER'S RECOMMENDATION:

That;

The report be received and noted for the works completed or progressed during December 2017 and January 2018, and works programmed for February 2018.

Cr L Sampson left the meeting at 02.36pm.

MOTION (Crs M Dusting /B Crouch)

That;

The report be received and noted for the works completed or progressed during December 2017 and January 2018, and works programmed for February 2018.

26.02/18 CARRIED

Cr L Sampson was absent at the time of voting.

Cr L Sampson returned to the meeting at 02:38pm.

Department: **Infrastructure & Regulation**
Submitted by: Manager Waste, Water and Sewer Services
Reference/Subject: **Report 16 - Bundarra Sewer Scheme Second Quarterly Report October - December 2017**

OFFICER'S RECOMMENDATION:

That;

The October –December 2017 Bundarra Sewer Scheme progress report be received and noted by Council.

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

Resolution
Number

MOTION (Crs R Bell /B Crouch)

That;

The October –December 2017 Bundarra Sewer Scheme progress report be received and noted by Council.

27.02/18 CARRIED

Department: **Infrastructure & Regulation**
Submitted by: Manager Planning and Regulation
Reference/Subject: **Report 17 - Bundarra water Treatment Plant - Lot 1 DP 815912 – Operational land classification**

OFFICER'S RECOMMENDATION:

That Council;

Resolve to classify Lot 1 DP 815912, being location of the Bundarra water treatment plant, as operational land.

MOTION (Crs R Bell /L Sampson)

That Council;

Resolve to classify Lot 1 DP 815912, being location of the Bundarra water treatment plant, as operational land.

28.02/18 CARRIED

Department: **Community and Governance**
Submitted by: Kim-Trieste Hastings and Trish Kirkland
Reference/Subject: **Report 18 - Visitor Information Centre - Improvement Project Funding Request**

OFFICER'S RECOMMENDATION:

That Council;

Vote \$5,000 to the Tourism Budget Program account 03920.0350.603 Sundry Expenses and reduce the Visitor Information Centre Internal Restricted Funds by \$5,000 to enable the engagement of a suitably qualified consultant to provide concept design options, estimated costs and timeframes for implementation in accordance with Council resolution 38.11/17, part 1.

MOTION (Crs T Toomey /I Strutt)

That Council;

Vote \$5,000 to the Tourism Budget Program account 03920.0350.603 Sundry Expenses and reduce the Visitor Information Centre Internal Restricted Funds by \$5,000 to enable the engagement of a suitably qualified consultant to provide concept design options, estimated costs and timeframes for implementation in accordance with Council resolution 38.11/17, part 1.

29.02/18 CARRIED

Cr Ledger requested that her vote against the motion be recorded.

Cr Ledger expressed the view that the project was not moving quickly enough. The Chair confirmed these views would be reflected in the minutes.

Department: **General Managers Office**
Submitted by: General Manager
Reference/Subject: **Report 19 - Submission regarding Uralla Community Consultative Group**

OFFICER'S RECOMMENDATION:

That;

The document titled "A Case for the Formation of U-Watch", by Kent Mayo, be received and noted.

PROCEDURAL MOTION (Crs B Crouch /M Dusting)

To move to Committee of the Whole

30.02/18 CARRIED

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

Resolution
Number

Councillors held a detailed discussion in committee regarding the setting up a s355 committee,

PROCEDURAL MOTION (Crs M Dusting /B Crouch)
To resume Standing Orders

31.02/18 CARRIED

The Chair outlined details of the proposed motion determined during discussion in committee.

MOTION (Crs M Pearce /M Dusting)

That;

- 1) Council establish a Uralla Township and environs s355 committee to provide advice about the future development or redevelopment of public spaces in and near the township of Uralla.
- 2) The s355 committee be established for an interim period of 12 months and its continuance is to be reviewed at the conclusion of that 12 month period.
- 3) Council call for nominations from the community for membership of the committee, giving 21 days public notification.
- 4) Membership of the committee is, as far as reasonably possible, to be diverse so as to reflect different demographic points of view.
- 5) Membership is to be not less than 6 and not more than 12 community members.
- 6) Council receive a draft constitution about the committee at the April meeting.
- 7) Council receive nominations and select committee members at the April meeting.

32.02/18 CARRIED

Crs Bell & Strutt requested that their vote against the motion be recorded.

Department: **General Manager's Office**
Submitted by: General Manager
Reference/Subject: **Report 20 - 2018 Community Engagement Events**

OFFICER'S RECOMMENDATION:

That Council;

- a) Conduct three engagement events for the 2018 calendar year.
- b) Host an engagement event with owners/operators of businesses within and adjacent the Uralla Bridge Street Central Business District from 5pm to 7pm Tuesday 3rd April and provide guests with pre-dinner refreshments.
- c) Participate in the Youth Week program by inviting youth representatives from the Shires school community and other relevant youth groups to meet with councillors in Council chambers during Youth Week 2018.

MOTION (Crs R Bell /I Strutt)

That Council;

1. Conduct three engagement events for the 2018 calendar year.
2. Host an engagement event with owners/operators of businesses within and adjacent the Uralla Bridge Street Central Business District from 5pm to 7pm Tuesday 3rd April and provide guests with pre-dinner refreshments.
3. Participate in the Youth Week program by inviting youth representatives from the Shires school community and other relevant youth groups to meet with councillors in Council chambers during Youth Week 2018.
4. To participate in the NSW Seniors Festival, 4th – 15th April by inviting our senior citizen residents to a morning tea at council chambers on a date to be confirmed.

33.02/18 CARRIED

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

Resolution
Number

Department: **Community and Governance**
Submitted by: Kim-Trieste Hastings
Reference/Subject: **Late Report #1 - Proposed Financial Assistance to the New England Wine Industry Association**

OFFICER'S RECOMMENDATION:

That Council;

1. Give 28-days public notice of the proposed \$2,000 in financial assistance to The New England Wine Industry Association to support their efforts to "reinvigorate" the region's wine industry activities.
2. Contribute \$2,000 in financial assistance to the New England Wine Industry Association, subject to:
 - a. New England Wine Industry Association successfully securing a Wine Australia's International Wine Tourism Competitive Grant in 2018; and
 - b. Council not receiving submissions opposing the proposal during the 28-day public notice period

PROCEDURAL MOTION (Crs T Toomey /K Ward)
To move to Committee of the Whole

34.02/18 CARRIED

Councillors held a detailed discussion in committee regarding the possibilities this could provide.

PROCEDURAL MOTION (Crs I Strutt /K Ward)
To resume Standing Orders

35.02/18 CARRIED

The Chair outlined details of the proposed motion determined during discussion in committee.

MOTION (Crs R Bell/K Ward)

That Council;

1. Give 28-days public notice of the proposed \$2,000 in financial assistance to The New England Wine Industry Association to support their efforts to "reinvigorate" the region's wine industry activities.
2. Contribute \$2,000 in financial assistance to the New England Wine Industry Association, subject to:
 - a. New England Wine Industry Association successfully securing a Wine Australia's International Wine Tourism Competitive Grant in 2018; and
 - b. Council not receiving submissions opposing the proposal during the 28-day public notice period

36.02/18 CARRIED

Cr Crouch requested that his vote against the motion be recorded.

Meeting Adjournment (3.40pm to 3.52pm)

Department: **Finance**
Submitted by: Chief Financial Officer
Reference/Subject: **Late Report #2 - 2017/18 – 2nd Quarter Budget Review Statements**

OFFICER'S RECOMMENDATION:

That;

1. The second quarter budget review summary for the 2017/18 financial year be received and noted; and
2. The adjustments to budget allocations, including transfers to and from reserves, be adopted;

Presentation by CFO Simon Paul

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

Resolution
Number

PROCEDURAL MOTION (Crs R Bell /B Crouch)
To move to Committee of the Whole

37.02/18 CARRIED

Cr N Ledger left the meeting at 4.10pm.
Cr N Ledger returned to the meeting at 4.11pm.

Councillors held a detailed discussion in committee regarding the QBR2 document and presentation.

PROCEDURAL MOTION (Crs T Toomey /I Strutt)
To resume Standing Orders

38.02/18 CARRIED

The Chair outlined details of the proposed motion determined during discussion in committee.

MOTION (Crs N Ledger /L Sampson)

That;

1. The second quarter budget review summary for the 2017/18 financial year be received and noted; and
2. The adjustments to budget allocations, including transfers to and from reserves, be adopted;

39.02/18 CARRIED

Department: **Infrastructure & Regulation**
Submitted by: Director Infrastructure & Regulation
Reference/Subject: **Late Report #3 - Heritage Advisory Services Summary for February 2018**

OFFICER'S RECOMMENDATION:

That;

The Heritage Advisory Services Summary for February 2018 be received and noted by Council.

MOTION (Crs B Crouch /I Strutt)

That;

The Heritage Advisory Services Summary for February 2018 be received and noted by Council.

40.02/18 CARRIED

17. MOTIONS ON NOTICE

There were no 'Notices of Motion' addressed to the 27 February Meeting.

18. SCHEDULE OF COUNCIL RESOLUTIONS

Schedule of Action Items as at: 27 February 2018

Councillors undertook a review of the Schedule of Action Items.

19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

Resolution
Number

20. QUESTIONS FOR NEXT MEETING

Questions for 27 March 2018 Ordinary Meeting of Council

Cr Toomey

Cr Toomey raised the following question at the 27 February meeting of Council:-

1. Will Uralla be receiving a return and earn machine? If yes, where, if no, why not.

Cr Bell

Cr Bell raised the following question at the 27 February meeting of Council:-

1. Can Council provide a critical review of recycling collection, sorting and sale.

21. CONFIDENTIAL BUSINESS

PROCEDURAL MOTION (Crs M Dusting /B Crouch)

To move into Closed Session of Council

That;

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

The matters referred to the Closed Session of the 27 February 2018 meeting are received by Council under Section 10A (2 d i) of the Local Government Act (NSW) 1993.

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:

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,**

41.0/17 CARRIED

Department:

Infrastructure & Regulation

Submitted by:

Director Infrastructure & Regulation

Reference/Subject:

Report 21 - Bundarra Tennis Courts - Lot 1 Sec 9 DP 758181

OFFICER'S RECOMMENDATION:

That Council;

1. Note the advice in regard to the position of the Anglican Diocese of Armidale in relation of the transfer of the tennis court land, Lot 1 Sec 9 DP 758181 to Council;
2. Offer the Anglican Diocese of Armidale \$7,500 for the purchase of Lot 1 Sec 9 DP 758181 with each party to bear their own legal costs, and
3. Vote \$10,000 from Council's reserves for the purchase including legal costs.

MOTION (Crs R Bell / B Crouch)

That Council;

1. Note the advice in regard to the position of the Anglican Diocese of Armidale in relation of the transfer of the tennis court land, Lot 1 Sec 9 DP 758181 to Council;
2. Offer the Anglican Diocese of Armidale \$7,500 for the purchase of Lot 1 Sec 9 DP 758181 with each party to bear their own legal costs, and
3. Vote \$10,000 from Council's reserves for the purchase including legal costs.

42.02/18 CARRIED

MOVE TO OPEN SESSION

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 27 February 2018

Resolution
Number

PROCEDURAL MOTION (Crs I Strutt /R Bell)

To return to Open Session of Council

That;

Council move back to Open Session

43.02/18 CARRIED

PROCEDURAL MOTION (Crs M Dusting / B Crouch)

To adopt the resolution of Council in closed session in open session

That;

The resolutions of council in closed session become resolutions in the open session.

44.02/18 CARRIED

CLOSURE OF MEETING

The meeting was closed at: 05:05pm

COUNCIL MINUTES CONFIRMED BY:

RESOLUTION NUMBER:	
DATE:	
MAYOR:	

8. ANNOUNCEMENTS

9. TABLING OF REPORTS & PETITIONS

**10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN
THE CONFIDENTIAL SECTION**

11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

12. PRESENTATIONS

There are no Presentations scheduled for the Meeting.

13. DEPUTATIONS

There are no Deputations registered for the Meeting.

14. WRITTEN REPORTS FROM DELEGATES



COUNCILLOR REPORT

Submitted by:	<i>Councillor Isabel Strutt</i>
Reference/Subject:	Minister's Awards for Women in Local Government in Sydney

COUNCILLOR'S RECOMMENDATION:

That the report on the Minister's Awards for Women in Local Government be received and noted.

REPORT:

I would like to thank Council for enabling me to attend the Minister's Awards for Women in Local Government at Parliament House in Sydney on Wednesday 7 March 2018.

The Awards celebrate the contribution of women in Local Government in New South Wales and aim to encourage more women to take on leadership roles in NSW Local Government. The 2018 Awards had attracted a considerable number of nominees representing Councils across the State.

In 2018 there were five categories of awards

- Elected Representative
- General Manager/Senior Staff Member – General manager or senior staff positions as defined by Councils in the Local Government Directory
- Non-Senior Staff Member - aimed at women who may or may not have worked in local government for long, or at a senior level, but who have demonstrated significant achievement and leadership
- Women in non-traditional roles – a role that is traditionally held by men where the nominee is the first to enter into that role at their council or is breaking down gender stereotype barriers and conventions to perform the functions of any given role.
- Women in traineeships or apprenticeships – the traineeships/apprentices category is a new category for 2018 and will recognise achievements of outstanding individuals who have undertaken traineeships in the local government sector.

The Awards were presented by the Minister for Local Government, the Hon. Gabrielle Upton MP in partnership with the Minister for Women, the Hon. Tanya Davies MP. In her opening address Minister Upton congratulated all nominees and acknowledged the work of women in local government. She gave a brief history of the entry of women into local government in New South Wales and of the increase in numbers of women now participating, either as elected representatives or in staff roles, particularly in recent years. The Preston Stanley Room in Parliament House where the ceremony was held is named in honour of the first woman elected to the New South Wales State Parliament.

Uralla Shire Council
Council Business Paper – 27 March 2018

The winners of Awards were :

Elected Representative :

From a Metropolitan Council - Clr. Lucille McKenna OAM of the Inner West Council
From a Rural or Regional Council – Clr. Tegan Swan of Coffs Harbour City Council

General Manager/Senior Staff Member :

From a Metropolitan Council - Simone Cook of Canterbury Bankstown Council
Highly Commended – Meredith Wallace of Bayside Council
From a Rural or Regional Council - Rebecca Ryan of Blayney Shire Council
Highly Commended – Fiona Plesman of Muswellbrook Shire Council

Non-Senior Staff Member:

From a Metropolitan Council – Turkan Aksoy of Canterbury Bankstown Council
Highly Commended - Emily Raymond of Newcastle City Council
Highly Commended – Carol Ashworth of Blacktown City Council
From a Rural or Regional Council – Marie Edwards of Lake Macquarie City Council
Highly Commended – Gina Mobayed of Goulbourn Mulwaree Council

Women in a Non-Traditional Role :

From a Metropolitan Council – Joint Winners – Tracey Moroney of Bayside Council
Mary-Anne Priest of City of Sydney Council
From a Rural or Regional Council – Teena Riley of Goulbourn Mulwaree Council
Highly Commended – Cate Fennell of Parkes Shire Council

Women in traineeships or apprenticeships :

From a Metropolitan Council - Rae-Anne Young of Blacktown City Council
From a Rural or Regional Council – Breanna Green of Gunnedah Shire Council

Attending the Awards ceremony provided the opportunity for me to meet the President of LGNSW, Clr. Linda Scott and to express support for the decision of LGNSW to visit Councils in the rural and regional areas of the State for discussions and fact-finding. It will be a positive for LGNSW to develop an informed working relationship with rural and regional councils so that the Local Government representative body can advocate from an informed position, and can be seen to be doing so.

Through the kind offices of the Hon. Adam Marshall I was able to attend Question Time, which was an interesting experience. In the Speaker's welcome to myself as one of the visitors in the gallery Uralla Shire Council was brought to the notice of the House.

During Question Time the Hon. Gabrielle Upton, Minister for the Environment, advised that the Government has held discussions with stake-holders about how to manage waste product and recycling in view of China's refusal to take recycling which they categorise as contaminated. From the Minister's statement it can be understood that Councils would be kept in the information loop about planned actions to deal with the waste disposal and recycling problems which are resultant from China's decision. I understand that Uralla Shire Council has heard from the Minister following that meeting.

Again, I thank Council for affording me this opportunity.

Prepared by: Councillor Isabel Strutt
Attachments: NIL



COUNCILLOR REPORT

Submitted by:	<i>Councillor Isabel Strutt</i>
Reference/Subject:	International Womens' Day Luncheon – Friday 2 March 2018

COUNCILLOR'S RECOMMENDATION:

That the report on the International Womens' Day Luncheon be received and noted.

REPORT:

The 2018 annual International Womens' Day Luncheon is the 11th which has been held, the first luncheon being held in 2007.

Invitations were sent by email to 28 Clubs and organisations within the Shire with the request for those organisations to distribute the invitation to their members. The Principal and female School Captains or student representatives of the 6 schools in the Shire were invited, and 9 individual invitations were sent - a total of 43. Eighty-eight guests attended including at least two new residents in the Shire; several first-time attendees; a number of ladies who are regular attendees; several members of Council staff; ladies from Bundarra; five residents and the Manager from McMaugh Gardens; and teachers and students from Uralla Central School, Bundarra Central School, and St. Joseph's School.

The lunch was held at the Uralla Bowling Club which was a very pleasant venue comfortably accommodating the number of guests. Bowling Club manager and staff were most helpful both on the day and in making arrangements for the function. Chef Mr. Sandy Phillips served a delicious meal.

Ms Caitlin Furlong, ABC Tamworth news journalist and news reader was the guest speaker, giving an interesting and entertaining insight into what is involved in her role of following up on news items; local events; and items of information relevant to the region. The role of interviewer can be demanding – sometimes enjoyable and a pleasure meeting people; confronting in times of tragedy or hardship. Early mornings and many kilometres of travel are part of the job, as are resourcefulness in dealing with unexpected problems in meeting schedules. Integrity and professional conduct in handling information which comes to hand or which is obtained are essentials for the role. A good sense of humour would have to be standard in the tool-kit! Caitlin's address was appreciated by everyone and Caitlin herself was glad to have the opportunity to visit Uralla. Table competitions, raffle and lucky spot prizes added to the fun.

Suggestion sheets were provided on the tables asking guests for their comment on the function - anything which could be improved; any criticisms; or suggestions for additional invitations. It was

Uralla Shire Council
Council Business Paper – 27 March 2018

very encouraging that the response sheets which were received were all positive and appreciative of the function.

We sincerely thank the Uralla Shire Council for its ongoing support; the Uralla Bowling Club and chef, Mr. Sandy Phillips; and the KnickKnack Shack for the beautiful floral table arrangements which became the lucky spot prizes.

On the following page a summary of the International Womens' Day lunches to date is included for your interest :-

Year	Venue	Guest Speaker	No. Attending
2007	Uralla Golf Club	Ms Cheryl Nolan - old and modern real life stories , and recognising volunteers.	76
2008	Uralla Bowling Club	Ms Fran Kaberry – voluntary aid at eastern European orphanage.	98
2009	Uralla Bowling Club	Ms Sue Brown – Principal of Uralla Central School	98
2010	Uralla Golf Club	Mrs Rosemary Leitch – her life experiences and opportunities to help others	112
2011	Uralla Memorial Hall	Mr. Arnold Goode – local history	80
2012	Uralla Memorial Hall	Ms Corinne Annett – small business owner Ms Christie Watts – Hope Hill project to support and help young people	78
2013	Uralla Golf Club	Miss Emily Hull – represented Australia at Stockholm International Youth Science Seminar	81
2014	Uralla Memorial Hall	Mrs Jacqueline Weir – visited Iraq in late 2013 Miss Kleo Charnas – Uralla Sports person of the year in 2014 Australia Day Awards	88
2015	Uralla Memorial Hall	Mrs Margaret Kennedy – Theatre for Disabled in Armidale	90
2016	Uralla Central School	Ms Sara Mills – Teacher from “Backtrack” and 4 students	50-60
2017	Uralla Central School	Mrs Jo Hopkins – experience of living in Dubai 4 years and Saudi Arabia 2 years Ms Sarah Mills – Teacher from “Backtrack” – update on Backtrack programme for girls	69
2018	Uralla Bowling Club	Ms Caitlin Furlon – ABC Tamworth – News journalist and news reader	88

Councillors T. Toomey, N. Ledger, I. Strutt
per Councillor Isabel Strutt
19/3/2018

15. MAYORAL MINUTE

There is no Mayoral Minute to the 27 March 2018 Meeting

16. REPORTS TO COUNCIL



REPORT TO COUNCIL

Department:	Organisational Services - Finance
Submitted by:	<i>Chief Financial Officer</i>
Subject:	Report 1 - Cash at Bank and Investments

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.2 An effective and efficient organisation.
Strategy:	4.2.2 Operate in a financially responsible and sustainable manner.
Activity:	4.2.2.1 Maintain and control financial system and improve long-term sustainability
Action:	Maintain cash flow and maximise return on investment within risk parameters provided by the Office of Local Government

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.

OFFICER'S RECOMMENDATION:

That:

Council note the cash position as at 28 February, 2018 consisting of cash and overnight funds of \$1,303,357, term deposits of \$12,350,000 totalling \$13,653,357 of readily convertible funds.

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 \$12,350,000 spread over the next twelve months will receive a range of interest from 2.35% to 2.75% with an average rate of 2.56%. 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 28 February, 2018.

KEY ISSUES:

Interest rates have remained unchanged over the past month. Despite market volatility, the outlook for any increase in interest rates continues to be low with inflation below the RBA target. Although interest rates are likely to increase up to four times in the US in 2018, it is unlikely that we will see a rate increase in 2018. The current low interest rates will continue to result in reduced investment returns over the coming year.

COUNCIL

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations 2005

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

Risk management involves ensuring compliance with the Minister's Orders regarding approved type of investments thus reducing risk of future losses on investments made.

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member:	Simon Paul
TRIM Reference Number:	U15/287
Approved/Reviewed by Manager:	Chief Financial Officer
Department:	Organisational Services - Finance
Attachments:	Council's Investments as 28 February, 2018 Diary of Investment Maturity Dates and Amounts

Uralla Shire Council
Council Business Paper – 27 March 2018

Uralla Shire Council		
Investments at 28 February, 2018		
Cash at Bank – Operating Accounts:		
Institution	Account	Bank Statement
National Australia Bank	Main Account	\$290,447.81
National Australia Bank	Trust Account	\$31,296.33
Community Mutual	Bundarra RTC	\$24,641.25
Total		\$346,385.39
Business Investment (Cash Management) Account		
Institution	Interest rate	Balance
National Australia Bank	0.01%	\$0.00
Professional Funds	0.15% above RBA cash rate	\$956,971.32
Total		\$956,971.32

Term Deposits:			
Institution	Interest rate	Maturity	Balance
National Australia Bank	2.50%	9/04/2018	\$500,000.00
Bank of Queensland	2.60%	9/04/2018	\$500,000.00
National Australia Bank	2.50%	17/04/2018	\$500,000.00
Commonwealth Bank	2.61%	4/05/2018	\$600,000.00
ANZ	2.35%	17/05/2018	\$300,000.00
Bank of Queensland	2.55%	12/03/2018	\$800,000.00
Bank of Queensland	2.55%	12/06/2018	\$800,000.00
Commonwealth Bank	2.53%	6/07/2018	\$500,000.00
Westpac Banking Corporation	2.75%	24/07/2018	\$1,000,000.00
National Australia Bank	2.45%	26/08/2018	\$1,000,000.00
National Australia Bank	2.50%	7/03/2018	\$500,000.00
Commonwealth Bank	2.55%	29/08/2018	\$800,000.00
ANZ	2.45%	10/10/2018	\$400,000.00
Westpac Banking Corporation	2.74%	18/10/2018	\$1,300,000.00
Commonwealth Bank	2.54%	20/11/2018	\$250,000.00
ANZ	2.45%	26/11/2018	\$800,000.00
Commonwealth Bank	2.51%	15/01/2019	\$700,000.00
Westpac Banking Corporation	2.55%	24/01/2019	\$500,000.00
National Australia Bank	2.50%	28/02/2019	\$600,000.00
Total			\$12,350,000.00

Uralla Shire Council
Council Business Paper – 27 March 2018

Loans:		
Loan no.	Purpose	Balance
165	MGH Property	\$55,662.16
167	Rear Service Lane Land	\$1,691.88
168	Community Centre	\$43,785.34
176	Library Extensions	\$211,900.96
177	Grace Munro Centre	\$169,542.78
181	Creative Village Works	\$9,940.39
185	Public Toilets Alma Park	\$10,170.07
186	Public Toilets Pioneer Park	\$16,825.31
187	Undergrounding Power and Mainstreet Upgrade	\$162,146.44
188	Paving and Power Undergrounding	\$39,303.87
189	Bridge Construction	\$226,769.67
190	Bridge construction & industrial land development	\$1,751,440.05
Total		\$2,699,178.92



REPORT TO COUNCIL

Department:	General Manager
Submitted by:	General Manager
Reference/Subject:	Report 2 - National General Assembly of Local Government 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.1	A strong, accountable and representative Council.
Strategy:	4.1.4	Provide strong representation for the community at the regional, state and federal levels.
Action:	4.1.4.1	Advocate the needs of the Shire to State and Federal Governments.

SUMMARY:

The National General Assembly of Local Government (NGA) Conference is to be held from Sunday 17 June to Wednesday 20 June 2018 in Canberra.

The NGA represents a unique opportunity for local government leaders to connect with over 800 delegates from councils across Australia. The conference incorporates a formal meeting of Australian Local Government Representatives whereat Uralla Shire Council has voting rights of one single vote per motion.

The theme at this years conference is 'Australia's future: make it local', which is intended to reflect not just the wide scope and importance of local government, but also its ability to influence and affect fundamental change and improvement at the community level.

OFFICER'S RECOMMENDATION:

That Council:

- a) **Be represented at the 2018 National General Assembly (NGA) of Local Government by the Mayor, or his alternate delegate.**
- b) **Determine whether to submit a motion(s) to the NGA.**

REPORT:

The NGA provides our Council representative with an opportunity to:

- Influence the national agenda
- Engage with state and federal politicians
- Shape policy and priorities of government
- Represent our council and community
- Have our say

The NGA provides councils with an opportunity to contribute to the development of national local government policy. The Australian Local Government Association Board is calling for motions for the 2018 conference. This gives Uralla Shire Council the opportunity to ensure that our council's view is reflected in the national priorities identified for Local Government by submitting ideas and initiatives as motions to be debated at the Assembly.

This is a link to the conference material http://www.conferenceco.com.au/ALGA_NGA/

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The conference provides the Council with the opportunity to participate in developing informed policies that will positively impact communities across the country.

2. Policy and Regulation

Nil

3. Financial (LTFP)

Nil. The estimated cost for registration, travel and accommodation is \$2,750 – based on early registration and lower (than full fair) cost flights.

These costs are accommodated within the existing budget.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member: Andrew Hopkins
TRIM Reference Number:
Approved/Reviewed by Manager: General Manager
Department:
Attachments:



REPORT TO COUNCIL

Department:	Community and Governance
Submitted by:	Coordinator Governance and Risk
Reference/Subject:	Report 3 - 2018 Audit, Risk and Improvement Committee– Independent Members

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2 An effective and efficient organisation
Strategy:	4.2.6 Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment workforce
Activity:	4.2.6.1 Develop and incorporate a risk management framework which is effective and accessible
Action:	4.2.6.1.4 Develop an enterprise wide risk management framework.

SUMMARY:

The purpose of this report is for Council to endorse the appointment of one independent external representative to Council's Audit, Risk and Improvement Committee in accordance with the Audit, Risk and Improvement Committee Charter. The representative has been assessed as the preferred candidate by Council's evaluation committee, which used set criteria to assess applicants based on qualifications, experience and skills.

OFFICER'S RECOMMENDATION:

That Council:

1. **Appoint Paul Packham to Council's Audit, Risk and Improvement Committee as an independent external representative, as recommended by the evaluation committee.**
2. **Seek Expressions of Interest for the remaining vacant independent external representative position on Council's Audit, Risk and Improvement Committee.**

BACKGROUND:

On 22 September 2014, Council adopted its Risk Management Policy, which commits Council to establishing and maintaining an Audit and Risk Committee in accordance with the Internal Audit Guidelines produced by the Office of Local Government, then the Division of Local Government (Resolution 300/14). At the Ordinary Meeting on 27 October 2014, Council adopted the Audit and Risk Committee Charter (Resolution 329/14). The charter prescribes how the Audit and Risk Committee within Council will be governed.

At Council's Ordinary Meeting on 27 April 2015, Council resolved to appoint Mr Michael O'Connor and Mr Sean Johnston as the two independent external representatives to Council's Audit and Risk Committee, as recommended by the evaluation committee (Resolution 9.04/15).

Mr Johnston resigned from the Audit and Risk Committee prior to the Committee's meeting in November 2017. An Expression of Interest process was facilitated from 23 February to 9 March 2018 to identify a suitable replacement for Mr Johnston, and to fill an additional independent external representative position on the Committee as required under the Internal Audit Guidelines.

REPORT:

The Expressions of Interest (EOI) process was facilitated from 23 February to 9 March 2018 and was promoted via Public Notice in both the *Armidale Express* and *Northern Daily Leader*, as well as on Council's website at www.uralla.nsw.gov.au. Council received two applications by the close of the EOI period on 9 March 2018.

Both applications received were evaluated by an evaluation committee against the set criteria of qualifications, experience and skills. A ranking scale was used to evaluate the applications (**Attachment A**). The evaluation committee comprises the Director Community and Governance, Coordinator Governance and Risk, and the Risk Management and Safety Officer. On receipt of the submissions in response to the EOI, the Risk Management and Safety Officer declared a non-pecuniary conflict of interest and did not participate in the evaluation or assessment of the two applications received.

Following the evaluation of the two applications received, the evaluation committee determined that only Mr Packham's application demonstrated the requisite qualifications, experience and skills required to serve on Council's Audit, Risk and Improvement Committee. A satisfactory check to verify qualifications, experience and skills was conducted. Refer to **Confidential** Attachment B for a copy of Mr Packham's application.

In accordance with Clause 3.2 of the Audit, Risk and Improvement Committee Charter, Mr Packham's appointment will be the balance of the current Council term, which expires in September 2020. Following the 2020 local government elections, all three external independent representatives are eligible for extension for re-appointment following a formal review of their performance by the elected Council.

KEY ISSUES:

Mr Packham is a Chartered Accountant and possesses demonstrated professional experience in Audit, financial management, corporate compliance and risk management in both private and public sector organisations. He holds tertiary qualifications in economics and financial management.

CONCLUSION:

The evaluation committee has determined that Mr Packham has the qualifications, experience and skills required to serve on Council's Audit, Risk and Improvement Committee and provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.

The evaluation committee has further recommended that a second Expression of Interest process be facilitated in June 2018 to identify a suitable person to fill the remaining vacant independent external position on the Audit, Risk and Improvement Committee.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Council conducted an open Expression of Interest process for the selection of two independent external members, which was advertised in local media as well on Council's website.

2. Policy and Regulation

Risk Management Policy
OLG Internal Audit Guidelines

3. Financial (LTFP)

Member's fees have been incorporated into existing budget allocations.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

The Local Government Act prescribes that risk management is an integral part of all Council systems. The Audit, Risk and Improvement Committee will provide professional independent advice and assistance to Uralla Shire Council to improve its operations and functions, ensure compliance to legislation, and be accountable for its external responsibilities.

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:	Cian Middleton
TRIM Reference Number:	
Approved/Reviewed by Manager:	Trish Kirkland
Department:	Director Community and Governance
Attachments:	Attachment A – Evaluation Ranking Scale Confidential Attachment B – Application

Evaluation Criteria – Audit, Risk and Improvement Committee Applicants

Ratings – Comparative Assessment and Ranking Method

Score	Rating Scale	Definition
8-10	Outstanding	Meets the requirements comprehensively in all respects, exceeds some requirements. Demonstrates innovation/improved service delivery with significant benefits to the organisation. Displays a significant capacity to add value to the outcome through quality of people or processes or through specialist knowledge or experience.
	Very Superior	Meets requirements in all respects, exceeds some requirements and provides detailed evidence of a high level of innovation/adaptability. Displays a high-level capacity to add value to the outcome through quality of people or processes or through specialist knowledge or experience.
	Superior	Meets requirements in all respects, provides full details and demonstrates evidence of a moderate level of innovation/adaptability. Displays a high level capacity to add value to the outcome through quality of people or processes or through specialist knowledge or experience.
6-7	Very Good	Fully meets the requirement, good probability or successful service delivery. Limited risk.
	Good	Meets the requirement with limited or manageable shortcomings. Low risk.
4-5	Satisfactory	Generally meets the requirement but with some shortcomings. Possible moderate risk.
	Marginal	Does not meet the requirement in some minor respect.
1-3	Poor	Does not meet some moderately important aspect of the requirement or has major shortcomings.
	Very Poor	Does not meet some major aspect of the requirement or has critical shortcomings.
	Unsatisfactory	Fails to meet all major aspects of the requirement.
0	Non-Compliant	Completely fails to meet the requirement.



REPORT TO COUNCIL

Department:	Community and Governance
Submitted by:	Risk Management and Safety Officer
Reference/Subject:	Report 4 - Audit, Risk and Improvement Committee – Revised Charter

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2 An effective and efficient organisation
Strategy:	4.2.6 Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment workforce
Activity:	4.2.6.1 Develop and incorporate a risk management framework which is effective and accessible
Action:	4.2.6.1.3 Develop an enterprise wide risk management framework.

SUMMARY:

This report recommends that a revised Committee Charter be adopted, to better reflect Section 428A of the *Local Government Act 1993*, as amended in 2016 by the *Local Government Amendment (Governance and Planning) Act 2016* and the Office of Local Government Internal Audit Guidelines.

OFFICER'S RECOMMENDATION:

That Council:

- 1. Rename the Audit and Risk Committee to the Audit, Risk and Improvement Committee.**
- 2. Adopt the Charter: Audit, Risk and Improvement Committee 2018, contained at Attachment A.**

BACKGROUND:

At its Ordinary Meeting held on 22 September 2014, Council resolved to adopt the current Risk Management Policy (Resolution 300/14). In accordance with the Division of Local Government's (now the Office of Local Government) Internal Audit Guidelines, the policy commits Council to forming and maintaining an Audit and Risk Management Committee.

The role, purpose and membership of the Audit and Risk Management Committee is detailed in the Audit and Risk Committee Charter, which was adopted by Council at its Ordinary Meeting on 27 October 2014 (Resolution 329/14). The Committee Charter is required to be reviewed by the Audit and Risk Committee at least once every two years, and within 12 months of a quadrennial election of Council.

The NSW Government has adopted legislation to require every local government to have an Audit, Risk and Improvement Committee. The *Local Government Amendment (Governance and Planning) Act 2016* (“the Amending Act”) establishes amendments to Section 428A of the *Local Government Act 1993* (“the Local Government Act”), which, when proclaimed, will compel the creation of an Audit, Risk and Improvement Committee in every council, significantly improving the practice of internal audit across the NSW local government sector.

REPORT:

The biennial review of the Audit and Risk Committee Charter has been undertaken and it is recommended that changes be made to align the Committee Charter with the recent Amendments Act and Office of Local Government Internal Audit Guidelines.

The Amending Act received assent on 30 August 2016. While the majority of its provisions are now in force, one of the provisions that has not commenced is paragraph 41 of Schedule 1 to the Amending Act, that will upon commencement amend the Local Government Act to insert the following as a (new) Part 4A to the Act:

428A Audit, Risk and Improvement Committee

1. *A council must appoint an Audit, Risk and Improvement Committee.*
2. *The Committee must keep under review the following aspects of the council's operations:*
 - a. *Compliance,*
 - b. *Risk management,*
 - c. *Fraud control,*
 - d. *Financial management,*
 - e. *Implementation of the strategic plan, delivery program and strategies,*
 - f. *Service reviews,*
 - g. *Collection of performance measurement data by the council,*
 - h. *Any other matters prescribed by the regulations.*
3. *The Committee is also to provide information to the council for the purpose of improving the council's performance of its functions.*

The Office of Local Government Internal Audit Guidelines prescribes that Council's Audit, Risk and Improvement Committee should comprise a majority of independent members.

Council's current Audit and Risk Committee Charter provides for the Committee membership to include two elected representatives from Council and two independent external members.

Clause 3.1 of the revised Committee Charter provides for Council's Audit, Risk and Improvement Committee to meet the requirements of the Guidelines to comprise five voting members, consisting of:

- Two (2) elected representatives from Council; and
- Three (3) independent external representatives, one of whom is to be Chairperson of the Committee.

At the Audit and Risk Committee Meeting held 21 November 2017, the Committee received and noted the actions required to align the Committee name and functions, via a revised Charter, with the Amending Act and Office of Local Government Internal Audit Guidelines. Subsequently, significant alterations were made to the objective, scope, membership and composition, and tenure provisions of the Charter to align with the Internal Audit Guidelines and reflect legislative changes. Due to the extent of the changes between the existing Audit Committee Charter and the proposed Charter: Audit, Risk and Improvement Committee 2018, an assessment of the differences between the two documents would not serve any useful purpose and has not been included.

KEY ISSUES:

- Alignment of Council's Audit, Risk and Improvement Committee with the Amending Act and Office of Local Government Internal Audit Guidelines.
- Biennial review of the Committee Charter.

CONCLUSION:

This report recommends that Council rename the Audit Committee the Audit, Risk and Improvement Committee to align with legislative changes, and adopt the revised Charter: Audit, Risk and Improvement Committee 2018.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Nil

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

The *Local Government Amendment (Governance and Planning) Act 2016* ("the Amending Act") received assent on 30 August 2016. Some parts of the Amending Act have not yet commenced, including paragraph 41 of Schedule 1 to the Amending Act, which (once it commences) will amend the *Local Government Act 1993* and require Council to establish an Audit, Risk and Improvement Committee.

The Audit, Risk and Improvement Committee will be an integral component of Council's Risk Management Framework. The Audit, Risk and Improvement Committee will provide independent assurance and assistance to Council on risk management, governance, internal audit, organisational performance and external accountability.

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:	Matthew Fletcher
TRIM Reference Number:	
Approved/Reviewed by Manager:	Trish Kirkland
Department:	Director Community and Governance
Attachments:	Attachment A - Charter: Risk, Audit and Improvement Committee 2018



Charter: Audit, Risk and Improvement Committee 2018

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Director Community and Governance		
Document Development Officer	Risk Management and Safety Officer		
Review Timeframe	2 Years		
Last Review Date:	March 2018	Next Scheduled Review Date	2020

Document History

Doc No.	Date Amended	Details
1	October 2014	Adopted by Council – Res # 329/14
2	March 2018	Review for <i>LG Amendment (Governance and Planning) Act 2016</i> , review by Executive.

Related Legislation*	Refer to Legislative and Strategic Context
Related Policies	Risk Management Manuals
Related Procedures/ Protocols, Statements, documents	<i>Local Government Act 1993</i> <i>Local Government Amendment (Governance and Planning) Act 2016</i> AS/NZS 31000:2009 Risk Management – Principles and Guidelines Risk OLG Internal Audit Guidelines 2010 Risk Register Risk Management Action Plan Integrated Planning and Reporting Framework documents Internal Audit Plan Audit Charter Business Continuity Plan

TABLE OF CONTENTS

1. OBJECTIVES	2
2. SCOPE AND AUTHORITY	2
3. COMPOSITION AND TENURE	2
3.1. Voting Members	2
3.2. Attendees from Council	3
3.3. Other Persons	3
4. ROLE AND RESPONSIBILITIES	3
4.1 Risk Management	3
4.2 Control Framework	4
4.3 Legislative Compliance	4
4.4 External Audit	4
4.5 Internal Audit	5
4.6 External Accountability	5
4.7 Responsibilities of Members	5
5. ADMINISTRATIVE ARRANGEMENTS	6
5.1 Meetings	6
5.2 Attendance at Meetings and Quorums	6
5.3 Secretariat	6
5.4 Conflict of Interests	6
5.5 Induction	7
5.6 Assessment Arrangements	7
5.7 Review of Audit & Risk Committee Charter	7

1. OBJECTIVES

The objective of the Audit, Risk & Improvement Committee (Committee) is to provide professional independent advice and assistance to the Uralla Shire Council (Council) to improve its operations and functions, ensure compliance to legislation, and be accountable for its external responsibilities. This charter outlines and defines the responsibilities and the extent of authority that the Committee is granted.

2. SCOPE AND AUTHORITY

Subject to any legal obligations to protect information and confidentiality, Council authorises the Committee, within the scope of its role and responsibilities to:

- a) Have access to and obtain any information that it requires;
- b) Discuss relevant matters with external and internal auditors and/or other applicable external parties;
- c) Request the attendance of any Council employee or Councillor at Committee meetings; and
- d) Obtain external legal or other professional advice considered necessary to meet its responsibilities.

In accordance with Section 428A of the *Local Government Amendment (Governance and Planning) Act 2016* the Committee must keep under review the following aspects of Council's operations:

- a) Compliance;
- b) Risk management;
- c) Fraud control;
- d) Financial management;
- e) Governance;
- f) Implementation of the strategic plan, delivery program and strategies;
- g) Service reviews;
- h) Collection of performance measurement data by the council; and
- i) Any other matters prescribed by the regulations.

3. COMPOSITION AND TENURE

3.1. Voting Members

The Audit, Risk & Improvement Committee will be composed of five voting members consisting of:

- Two elected Members of Council; and
- Three independent external members (not members of the Council), with one to be delegated Chairperson.

The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Council. At least one independent external member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

The independent external members will be appointed for the term of Council's electoral cycle, after which they will be eligible for extension or re-appointment following a formal review of their performance by the elected Councillors after the Uralla Shire Council Local Government elections.

The term of a Committee member shall cease earlier on:

1. The day on which the member resigns from the Committee;
2. In the case of a Councillor, the day on which the member ceases to be a Councillor;
3. The day on which the member's appointment is legally terminated by Council; or
4. The day on which the member is incapacitated by law from holding such office.

3.2. Attendees from Council

The following Council officers and employees will be required to attend Committee meetings but will have no voting powers:

- General Manager;
- Chief Financial Officer;
- Director Community and Governance;
- Coordinator Governance & Risk; and
- Risk Management & Safety Officer.

3.3. Other Persons

When the Committee deems necessary and when required other persons will be invited and/or will be permitted to attend Committee meetings. These persons include, but are not limited to:

- Representatives of Councils external and internal auditors;
- Observers, such as Councillors whom are not members of the Committee; and
- Other Council employees required to participate for certain agenda items.

4. ROLE AND RESPONSIBILITIES

The Committee has no executive powers, except those expressly provided by the Council.

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.

The responsibilities of the Committee may be revised or expanded by the Council from time to time.

The Committee's responsibilities are outlined in the below sections:

4.1 Risk Management

- a) Review whether management has in place a current and comprehensive risk management framework, and associated policy/procedures for effective identification and management of business and financial risks, including fraud;

- b) Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
- c) Review the impact of the risk management framework on its control environment and insurance arrangements; and
- d) Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

4.2 Control Framework

- a) Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
- b) Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;
- c) Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with;
- d) Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- e) Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

4.3 Legislative Compliance

- a) Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements; and
- b) Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

4.4 External Audit

- a) The Committee has no power of direction over external audit or the manner in which the external audit is planned or undertaken but will act as a forum for the consideration of external audit findings as well as management responses.
- b) At the completion of the annual financial statements, the Committee shall meet to review the audited General Purpose Financial Report and the Audit Report before the documents are presented to Council;
- c) The Committee shall provide input and feedback on the financial statements and performance audit proposed by external auditors; and
- d) Consider significant issues raised through external audit reports and monitor to ensure appropriate course of action is taken.

4.5 Internal Audit

- a) The Internal Audit function shall be administered through the Council, however ultimate reporting responsibility is to the Audit Committee;
- b) Review the internal audit coverage and Internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan;
- c) Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan;
- d) Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices;
- e) Monitor the implementation of internal audit recommendations by management;
- f) Periodically review the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place; and
- g) Periodically review the performance of Internal Audit.

4.6 External Accountability

- a) Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and supported by appropriate management sign-off on the statements and the adequacy of internal controls;
- b) Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments;
- c) To consider contentious financial reporting matters in conjunction with council's management and external auditors;
- d) Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements;
- e) Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations; and
- f) Satisfy itself there is a performance management framework linked to organisational objectives and outcomes.

4.7 Responsibilities of Members

Members of the Committee are expected to:

- a) Understand the relevant legislative and regulatory requirements appropriate to Council;

- b) Contribute the time needed to study and understand the relevant documentation and briefing materials provided;
- c) Apply good analytical skills, objectivity and good judgment;
- d) Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry; and
- e) Comply with Council's Code of Conduct.

5. ADMINISTRATIVE ARRANGEMENTS

5.1 Meetings

The Committee will meet four times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Audit Committee Charter.

It is expected that Committee members will be in attendance at the majority of meetings.

5.2 Attendance at Meetings and Quorums

A quorum will consist of a majority of Committee members, including at least one independent member.

Meetings can be held in person, by teleconference or by video conference.

5.3 Secretariat

The Director of Community and Governance is responsible for ensuring that the Committee has adequate secretariat support. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chair and circulated to each member within three weeks of the meeting being held.

5.4 Conflict of Interests

Councillors, Council staff and members of Council committees must comply with the applicable provisions of Council's Code of Conduct in carrying out the functions as Council officials. It is the personal responsibility of Council officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

Committee members must declare any conflict of interests at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

5.5 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

5.6 Assessment Arrangements

The Chair of the Committee will initiate a review of the performance of the Committee at least once every two years. The review will be conducted with appropriate input from Council management and any other relevant stakeholders.

5.7 Review of Audit, Risk and Improvement Committee Charter

At least once every two years, the Committee will review the Audit, Risk and Improvement Committee Charter.



REPORT OF COMMITTEE

Department:	Community and Governance
Submitted by:	Director Community and Governance
Reference/Subject:	Report 5 - Community Grants Program – Round Two

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:	1.3.3.1.2 Provide an annual community grants program

SUMMARY:

This report provides the outcomes of the Community Grants Assessment Panel Committee Meeting, held on 13 March 2018 to assess round two applications received for the 2017-18 Uralla Shire Community Grants Program and to provide recommendations for determination by Council.

OFFICER'S RECOMMENDATION:

That Council adopt the following Committee Recommendation, to:

- 1) approve the Community Grants, round two 2017/18 funding allocations to the following applicants and in accordance with the General Grant Conditions and any special conditions identified in Table 3 of the Report:
 - T Sinclair - \$300
 - R Wheeler - \$150
 - P Meehan - \$150
 - T Watkins - \$150
 - Arding Landcare Group Inc - \$3,000
 - Lions Club of Uralla Inc - \$3,000
 - Uralla Driver Reviver - \$3,000
 - Uralla Historical Society - \$300
 - Turkey Creek Agricultural Hall Trust - \$500
- 2) correspond with the unsuccessful applicants as detailed in the Recommendations of the Committee, at 2) Unsuccessful Applicants section of the Report.

BACKGROUND:

Council conducted round two of the 2017-18 Community Grants Program in February 2018.

Uralla Shire Council
Council Business Paper – 27 March 2018

REPORT:

Council received a total of 15 applications, 10 group applications and 5 individual applications for round two of the program. The Assessment Panel members assessing the applications included:

- Cr Robert Bell Councillor
- Cr Kevin Ward Councillor
- Cr Tara Toomey Councillor
- Mr Andrew Hopkins General Manager

No pecuniary interests were declared at the meeting. All applications, with amounts requested and funding purpose, are listed in Table 1, below.

Table 1 – Received Applications – Round Two

Applicant/Category	Amount requested	Purpose
Individual		
R Wheeler	\$255	Contribution towards entry ticket, bus and accommodation to attend the 2018 Aboriginal Elders Olympics in Inverell.
P Meehan	\$255	Contribution towards entry ticket, bus and accommodation to attend the 2018 Aboriginal Elders Olympics in Inverell.
T Watkins	\$255	Contribution towards entry ticket, bus and accommodation to attend the 2018 Aboriginal Elders Olympics in Inverell.
T Sinclair	\$300	Contributions towards uniforms, fees and accommodation to attend the FFA National Youth Football Championships for Boys in Coffs Harbour
R Meyers	\$300	“Silver” level sponsorship for the “Dadson Racing” team in the 2018 Kidney Kar Rally.
Group/Organisation		
Uralla Tennis Club Inc	\$3,000	Installation of window and door mesh to the club house for improved security.
New England Lapidary & Fossicking Club Inc	\$800	A show held at the Armidale Showground to showcase minerals and gems found in Uralla and New England Region, and to raise funds to continue education others of the joys of fossicking.

Uralla Shire Council
Council Business Paper – 27 March 2018

Arding Landcare Group Inc	\$3000	Cost of materials to install dog and child safe fencing for two sides of the Arding Reserve to improve prevention of stock access control.
Lions Club of Uralla Inc	\$3000	Cost of materials to restore and maintain the tourist information structure, bird hide, and picnic area facilities at Dangars Lagoon.
Uralla Driver Reviver	\$3000	Replace new signage, damaged by a storm, plus two new picnic tables, shade sail and shade plants for travellers.
Rotary Club of Uralla	\$3000	Installations of fencing to encompass children's playground area at Alma Park for improved safety of children and families.
Uralla United Football Club	\$3000	Purchase a fully automated coffee machine for use in the new sports complex canteen to build a funding stream for improved fundraising capability to finance uniforms and equipment.
Uralla Historical Society	\$300	Transportation expenses to relocate a 1950s Ford Thames fire truck from Gunnedah to the Chaff Shed display at McCrossin's Mill Museum, Uralla.
Miracle Babies Foundation Limited	\$1500	Establish neonatal intensive care survival packs – handbooks, journals and leaflets - for premature and sick babies at the Armidale Hospital Special Care Unit.
Turkey Creek Agricultural Hall Trust	\$1570	Purchase a 4m x 4m weatherproof and fire safe folding marquee for shelter to improve conditions for regular social inclusion gatherings (quarterly) of the local community and other events such as the annual Bushgrove School Reunion.
Total Requested		\$23535

All submissions were assessed by the Assessment Panel against the criteria as listed in the Community Grants Program Guidelines. The Assessment Panel's assessments are contained in Table 2, below.

Uralla Shire Council
Council Business Paper – 27 March 2018

Table 2 – Panel Assessments

Applicant/Category	Assessments
Individual	
R Wheeler	The purpose of the application is considered to meet the criteria of the funding guidelines.
P Meehan	The purpose of the application is considered to meet the criteria of the funding guidelines.
T Watkins	The purpose of the application is considered to meet the criteria of the funding guidelines.
T Sinclair	The purpose of the application is considered to meet the criteria of the funding guidelines.
R Meyers	The purpose of the application is considered to be outside the funding purpose of individuals “pursuing achievements in their chosen area of expertise; which may include significant sports and recreation, arts and culture and academic endeavours” as set out in the guidelines.
Group/Organisation	
Uralla Tennis Club Inc	The purpose of the application is considered to be a core program/service of Council, and therefore cannot be considered under the funding guidelines. Refer to Manager Planning and Regulation for consideration as part of Stronger Country Community’s Fund round two funding application.
New England Lapidary & Fossicking Club Inc	The purpose of the application is considered to be singular or insular to the applicant, placing it outside consideration under the funding guidelines.
Arding Landcare Group Inc	The purpose of the application is considered to meet the criteria, with matching in kind funding and multiple benefits.
Lions Club of Uralla Inc	The purpose of the application is considered to meet the criteria, with matching in kind funding and multiple benefits.
Uralla Driver Reviver	The purpose of the application is considered to meet the criteria, with matching in kind funding and multiple benefits.
Rotary Club of Uralla	The purpose of the application is considered to be a core program/service of Council, and therefore cannot be considered under the funding guidelines. Also considered to be premature of finalising the Open Spaces Strategy – particularly as there are differing community views about fencing playground areas.

Uralla Shire Council
Council Business Paper – 27 March 2018

Refer to Manager Planning and Regulation for consideration as part of SCCF Round 1 scope of works in context finalising the Open Spaces Strategy.

Uralla United Football Club	The purpose of the application is considered to be singular or insular to the applicant, placing it outside consideration under the funding guidelines.
Uralla Historical Society	The purpose of the application is considered to meet the criteria.
Miracle Babies Foundation Limited	The purpose of the application is considered to be singular or insular to the applicant, not to provide a guarantee that funding would be directed to benefit the wider Uralla Shire community, and to be an entity with other funding streams; placing it outside consideration under the funding guidelines.
Turkey Creek Agricultural Hall Trust	The purpose of the application is considered to meet the criteria.

The Assessment Panel Committee recommendations are set out below:

1) Successful Applicants

Outcomes of the assessments, with recommended approved amounts and special conditions (if any) in addition to those contained within the standard General Grant Conditions, are listed in Table 3 below.

Table 3 – Successful Applicants and Special Conditions

Applicant/Category	Disclosed cost of project	Recommended grant value	Special Conditions
Individual			
R Wheeler	\$300	\$150	Nil
P Meehan	\$300	\$150	Nil
T Watkins	\$300	\$150	Nil
T Sinclair	\$1,500	\$300	Nil
Group/Organisation			
Arding Landcare Group Inc	\$6,000	\$3,000	Nil

Uralla Shire Council
Council Business Paper – 27 March 2018

Lions Club of Uralla Inc	undisclosed	\$3,000	Funding offer letter to be conditional on the applicant providing a brief scope of works and estimated cost estimates.
Uralla Driver Reviver	\$3,000	\$3,000	Applicant to demonstrate Development Consent as required for replacement signage.
Uralla Historical Society	\$300	\$300	Applicant to demonstrate installation of the 1950s Ford Thames fire truck at the Chaff Shed display at McCrossin's Mill Museum, Uralla.
Turkey Creek Agricultural Hall Trust	\$1,817	\$500	Nil
Total approved		\$10,550	

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

2) Unsuccessful Applicants.

The Assessment Panel agreed the General Manager or his delegate write to the unsuccessful applicants as contained in Table 4, below:

Table 4 – Unsuccessful Applicants

Applicant/Category	Response
Individual	
R Meyers	The Panel acknowledge the application is meritorious, however, the application is considered to be outside the funding purpose of individuals "pursuing achievements in their chosen area of expertise; which may include significant sports and recreation, arts and culture and academic endeavours" as set out in the guidelines.
Group/Organisation	
Uralla Tennis Club Inc	The purpose of the application is considered to be a core program/service of Council, and therefore cannot be considered under the funding guidelines. The application will be referred to Manager Planning and Regulation for consideration as part of a broader scope of works under the Stronger Country Community's Fund round two funding application.

Uralla Shire Council
Council Business Paper – 27 March 2018

New England Lapidary & Fossicking Club Inc	The Panel acknowledge the application is meritorious, however, the purpose of the application is considered to be singular or insular to the applicant, placing it outside consideration under the funding guidelines.
Rotary Club of Uralla	<p>The purpose of the application is considered to be a core program/service of Council, and therefore cannot be considered under the funding guidelines. The scope of works is contained in the application is considered to be premature of finalising the Open Spaces Strategy – particularly as there are differing community views about fencing playground areas.</p> <p>The application will be refer to Manager Planning and Regulation for consideration as part of a broader scope of works - in context finalising the Open Spaces Strategy – for the Stronger Country Communities round 1 implementation plan.</p>
Uralla United Football Club	The Panel acknowledge the application is meritorious, however, the purpose of the application is considered to be singular or insular to the applicant, placing it outside consideration under the funding guidelines.
Miracle Babies Foundation Limited	The Panel acknowledge the application is meritorious, however, the purpose of the application is considered to be singular or insular to the applicant, not to provide a guarantee that funding would be directed to benefit the wider Uralla Shire community, and to be an entity with other funding streams; placing it outside consideration under the funding guidelines.

KEY ISSUES:

- Council runs two community grants rounds per financial year, this report is for round two.
- Available funding for round two community grants this financial year is \$11,700.
- Council received 15 applications in round two – 5 individual and 10 group.
- The Assessment Panel have assessed the applications and provided recommendations to grant a total of 9 – 4 individuals and 5 groups – for a total of \$10,550.

CONCLUSION:

This report contains recommendations from the Assessment Plan to award community grants to the following successful round two applicants and to provide written correspondence to the unsuccessful applications.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Round two applications were called via Public Notice for the Month of February in Council's Newsletter, website and via social media. Successful applicants will be published in Council's Newsletter and via Council Media Releases.

2. Policy and Regulation

The Community Grants Program Policy can be viewed on Council's website, refer:
<http://www.uralla.nsw.gov.au/files/uploaded/file/Your%20Council/Council%20Documents/Operating%20Policies/4a%20Uralla%20Shire%20Community%20Grants%20Program%20Policy%20DRAFT%20v0%201.pdf>

3. Financial (LTFP)

Should Council endorse the Assessment Panel's recommendations, a balance of \$1,150 will remain available at the end of round two, for Community Grants in the 2017-18 financial year. There are no Long Term Financial Plan Implications.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management,

Nil

7. Performance Measures

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

8. Project Management

Acting Community Development and Tourism Coordinator

Prepared by staff member:	Trish Kirkland
TRIM Reference Number:	
Approved/Reviewed by Manager:	Andrew Hopkins
Department:	General Manager
Attachments:	Nil



REPORT TO COUNCIL

Department:	Community and Governance
Submitted by:	Coordinator Governance and Risk
Reference/Subject:	Report 6 - Policy: Councillor Expenses and Facilities 2018

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
Action:	4.1.3.1.6 Establish a priority program of statutory and corporate policies and codes for review and update

SUMMARY:

This report provides a revised Policy: Council's Councillor Expenses and Facilities 2018, and recommends that be adopted for inclusion in Council's Policy Register.

OFFICER'S RECOMMENDATION:

That Council adopt revised Policy: Councillor Expenses and Facilities, contained at Attachment A for inclusion in Council's Policy Register.

BACKGROUND:

Section 252 of the *Local Government Act 1993* ("the Local Government Act") requires Council to adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, Deputy Mayor and Councillors in relation to discharging the functions of civic office.

The Councillor Expenses and Facilities Policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to assist them in undertaking their civic duties. It ensures accountability and transparency, and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

Council adopted its current Payment of Fees and Expenses and the Provision of Facilities for Councillors Policy at its Extraordinary Meeting held on 11 April 2017.

REPORT:

Council's Governance and Risk team is currently conducting a review of the organisation's Policy Register in order to identify and prioritise Policies for review and reporting to the Risk, Audit and Improvement Committee. This initiative, coupled with a recent request from the Mayor via the

Uralla Shire Council
Council Business Paper – 27 March 2018

General Manager for a review of the Payment of Fees and Expenses and the Provision of Facilities for Councillors Policy, has resulted in the preparation of a revised Councillor Expenses and Facilities Policy, with the following changes:

- a. Change in title from 'Payment of Fees and Expenses and the Provision of Facilities for Councillors' to 'Councillor Expenses and Facilities Policy' to better reflect contemporary practice;
- b. Changes to Clause 3: Definitions to define the terms "Councillor" and "Official Business", both of which are referred to throughout the policy and required for the effective interpretation and application of the policy;
- c. Changes to Clause 4.6: Items for the Payment of Expenses to ensure Council to be represented at the annual New South Wales Local Government Association Conference and Australian Local Government Association National General Assembly of Local Government and National Roads and Transport Congress; and
- d. Amendments to Appendix B of the policy to clarify that the maximum amount payable for accommodation and meals expenses are as per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually, to reflect the approach recommended by the Office of Local Government.

Under section 253 of the Local Government Act, Council is not required to give public notice of a proposed amendment to its policy for the payment of expenses of provision of facilities if the Council is of the opinion that the proposed amendment is not substantial.

The revised Councillor Expenses and Facilities Policy has been prepared in accordance with the Local Government Act 1993 and complies with the Office of Local Government's *Guidelines for the Payment of Expenses and Provision of Facilities to Mayors and Councillors in NSW*.

KEY ISSUES:

- Minor amendments to Council's Councillor Expenses and Facilities Policy are proposed in order to address deficiencies within the policy and ensure Council's policy meets both community expectations and subscribes to best practice.

CONCLUSION:

This report recommends the adoption of the revised Councillor Expenses and Facilities Policy contained as Attachment A for inclusion in Council's Policy Register.

Should Council determine to place the revised Councillor Expenses and Facilities Policy on public exhibition for 28 days, an alternative recommendation is set out below:

1. That Council adopt the Policy: Councillor Expenses and Facilities 2018, subject to:
 - a. the policy being placed on exhibition for 28 days, and
 - b. no submissions being received during the public exhibition period.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Nil
2. **Policy and Regulation**
Section 253 of the Local Government Act provides:

253 Requirements before policy concerning expenses and facilities can be adopted or amended

- (1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.
- (2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.
- (3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.
- (4) (Repealed)
- (5) A council must comply with this section when proposing to adopt a policy in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.

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

Prepared by staff member:	Cian Middleton
TRIM Reference Number:	
Approved/Reviewed by Manager:	Trish Kirkland
Department:	Director Community and Governance
Attachments:	Attachment A – Policy: Councillor Expenses and Facilities Policy 2018



Policy:

Councillor Expenses and Facilities

2018

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Director Governance and Risk		
Document Development Officer	Coordinator Governance and Risk		
Review Timeframe	Statutory - within the first 12 months of each term of a council		
Last Review Date:	March 2018	Next Scheduled Review Date	November 2020

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.

Related Legislation	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i>
Related Policies	
Related Procedures/ Protocols, Statements, documents	Office of Local Government Guidelines for the Payment of Expenses and Provision of Facilities for Mayors and Councillors in NSW

TABLE OF CONTENTS

1.	OBJECTIVES	2
2.	SCOPE.....	2
3.	DEFINITIONS.....	2
4.	STATEMENT.....	3
	4.1. Key Principles	3
	4.2. Reimbursement of Expenses	3
	4.3 Allowances	4
	4.4 Expenses, Facilities and Equipment – General	4
	4.5 Approval gained prior to an expense being incurred	4
	4.6 Items for the payment of expenses	5
	Attendance at seminars and conferences	5
	Training and Development	6
	Travel – General	6
	Travel – Local	6
	Travel – Intrastate	6
	Travel – Interstate	6
	Travel – International	7
	Accommodation Costs	7
	Incidental expenses	7
	Legal expenses	7
	Insurance expenses	8
	Telecommunication and Internet expenses	8
	Personalised documents	8
	Attendance at Council Events	8
	Care and other related expenses	9
	Expenses for spouses, partners and accompanying persons	9
	4.7 Provision of facilities, equipment and services.....	9
	4.8 Time limit for payment of fees and expenses.....	10
	4.9 Approval and Dispute Resolution Process.....	10
	4.10 Payment reimbursement	10
	4.11 Maintenance and return of facilities and equipment.....	10
	4.12 Reporting Provisions.....	10
5.	LEGISLATIVE AND STRATEGIC CONTEXT	11

1. OBJECTIVES

The objectives of this policy are to ensure that:

- There is accountability and transparency in the payment of expenses incurred or to be incurred by Councillors;
- These expenses and the facilities provided to Councillors are acceptable to, and meet the expectations of, the local community;
- Council complies with legislative requirements; and
- Councillors are not financially or otherwise disadvantaged in undertaking their civic duties.

2. SCOPE

This policy applies to all Councillors of Uralla Shire Council, including the Mayor. This policy is to be read in conjunction with Council's Code of Conduct, particularly those provisions relating to the use of resources.

3. DEFINITIONS

Act	Means the Local Government Act 1993 .
Council Event	<u>Means conferences, training and development, seminars and presentations, dinners with visiting delegates, and other events – in addition to Council Meetings - to which attendance by a Councillor has been requested and approval received in accordance with this Policy. For the purpose of this Policy, an approved Council Event for attendance by the Mayor or Deputy Mayor includes the annual:</u> <ul style="list-style-type: none"> • <u>New South Wales Local Government Association Conference,</u> • <u>Australian Local Government Association National General Assembly,</u> • <u>and</u> • <u>National Roads and Transport Congress.</u>
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Uralla Shire Council who is not suspended, including the Mayor.
Expenses	Means reasonable costs or charges incurred, or to be incurred, by Councillors discharging Official Business or attending Council Events. All Expenses for reimbursement must be outlined in this Policy and may be either reimbursed to a Councillor or paid directly by the Council to a third party. Expenses are separate and additional to allowances paid to Councillors and the Mayor in accordance with the Act.
Facilities	Means Equipment and services provided by Council to Councillors to enable them to discharge Official Business to a standard appropriate to their role.
Guidelines	Guidelines issued under section 23A of the Act to which this Policy must comply.
Limits and Standards	Means the monetary limits to be applied to reimbursement of expenses, and the standards for the provision of equipment of facilities as determined by Council in accordance with the Guidelines.

Local Travel	Means travel within the Uralla Shire Council Local Government Area.
Council Meetings	Meetings for which Councillors expenses will be reimbursed for attending include Ordinary and Extraordinary meetings of Council within the meaning of the Act, and Standing Committees and/or Workshop meetings to which the Councillor is a delegate by resolution of Council.
Official Business	<p><u>Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes:</u></p> <ul style="list-style-type: none"> • <u>Meetings of Council and committees of the whole</u> • <u>Meetings of committees facilitated by Council</u> • <u>Civic receptions hosted or sponsored by Council</u> • <u>Meetings, functions, workshops, and activities to which attendance by a Councillor has been requested and approved in accordance with this Policy.</u>
Regulations	Means Local Government (General) Regulation 2005.

4. STATEMENT

Section 252 of the Act requires that Council adopt a Policy on payment of Councillor Expenses and the provision of facilities to Councillors within 12 months of the term of a new council.

4.1. Key Principles

The Code of Conduct provides that:

- Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions;
- Council resources must be used ethically, effectively, efficiently and carefully, Council property including intellectual property, official services and facilities must not be misused for private benefit or gain;
- Councillors should avoid any action or situation that could create the appearance that Council resources are being inappropriately used;
- A person's re-election is considered to be a personal interest. Official Council material such as letterheads, publications, websites (including all other social media) as well as Council services and forums should not be used for re-election purposes;
- The fund raising activities of political parties, including political fundraising events, are considered to be personal interests.
- Council facilities provided to Councillors should not be used for personal benefit other than on an incidental basis. Where more substantial private use occurs, Council will require payment of a fee to cover this use.

4.2. Reimbursement of Expenses

Section 252 of the Act and Clause 403 Regulations requires that Council authorises payment of expenses and provide facilities to Councillors and the Mayor as follows:

- Councillors can only receive reimbursement for expenses and the use of facilities when these are clearly defined in this Policy; and
- Adequate provision must be made within the Policy for Councillors and the Mayor to be reimbursed for actual expenses in the performance of Official Business and attendance at Council Events, including but not limited to training and development, conferences and seminars, travel, childcare, legal expenses and insurance.

Councillors should not obtain private benefit from the provision of equipment and facilities, however it is acknowledged that incidental use of council equipment and facilities may occur from time to time. Such incidental private use is not subject to compensatory payment back to Council. Where private use does occur beyond incidental nature, the Act provides that Council must recover a payment from Councillors to cover that use.

Appropriate rates for reimbursement and standards for provision of facilities should be included within this Policy. This will include reference to any relevant employment award rates and Australian Taxation Office determinations.

4.3 Allowances

Council will determine the amount of the Councillor and Mayoral allowances each year in open Council. Allowances are to be within the limits set for Councillors by the NSW Local Government Remuneration Tribunal.

4.4 Expenses, Facilities and Equipment – General

Councillor expenses may not be used to support attendance by Councillors at political fund raising functions. Council facilities, equipment and services are not to be used by or for Councillors to produce election material or for any other political purposes.

A general allowance for expenses will not be paid. Council will not pay for any private benefits obtained by a Councillor. Councillors must also, in accordance with the Code of Conduct, avoid any action or situation that could create the appearance that Council resources are being used inappropriately.

4.5 Approval gained prior to an expense being incurred

Where appropriate and requested by a Councillor, and authorised by the Mayor and General Manager, or Deputy Mayor and General Manager in the case of the Mayor, Council will provide an advance payment for the cost of a service associated with discharging Official Business. This is to ensure that Councillors are able to fully participate in Official Business without financial disadvantage. Advance payments must always be reconciled at a future date within 45 days of the expense being incurred, with any residual funds being returned to Council.

In circumstances where it is appropriate for Councillors to give a gift or benefit these gifts and benefits should be of a token value and in accordance with the relevant policies of Council.

Clarification on what token gifts and benefits are can be sourced from Council's Code of Conduct.

Approval for discretionary trips, attendance at conferences and/or for other significant expenses and facilities will occur, where possible, at a full meeting of Council.

Reimbursement of payments made by the Mayor and Councillors will only be made following the completion of a form as set out in Appendix A: Expense Claim Form, and the provision of:

- A tax invoice in the case of expenditure greater than \$50.00; or
- A receipt or Statutory Declaration where a receipt cannot be obtained for expenditure less than \$50.00.

In accordance with requirements, Council has set monetary limits to all expense provisions in this Policy, as well as standards for the provision of equipment and facilities. See Appendix B, Limits and Standards that prescribes a summary of the monetary limits and standards as determined under the Policy to be applied.

In situations where private use by Councillors, greater than an incidental nature, arises from the provision of facilities Councillors will compensate Council in accordance with the appropriate method of reconciliation and reimbursement for that private use. Facilities, equipment or services provided to a Councillor shall be returned to the Council, or terminated where applicable, when an individual ceases to be a Councillor or during an extended leave of absence. The Councillor where practical, will be given the option to purchase the equipment provided at the greater of an agreed fair market price or written down value.

4.6 Items for the payment of expenses

Attendance at seminars and conferences

a) Council will be represented at the annual New South Wales Local Government Association Conference by the Mayor or Deputy Mayor.

b) Council will be represented at both the annual Australian Local Government Association National General Assembly of Local Government and National Roads and Transport Congress by the Mayor or Deputy Mayor.

c) Attendance at all other seminars and conferences must be approved.

d) Requests for attending seminars and conferences must be in writing and outline the benefits to Council;

e) Where possible, requests must be considered and approved at a full meeting of Council prior to attendance. Where this is not possible, attendance should be approved by the Mayor and General Manager;

f) After returning from the conference the Councillor/s should provide a written report to Council on the aspects of the seminar or conference relevant to Council business and / or the local community;

g) Council will pay all seminar or conference registration fees including the costs of related official lunches and dinners, and associated tours where they are relevant to the business and interests of Council;

- f) Council will meet the reasonable cost of transportation, parking fees, road tolls, accommodation and meals associated with attendance at the conference when they are not included in conference fees, and they are in accordance with other Policy provisions, approval processes and limits;
- g) Associated costs for attendance by spouses, partners and accompanying persons will only be met in accordance with the relevant provisions of this Policy.

Training and Development

- a) Council will identify, plan and provide for training and development of Councillors to enable them to carry out Official Business;
- b) A separate provision will be made within the annual budget for the payment of training and development expenses of Councillors;
- c) It is essential that where Council is paying these expenses that the training or educational course is directly related to the Councillor's functions and responsibilities;
- d) Council will meet the reasonable cost of transportation, parking fees, road tolls, accommodation and meals associated with attendance at the training and development when they are not included in the training or course fees, and they are in accordance with other Policy provisions, approval processes and limit.

Travel – General

- a) All travel by Councillors will be undertaken utilising the most direct route and most practicable and economical mode of transport subject to any personal medical considerations;
- b) Councillors will be responsible for any traffic or parking infringements incurred, whether it is related to their own vehicle or a Council vehicle in their control;
- c) This will include the use of private vehicles in accordance with the rates advised by the Australian Taxation Office, as set out in Appendix B.

Travel – Local

- a) Council will pay for or reimburse the reasonable Local Travel expenses, including use of a Councillor's own vehicle, public transport, hire cars and taxi fares of Councillors relating to carrying out Official Business or attending a Council Event as defined within this Policy.

Travel – Intrastate

- a) Travel expenses, including flights outside the Uralla Shire Council Local Government Area but within the State of NSW for Councillors carrying out Official Business or attending a Council Event, as defined in this Policy, will be paid for or reimbursed in the same method as Local Travel, with the exception that they will require approval prior to travel, by the Mayor and General Manager or where appropriate Council.

Travel – Interstate

- a) Travel expenses including flights, outside the state of NSW for Councillors carrying out Official Business or attending a Council Event, as defined in this Policy, will be paid for or reimbursed in the same method as local and intrastate travel, with the exception that interstate travel will require a request for approval to be considered and approved at a full meeting of Council prior to the travel being undertaken;

- b) The request for approval of interstate travel should include full details of the travel, including itinerary, costs and reasons for the travel.

Travel – International

- a) Councillors will not be reimbursed for any overseas travel.

Accommodation Costs

- a) Accommodation standards to be restricted to a four star standard accommodation, unless it is impractical to do so, or the accommodation is included at a conference venue;
- b) Should a Councillor elect to utilise a higher standard of accommodation, they shall reimburse Council prior to the stay for the difference in cost;
- c) Any personal expenses (mini bar, additional nights not required for Official Business etc) must be met by the Councillor on checking out.

Incidental expenses

- a) Reasonable out of pocket expenses or incidental expenses associated with Councillors attending Council Events and undertaking Official Business will be reimbursed provided that it can be demonstrated that the expenses were actually incurred and that appropriate reconciliation and procedures are followed as contained in this Policy;
- b) Incidental expenses which may be associated with Official Business may include:
- Telephone call costs; and
 - Internet charges.
- c) A daily limit as set out in Appendix B will apply to all incidental expenses.

Legal expenses

- a) Council will indemnify or reimburse a Councillor's reasonable legal costs properly incurred only where:
- Legal proceedings are taken against a Councillor in defending an action arising from the performance in good faith of a function under the Local Government Act or defending an action in defamation, provided that the outcome of the legal proceedings is favourable to the Councillor; or
 - An inquiry, investigation or hearing is undertaken into a Councillor's conduct by an appropriate investigative or review body, subject to: it arising from the performance in good faith of a 7 Councillor's functions under the Act, the matter having proceeded past any initial assessment phase to a formal investigation or review, and where the investigative or review body makes a finding that is not substantially unfavourable to the Councillor.
- b) Circumstances where a matter does not proceed to a finding or in the case of a Councillor's conduct, the investigative or review body finding that an inadvertent minor technical breach has occurred will not necessarily be considered a substantially unfavourable outcome;
- c) Approval must be sought and gained from the Mayor and General Manager, or Deputy Mayor and General Manager in the case of the Mayor prior to legal expenses being incurred;

- d) Council will not meet the legal costs of legal proceedings initiated by a Councillor under any circumstances; Council will not meet the legal costs of a Councillor seeking advice in respect of a possible defamation matter, or in seeking a non-litigious remedy for possible defamation;
- e) Legal costs will not be met for legal proceedings that do not involve a Councillor performing their role as a Councillor;
- f) Council will not meet the legal costs in relation to any inquiry, investigation or hearing where the finding of the investigative or review body is substantially unfavourable to the Councillor;
- g) Any information provided to a Councillor under this Policy shall also be given to the Mayor and General Manager, and at the Mayor and General Manager's discretion be provided to all Councillors;
- h) The coverage of legal expenses is limited as set out at Appendix B in respect of each Councillor during any one financial year.

Insurance expenses

- a) Council provides cover under the Statewide Insurance Scheme under the Public Liability & Professional Indemnity Scheme and Statewide Councillors & Officers Liability Scheme. This cover provides insurance to Councillors for matters arising out of Councillor's performance of Councillor functions and responsibilities.

Telecommunication and Internet expenses

- a) Council will provide a mobile phone, where relevant or pay for, or reimburse the costs of the Mayor for his/her use of a personal mobile phone for Council business purposes on a monthly basis;
- b) With the provision of other data devices, such as Tablets (iPads), Council will pay the costs of data plans to enable their use. The amount covered by Council will be limited to the amounts as set out in Appendix B, and any charges in excess of the established plan, be they private or business related, will be paid for or reimbursed to Council by the Councillor.

Personalised documents

- a) Council will not cover the expenses of Councillors in relation to any production or dissemination of personalised pamphlets, newsletters or the like;
- b) Council recognises that regardless of the intention of such activities, they may be perceived as using Council resources for private political benefit, and therefore contrary to the spirit of the Code of Conduct and the Act.

Attendance at Council Events

- a) Council will meet the costs of attendance of Councillors at Council Events, within the definition of this Policy, where the expenses are not of a private nature. The coverage of the costs is subject to the limits as set out for relevant expense categories in this Policy in Appendix B for each individual Councillor on a monthly basis.
- b) No payment will be made by Council for any attendance by a Councillor at any political fund raising event, donation to a political party, a candidate's electoral fund or such other private benefit.

Care and other related expenses

- a) Council will make payment for or reimburse Councillors for reasonable costs incurred for care arrangements, including childcare expenses and the care of elderly, disabled and/or sick immediate family members of Councillors in order to allow Councillors to undertake Official Business as set out within this Policy;
- b) As outlined in the Guidelines, this is in accordance with the principles of participation, access and equity and is considered by the Office of Local Government to be a legitimate expense;
- c) The payment for or reimbursement of these expenses are subject to the limits as set out in Appendix B.

Expenses for spouses, partners and accompanying persons

- a) There will be limited occasions where Council will meet the costs of attendance for a Councillor's spouse, partner or accompanying person, as defined within this Policy. Such occasions include:
 - Attendance at Council Events that are of a formal and ceremonial nature and within the Uralla Shire Council Local Government Area where a spouse, partner or accompanying person could reasonably be expected to attend; such as Australia Day Award ceremonies, citizenship ceremonies and civic receptions;
 - Attendance at Council Events that are approved annual conferences, but limited to official dinner costs. Any additional accommodation or tour costs will be met by the Councillor;
 - Where the spouse, partner or accompanying person is representing the Mayor, when they are called upon to attend an official function outside the Council area, but within NSW.
- b) Any costs outside of those identified above will not be met by Council.

4.7 Provision of facilities, equipment and services

Council will supply Councillors with an appropriate tablet device (iPad) for Council business, data will be managed as per this Policy.

Council will supply Council business cards, badges, ties, scarves, name tags and appropriate stationary to support Councillors in their functions and responsibilities and in the representation and promotion of Uralla Shire Council and its community.

Council will provide a Councillor with a non-dedicated vehicle for use related to Official Business and Council Events, or reimburse them in accordance with travel provisions within this Policy for the use of their own vehicle. Any non-incidental private use of a Council vehicle during its availability to a Councillor will be recorded by the Councillor and reimbursed at the rate of 15 cents per kilometre.

Council will provide Councillors with meals and refreshments in relation to meetings for Council business.

Council will provide Councillors with protective clothing where required in the carrying out of their functions and responsibilities.

Council will provide administrative support and service to the Councillors as required through the General Manager's Office, which enables them to appropriately carry out their functions and

responsibilities. Council will not provide any support or assistance in relation to a Councillor's election or candidacy.

Council will provide for the Mayor's use in discharging his/her duties, functions and responsibilities an appropriately furnished office, and any necessary office equipment.

4.8 Time limit for payment of fees and expenses

A reimbursement of expenses is to be claimed within 60 days of the expense being incurred unless the Council, by resolution, determines that special circumstances exist. In this situation, a claim would need to be submitted within 60 days of the decision of Council.

4.9 Approval and Dispute Resolution Process

Councillors are required to complete a claim for expenses incurred in the carrying out of Official Business or attending Council Events as set out in Appendix A. Should there be a dispute on the claiming of expenses, this is to be initially determined by the General Manager and Mayor. If the dispute is unresolved, then a determination is to be made at a full meeting of Council.

4.10 Payment reimbursement

Payment of reimbursement to Councillors will be via direct deposit to their nominated bank account in the next available payment run.

4.11 Maintenance and return of facilities and equipment

All equipment listed in this Policy is issued to Councillors on the basis that they agree to keep it in good condition while it is in their care and to promptly return it to Council either on request or when they cease to hold office.

If the equipment is not required by Council and is not held under lease at the cessation of their duties then Councillors may purchase their Council equipment from Council, at the higher of its market value and its written down value

4.12 Reporting Provisions

Section 428 of the Local Government Act 1993 requires Council to report the following in its Annual Report:

- The amount of money expended during the financial year on Councillor and Mayoral fees;
- A statement of the total amount expended during the year on the provision of facilities and the payment of expenses for each Councillor;
- The Councils Policy for the payment of expenses and provision of facilities to Councillors; and
- Any other additional items that are identified as being in the public interest, from time to time.

5. LEGISLATIVE AND STRATEGIC CONTEXT

Section 252 of the Local Government Act 1993 requires Council to adopt a Policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, Deputy Mayor and Councillors in relation to discharging the functions of civic office. The Policy must be adopted within the first 12 months of each term of a council, and may be amended from time to time.

6. APPENDIX A

URALLA SHIRE COUNCIL CLAIM FORM

COUNCILLOR'S TRAVEL, ACCOMMODATION AND OTHER EXPENSES FOR THE MONTH OF

I hereby present a claim for official expenses incurred by me in carrying out my duties as a Councillor. Documents are attached to support my claim for accommodation and other expenses.

Name: Signed: Date:

DATE	ACTIVITY	DISTANCE TRAVELLED	VEHICLE ENGINE CAPACITY		TRAVEL, ACCOMMODATION AND OTHER EXPENSES
			<small>Please tick <input type="checkbox"/> appropriate column</small> <small>Under 2.5 Litres</small> <small>.68cents/km</small>	<small>Over 2.5 Litres</small> <small>.78cents/km</small>	
	 km = \$			
	 km = \$			
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	 km = \$			
	 km = \$			
	 km = \$			

APPROVED FOR PAYMENT

TOTAL \$

.....

DATE:.....

GL:.....

(Councillors to provide details in full)

7. APPENDIX B

Maximum Amounts Payable - Councillors' Expenses and Facilities		
Expense or Facility	Maximum Amount	Frequency
Accommodation and meals	<u>As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually</u>	Per meal/night
Carer Expenses	\$1,500.00	Per year
Conferences and seminars	Overall limit set by Council's annual Budget	Per year
Furnished office	Provided to the Mayor	Not Applicable
Legal expenses	\$1,500.00	Per year
Training and professional development	Overall limit by Council's annual Budget	Per year



REPORT TO COUNCIL

Department:	Community and Governance
Submitted by:	<i>Acting Community Development and Tourism Coordinator</i>
Reference/Subject:	Report 7 - Visitor Information Centre & Library Monthly Report

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	2.1 An attractive environment for business, tourism and industry.
Strategy:	2.1.1 Promote Uralla Shire and the region as a place to live, visit and invest 1.3.1 Provide enhanced and innovative library services that support & encourage lifelong learning.
Activity:	2.1.1.1 Promote Uralla Shire through the Visitor Information Centre
Action:	1.3.1.1, 2.1.1.1 Staffing the Visitor Information Centre and the Library with Council employees and volunteers to provide Tourism & Library services seven days a week.

SUMMARY:

This report provides an outline of activities at the Visitor Information Centre & the Library for the month of February 2018.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

BACKGROUND:

Not applicable.

REPORT:

Uralla Visitor Information Centre

VIC Gift Shop Sales & Visitor Numbers:

The sales for February 2018 totalled \$730 ex GST. This is a significant decrease on last month's sales, however an improvement at 37.5% on February sales for 2017. February is traditionally a quiet month, as evidenced in the figures from past years.

Year-to-date gross profit margin is 42% (prior to end of year stock take adjustments) compared to 2016-17 gross profit margin of 40%.

Uralla Shire Council

Council Business Paper – 27 March 2018

February 2018 has experienced a corresponding decrease in visitor numbers: from 987 to 579, being a decrease of 41% on the previous month. The visitor numbers are almost the same as February 2017 figures, welcoming just one additional visitor this year.

The majority of travellers who came through the Visitor Information Centre in February resided in New South Wales, followed by Queensland then South Australia. 46 visitors came from overseas, from countries including China, Finland, New Zealand, Germany, Korea and Belgium. Visitors from United Kingdom and the Germany were our most frequent overseas visitors.

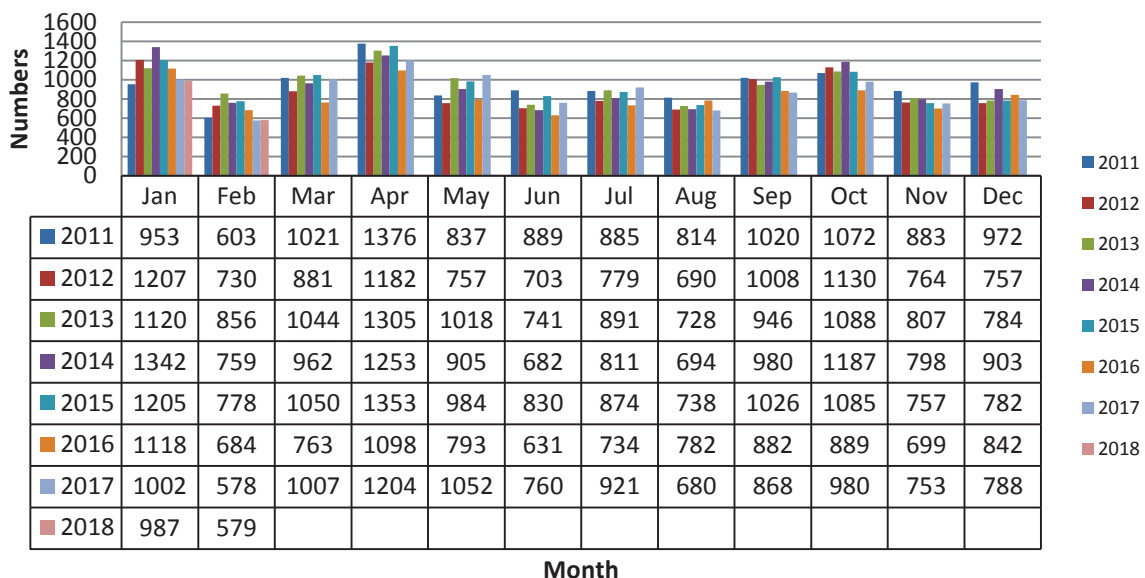
Sales to-date for 2017-18 Financial Year

Month	Total (ex. GST)
July	\$ 1,403
August	\$ 1,326
September	\$ 1,455
October	\$ 1,844
November	\$ 1,888
December	\$ 830
January	\$ 2,725
February	\$ 730
Total (\$)	\$ 12,201

Annual February Sales

Year	Total (ex GST)
2014/15	\$ 1,548
2015/16	\$ 838
2016/17	\$ 531
2017/18	\$ 730

Uralla Visitor Information Centre Visitor Numbers



Uralla Shire Council
Council Business Paper – 27 March 2018

Uralla Library

Loans for the month of February totalled 1,338 items. Loans include all media (books, DVDs, Audio books and CDs). The figure was a decrease of approximately 30.85% from the January total loans and places Uralla Library again as the fourth highest for books loaned in the Central Northern Library Group (CNRL) for the month. 8 new members were added during February, which places Uralla equal ninth out of 15 libraries in the group for the month.

In February, the library launched two new programs. The first is Baby Booktime, which is running for a 4-week trial with support for CNRL Tamworth staff, designed for parents or grandparents and babies to nurture a love of reading and libraries from an early age. The second is the new Artist of the Month program, which features the work of local artists and is attracting strong community interest.

Library Figures to-date for 2017-18 Financial Year

Month	Loans	New Members
July	1,578	19
August	1,561	17
September	1,510	12
October	1,922	22
November	1,532	11
December	1,272	5
January	1,935	14
February	1,338	8
Total	12,648	108

KEY ISSUES:

Nil

Prepared by staff member: Clare Campbell
TRIM Reference Number:
Approved/Reviewed by Manager: Trish Kirkland
Department: Director Community and Governance
Attachments: Nil



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director of Infrastructure & Regulation
Reference/Subject::	Report 8 - Development Approvals and Refusals for February 2018

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

SUMMARY:

The following details the development approvals issued by Council and by private certification for February 2018 for the entire local government area. A listing of development applications outstanding with a status as at the end of February 2018 has also been provided.

For information purposes a summary of the development values is provided from January 2008 until the end of February 2018. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2008 until the end of February 2018 is provided.

OFFICER'S RECOMMENDATION:

That Council receive and note the development approvals and refusals for February 2018.

Uralla Shire Council
Council Business Paper – 27 March 2018

REPORT:

Development Applications

Approvals:

Development Application Number	Applicant	Property	Development
DA-16-2015-2	Croft Surveying & Mapping	40 Kalinda Drive, Invergowrie	Modification – 2 Lot Subdivision
DA-68-2017	Ms L Cooper	223 Thunderbolts Way, Rocky River	Verandah
DA-1-2018	Natural Matters Design	69 Rocklea Road, Invergowrie	Demolition of Existing Dwelling & New Dwelling
DA-2-2018	Ponz Armidale Pty Ltd	156 Bridge Street, Uralla	5 Bay Shed
DA-3-2018	Mr T & Mrs M O'Connor	21 Hill Street, Uralla	Demolition of Dwelling
DA-4-2018	Mr J Kirkwood	11 Kalinda Road, Invergowrie	Sunroom Addition
DA-5-2018	Mr R & Mrs D Wallace	66 Bridge Street, Uralla	Disabled Access to Bakery
DA-8-2018	Ms S Egan	9 Faulkner Street, Uralla	Rear Deck Patio Cover
DA-9-2018	Armidale Motorcycle Club	430 Woodland Road, Torryburn	Motorcycle Track
DA-10-2018	Mr M Neary	502 Terrible Vale Road, Salisbury Plains	Intensive Agriculture and Roadside Stall – Pastured Eggs
DA-11-2018	Mr C Clarey	25 Hill Street, Uralla	Business Identification Street Signage

Monthly Estimated Value of Approvals: \$437,050.00

Refusals: Nil

DAs Cancelled: DA-40-2017

DAs Withdrawn: Nil

Comparison to December 2016:

February 2017:	\$110,000.00	February 2018:	\$437,050.00
Year to date:	\$137,100.00	Year to date:	\$437,450.00
(Calendar Year)		(Calendar Year)	

Uralla Shire Council
Council Business Paper – 27 March 2018

Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
DA-27-2012-5	Croft Surveying & Mapping	114 Barleyfields Road, Uralla	Modification – Staged 42 Lot Low Density Residential Subdivision	Under Assessment
DA-78-2013-2	Mr M Batt	16A King Street, Uralla	Modification Staged 7x1 Bedroom Strata Title Units	Awaiting Applicant
DA-21-2017	Mr V Hudson	19 Karava Place, Uralla	Dual Occupancy & Conversion of Shed to Dwelling	Awaiting Applicant
DA-35-2017	Mr C & Mrs K Cooper	36 Uralla Street, Uralla	Dwelling	Awaiting Applicant
Application Number	Applicant	Property	Development	Status
DA-69-2017	Mr J Bell	66 Hill Street, Uralla	2 Lot Subdivision	Awaiting RFS
DA-6-2018	Mr D & Mrs S Barnden	32 Devoncourt Road, Uralla	Subdivision of 2 Rural Lots to create 6 Rural Lots	Awaiting RFS
DA-7-2018	Uralla Golf Club	33 Plane Avenue, Uralla	Primitive Camping	Under Assessment
DA-12-2018	Mr S Humphries & Ms A Small	83 Devoncourt Road, Uralla	Manufactured Home, Two Sheds & Studio	Under Assessment
				Total: 8

Construction Certificates

Approvals:

Application Number	Applicant	Property	Construction
CC-51-2017	Mr N & Mrs M Porter	23 Stringybark Ridge Road, Invergowrie	5 Bay Shed
CC-4-2018	Mr J Kirkwood	11 Kalinda Road, Invergowrie	Sunroom Addition

Refusals: Nil

Issued by Private Certifier: Nil

Uralla Shire Council
Council Business Paper – 27 March 2018

Total Monthly Estimated Value of Construction Certificate Approvals: \$101,000.00

Complying Development Certificate Applications

Approvals: Nil

Refusals: Nil

CDCs Withdrawn: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Development
CDC-3-2018	Mr R Blake	1081 Gostwyck Road, Uralla	Dwelling Additions
CDC-5-2018	Mr P Tutt	66 Bridge Street, Uralla	Internal Fitout – Bakery

Total Monthly Estimated Value of Complying Development Certificate Approvals: \$220,000.00

Comparison to December 2016:

February 2017:	\$55,750.00	February 2018:	\$220,000.00
Year to date:	\$110,250.00	Year to date:	\$287,040.00
(Calendar Year)		(Calendar Year)	

Calendar Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2008	9,155,533	56,169	7,393,239	1,762,294
2009	9,290,046	72,578	5,749,162	3,540,884
2010	10,586,972	80,817	5,958,887	4,628,085
2011	6,584,483	51,846	3,449,607	3,134,876
2012	11,390,780	104,503	6,158,718	5,232,062
2013	9,259,318	76,523	4,678,720	4,580,598
2014	8,246,689	69,300	5,657,845	2,588,844
2015	9,137,065	85,393	6,980,198	2,156,867
2016	5,958,716	62,723	3,997,389	1,961,327
2017	8,131,959	82,979	5,953,666	2,178,293
2018	724,490	48,299	437,450	287,040

2018 to date

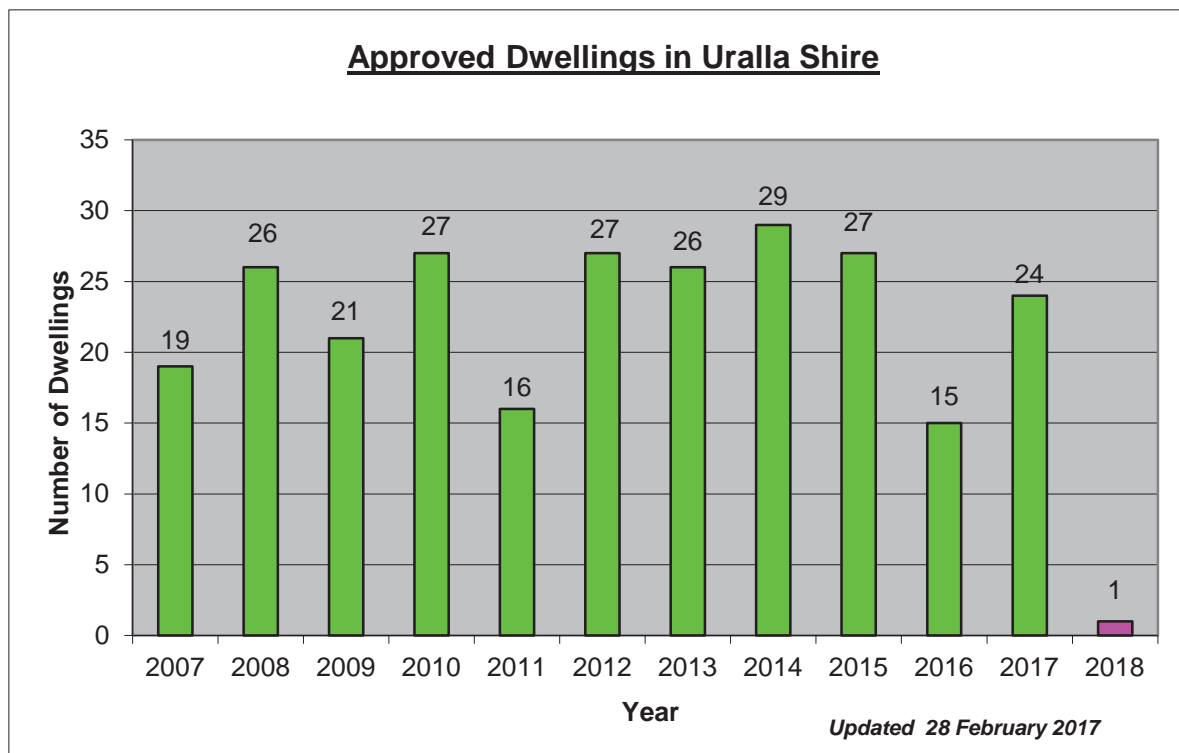
Uralla Shire Council
Council Business Paper – 27 March 2018

Financial Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	7,560,263	76,366	6,393,433	1,166,830
2016-2017	6,544,087	68,168	4,186,513	2,357,574
2017-2018	5,455,142	81,420	3,937,819	1,517,323

2017-2018 to date

Approved Dwellings 2007-2018



KEY ISSUES:

- *Development Applications approved by Council for February 2018 – 10*
- *Development Applications refused by Council for February 2018 – 0*
- *Development Applications cancelled by Council for February 2018 – 1*
- *Development Applications withdrawn by Applicant for February 2018 – 0*
- *Outstanding Development Applications as at 28 February 2018 – 7*
- *Construction Certificates approved by Council for February 2018 – 2*
- *Construction Certificates refused by Council for February 2018 – 0*
- *Construction Certificates issued by private certification for February 2018 – 0*
- *Complying Development Applications approved by Council for February 2018 – 0*
- *Complying Development Applications refused by Council for February 2018 – 0*
- *Complying Development Applications withdrawn by Applicant for February 2018 – 0*
- *Complying Development Applications issued by private certification – 2*
- *Total Development Value for 2017 as at 28 February 2018 – \$724,490*
- *Average Development Value for 2017 as at 28 February 2018 – \$48,299*
- *Development Application Value for 2017 as at 28 February 2018 – \$437,450*
- *Complying Development Application Value for 2017 as at 28 February 2018 – \$287,040*
- *Approved dwellings as at 28 February 2018 – 1*

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The Development Approvals and Refusals for December will be placed in the next available newsletter and uploaded to the Uralla Shire Council website.

2. Policy and Regulation

Environmental Planning & Assessment Act, 1979.

Environmental Planning & Assessment Regulations, 2000.

3. Financial (LTFFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:	Administration Officer
TRIM Reference Number:	U12/168
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference/Subject:	Report 9 - Works Progress Report as at 28 February 2018

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 cycleways that are adequate, interconnected and maintained
Strategy:	2.3.1	Provide an effective road network that balances asset conditions with available resources and asset utilisation
Activity:	2.3.1.1	Deliver road and drainage maintenance services and capital works programs

SUMMARY:

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

OFFICER'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed during February 2018, and works programmed for March 2018.

BACKGROUND:

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

REPORT:

A. Works Undertaken in February 2018

- | | | |
|----|--------------------------|-------------------------------|
| 1. | Main Road Maintenance | |
| | MR73 Thunderbolts Way | Slashing, general maintenance |
| | MR124 Bundarra Road | General maintenance |
| | MR132 Barraba Road | Maintenance |
| 2. | Sealed Roads Maintenance | |
| | Uralla Streets | Patching, mowing |
| | Bundarra Town Area | Patching, mowing |
| | Kentucky/Wollun Area | Patching |
| | Sealed Rural Roads | Patching, Slashing |

Uralla Shire Council
Council Business Paper – 27 March 2018

- | | | |
|----|-------------------------------|--|
| 3. | Unsealed Roads Maintenance | |
| | Grading | |
| | Old Kingstown Road | Graded |
| | Stonybatter Road | Graded |
| | Hardens Road | Graded |
| | Karingal Road | Graded |
| | Athol Road | Graded |
| | Corey Road | Graded |
| | Hariet Gully Road | Graded |
| | Old Gostwyck Road | Graded |
| | Mihi Road | Graded |
| | Dwyers Range Road | Graded |
| | Linfield Road | Graded and 1.3km regravelled |
| | Gostwyck Road | Graded |
| | Hillview Road | Commence grading |
| | Waterworks Road | Graded by contractor |
| | Green Gully Road | Graded by contractor |
| | Racecourse Road | Graded by contractor |
| 4. | Construction | |
| | Saumarez War Services Road | Commence construction of 350m. |
| | Mihi Creek Bridge Enmore Road | Completed reconstruction of approach road to two lanes wide and bitumen sealed. |
| | Munsie Bridge, Gostwyck Road | Contractor has installed precast concrete pier caps. |
| 5. | Bridge / Sign | |
| | Uralla | Continued Maitland Street shared footpath from Salisbury Street to Park Street. |
| | | Completion of Sporting Complex upgrade. |
| | Main and Rural Roads | Mihi Creek bridge completed installation of guard rails. |
| | | Sign maintenance, bridge maintenance. |
| 6. | Town Area | |
| | Uralla | Park maintenance, Recreational area maintenance, Cemetery maintenance, Sporting Field maintenance. |
| | | Completion of Sporting Complex upgrade. |

B. Works to be continued/undertaken in March 2018

1. **Main Road Maintenance**
 - Bitumen patching**
 - Guide posting**
 - Sign maintenance**
 - Slashing**
2. **Sealed Roads Maintenance**
 - Bitumen patching**
 - Guide posting**
 - Slashing**

- | | | |
|----|--|--|
| 3. | Unsealed Roads Maintenance
Yarrowyck, Bundarra,
Gostwyck, Uralla and
Invergowrie areas subject to
available water supplies. | |
| 4. | Bridge/Sign
Uralla | Complete Maitland Street shared footpath.
Bridge maintenance works. |
| 5. | Construction
Munsie Bridge Gostwyck Road

Saumarez War Service Road

MR124 Bundarra Road | Contractor to continue installing precast
concrete superstructure.
Complete construction and bitumen seal of
350m length.
Commence reconstruction near Barloo
Road. |
| 6. | Town Area
Routine maintenance | |

KEY ISSUES:

Nil

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Nil
2. **Policy and Regulation**
Nil
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 and Overseer

Uralla Shire Council
Council Business Paper – 27 March 2018

Prepared by staff member:	Works Manager
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Works Program

Capital Works Program 28 February 2018

ID	Task Mode	Task Name	Text1	Cost	Estimate	25/09	9/10	23/10	6/11	20/11	4/12	18/12	1/01	15/01	29/01	12/02	26/02	9/03	26/03	9/04	23/04	7/05	21/05	4/06	18/06	2/07	16/07	30/07					
1		Upgrades		\$1,321,308.00	\$2,490,000.00																												
2		Jacksons Road	Completed	\$163,268.00	\$150,000.00																												
13		Munsie Bridge	Bypass constructed. Decking removed and headstocks being installed.	\$335,820.00	\$800,000.00																												
30		Saumarez War services Road	Construction recommended	\$45,971.00	\$150,000.00																												
42		Mihi Bridge	Open to Traffic	\$447,516.00	\$520,000.00																												
55		Tulong Road	Completed	\$308,725.00	\$200,000.00																												
66		Eastern Avenue	Design underway	\$10,391.00	\$320,000.00																												
77		Bundarra Road - Barloo road	Design underway. Some delays in design. Private property interface issues to be resolved. Power pole bollards to be relocated.	\$9,617.00	\$350,000.00																												
89		Footpaths		\$78,221.00	\$87,160.00																												
90		Liberty Swing path	Completed	\$4,353.00	\$5,560.00																												
94		Shared path Maitland Street 200m	Under construction	\$46,978.00	\$56,000.00																												
100		Bundarra 110m	Completed	\$26,890.00	\$25,600.00																												
105		Stormwater		\$626.00	\$45,000.00																												
106		Stormwater		\$626.00	\$45,000.00																												
107		Rowan Avenue Stormwater	Design pending	\$626.00																													
117																																	
118		Sports Complex	Completed. Opening scheduled for 5th March 2018.	\$269,861.00	\$280,000.00																												
Project: Works Program 1718 28 F Date: Mon 19/03/18						<div><div>Task</div><div>Split</div><div>Milestone</div><div>Summary</div><div>Project Summary</div></div> <div><div>External Tasks</div><div>External Milestone</div><div>Inactive Task</div><div>Inactive Milestone</div><div>Inactive Summary</div></div> <div><div>Manual Task</div><div>Duration-only</div><div>Manual Summary Rollup</div><div>Manual Summary</div><div>Start-only</div></div> <div><div>Finish-only</div><div>Deadline</div><div>Baseline</div><div>Baseline Milestone</div><div>Baseline Summary</div></div> <div><div>Progress</div></div>																											
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REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference/Subject:	Report 10 - Heritage Advisory Services Summary for March 2018

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3.1	To preserve, protect and renew our beautiful natural environment
Strategy:	3.1.2	Protect the shires historic buildings and sites, recognising their value to the community
Activity:	3.1.2.1	Provide heritage services and support
Action:	3.1.2.1.1	Facilitate a Heritage Advisory Service and Local heritage Assistance Fund

SUMMARY:

This report summarises the activities undertaken by Mitch McKay, Council's Heritage Advisor, on his monthly visit undertaken for February 2018. His next visit will be Tuesday, 10 April 2018.

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Services Summary for March 2018 be received and noted by Council.

BACKGROUND:

The Heritage Advisory Services Summary is provided to Council for information purposes each month. The Heritage Advisor's services are offered free to all residents of Uralla Shire so as to facilitate discussion of heritage conservation within the Shire.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy):**
Provide heritage advisory services to the community to recognise and promote the value of Uralla Shire's heritage.
- 2. Policy and Regulation:**
Privacy and Personal Information Protection Act 1998
OLG Model Policy – Private and Confidential Information

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

Prepared by staff member:	Matt Clarkson, Manager Planning & Regulation
TRIM Reference Number:	
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Edited Heritage Advisor Summary Confidential Heritage Advisor Summary



research | interpretation | education | tours | project management

HERITAGE ADVISORY MEMO

No. 56 date: 6 March 2018

ITEM 1: ITEM 1: Graves - Bundarra Cemetery, Bundarra

Visited this cemetery on Sunday 4 March prior to my Heritage Advisor monthly visit. The visit was in response to a conversation I had during my February visit. The gentleman's great grandfather is buried in the Catholic section of the Bundarra Cemetery and he was enquiring about conserving the grave and whether there was any funding available to assist with its conservation. He was also enquiring as to how one could read the inscription as it is becoming illegible. At the time of our conversation I had not seen the grave so I could not offer any advice as to its conservation. However, I did offer some advice on how he could possibly read the inscription. I also gave an undertaking that I would visit the grave during my March visit when I would be in a better position to provide advice.

Within the grave plot, which has a surround of iron fence and iron gate, there are two grave markers one of these is the relevant headstone, which is of rendered brick. The other monument is of a Roman/Latin marble cross with lead lettering on a 3 step pedestal and plinth. Both headstones and the marble monument stand upright and appear to be sound and showing no signs of subsidence. There appears to be another burial within the plot, which is unmarked and could be of a child. While the relevant headstone shows what appears to be crazing of the render it is generally in good condition with the inscription being very legible. The iron fence surround is missing one corner spear and a small section of fence behind the headstone. The iron fence and gate sit on a rendered brick kerb which is in need of repair in places but is generally sound. The thin cement covering within grave plot is badly cracked and there is some vegetation both of which detracts from the grave plot.

I would recommend that the family continue to monitor the condition of the rendered brick headstone monument, marble monument, iron fence and gate. Resetting and repairing the rendered brick kerb should be undertaken by a monumental mason. Unwanted vegetation should be carefully removed from the grave plot so as not to disturb the rendered brick headstone and marble monument. As for the ironwork The National Trust of Australia (NSW) Guidelines for Cemetery Conservation – Second Edition 2009 states that:

All ironwork should be maintained against corrosion. In most cases routine applications of fish oil or other preservative will suffice. If earlier painting is known and to be restored it is essential that the surface be cleaned thoroughly of all loose, soft or flaking rust, back to metal or to hard, black or dark brown oxide. Any oxide must be "pacified" by use of a phosphoric acid compound such as "Killrust" inhibitor, followed by use of compatible metal primer and topcoat.

There is another grave plot which adjoins this grave plot and which is to the north. It appears to be related and the marble monument and has a headstone of rendered brick with a rendered brick kerb surround. This headstone shows what appears to be crazing of the render and part of the headstone is broken at the top. The inscription is fairly legible. The rendered brick kerb is in need of repair and resetting. This work should be undertaken by a monumental mason.

Council does not allocate funds to undertake conservation work to graves within cemeteries and I'm not aware of any external funding available at the present for funding conservation work to graves of local significance, such as the Bundarra Cemetery.

ITEM 2: Former War Memorial Institute - 55 Bridge St, Uralla

Met with the representing Trust Managers for the property and a local historian. The meeting took place at Council. The meeting was to collate all of the supporting information gathered over the past months that will accompany an application for funding under the Heritage Activation Grants Program to undertake conservation work to the building. This program is administered by the Office of Environment and Heritage (OEH) and applications close 20 April, 2018. I provided the application details and guidelines to those representing the Trust Manager as well as a copy of my letter of support in my capacity as Heritage Advisor for the Trust Managers to make the application for funding. They provided me with the electrician's quote as well as letters of support from the CWA and the RSL Sub-branch, that will form part of their application, for Council information.

ITEM 3: Munsie Bridge – Gostwyck Rd, Gostwyck

Requested by Council's Director Infrastructure and Regulation, to provide text that could be used on an interpretive sign depicting the history of the former Munsie Bridge.

The following is suggested text from available information:

The former Munsie Bridge, which crossed Salisbury Waters at this location, was opened on 5 April, 1938.

Constructed by Gostwyck Shire Council under the Spooner Scheme Program - Spooner being the Minister for Local Government at the time, it replaced a low level crossing.

Described as being 210 feet in length and 16 feet between kerbs it had six spans four of which were 35 feet with the two approaches at 33 feet 6 inches, a concrete sub structure and timber super structure. It was constructed to plans drawn by the Shire Engineer with Arthur Mehrton in charge of the work under the supervision of the Engineer.

Two ribbons were cut on the day of the official opening. The first by Con Post snr. who had been born in the district 82 years earlier and the second by Gostwyck Shire President Shanahan's seven year old son Richard who declared the bridge officially opened and named it the "Councillor Munsie Bridge."

Councillor T.E.C. Munsie came from a long established pioneering family in the Armidale and Uralla districts farming in the Big Ridge area north east of Gostwyck Station.

The bridge along with the Elm trees that line the road approach from the Gostwyck Chapel side provided a rural evocativeness which added to the visual and aural aesthetic of this peaceful location.

Any interpretive signage would benefit from an image or a series of images of what the former bridge and the approaches to it once looked like.

ITEM 4: Former Salvation Army Hall - 47 Bridge St, Uralla

Requested by Council's Manager of Planning and Regulation, to provide comment as to the originality of the glass in the windows at street level. The property is not listed as a heritage item within Uralla LEP 2012, however, is within the Commercial Precinct Conservation Area C03. It has also been identified as a heritage item in the Uralla Community Based Heritage Study (Stage 2) 2012 (SHI 2540200).

The building is c1880 and has 'opaque' glass in all of the double hung sash timber windows on the ground floor. The opaque glass is in 2 pane on the lower portion and 6 pane on the upper portion of each window. The glass in the timber windows on the upper floor in the gable ends is 'clear' and of 9 pane. The Uralla Community Based Heritage Study (Stage 2) identified this former hall as the only building in this architectural style in Uralla with its aesthetic significance arising from the construction techniques, use of local material including coursed basalt and granite and distinctiveness in the streetscape.


No internal inspection of the building was undertaken. An undated photograph shows members of the Salvation Army in front of the building, the upper and lower portions of the windows on the ground floor being 6 pane and the building having a panelled front door. From the photograph it is likely that the glass would have been clear. While there is no reflection in the windows this could mean a curtain or another material was behind the glass at the time the photograph was taken. If the glass in those windows on the ground floor were to be replaced with small pane clear glass then the 6 pane lower portion of the window should be reinstated at that time.

ITEM 5: Future development of some buildings

Requested by Council's Manager of Planning and Regulation, to provide comment on the future development of some buildings that remain commercial in confidence.

ITEM 6: Next Heritage Advisor visit

It is proposed that the Heritage Advisor's next visit will be 10 April 2018.





REPORT TO COUNCIL

Department:	Infrastructure and Regulation.
Submitted by:	Manager Planning and Regulation.
Reference/Subject:	Report 11 - DIVISION DECISION – Planning Proposal, Rezoning of Land at The Gap Road, Uralla (Lots 29, 61, 119-120, 122-123, 255, 401-409, 415-416, 491 in DP 755846, Lot 1-2 in DP 167083 and Lot B in DP 400556) from RU1 Primary Production to RU4 Small Primary Production Lots.

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:	Rezoning of land at The Gap Road Uralla from RU1 Primary Production to RU4 Small Primary Production.
Property description:	Lots 29, 61, 119-120, 122-123, 255, 401-409, 415-416, 491 in DP 755846, Lot 1-2 in DP 167083 and Lot B in DP 400556.
Applicant:	Croft Surveying and Mapping.
Owner:	Neil and Michael Doran.
Zoning:	RU1 Primary Production.
Date received:	16 February 2018 (deposit paid 9 March 2018).

OFFICER'S RECOMMENDATION:

That Council resolve not to endorse Planning Proposal - Rezoning of Land at The Gap Road, Uralla (Lots 29, 61, 119-120, 122-123, 255, 401-409, 415-416, 491 in DP 755846, Lot 1-2 in DP 167083 and Lot B in DP 400556) from RU1 Primary Production to RU4 Small Primary Production Lots, and decline to submit the document to the Department of Planning and Environment for a Gateway Determination.

BACKGROUND:

Planning Proposal - Rezoning of land at The Gap Road, Uralla from RU1 Primary Production to RU4 Small Primary Production, was received on 16 February 2018 (deposit paid 9 March 2018).

REPORT:

The Planning Proposal relates to Lots 29, 61, 119-120, 122-123, 255, 401-409, 415-416, 491 in DP 755846, Lot 1-2 in DP 167083 and Lot B in DP 400556, The Gap Road, Uralla. It is proposed to rezone the land from RU1 Primary Production to RU4 Small Primary Production Lots and to reduce the current minimum lot size of 200 hectares to 20 hectares.

KEY ISSUES:

Consistency with State Environmental Planning Policy (Rural Lands) 2008:

7 Rural Planning Principles

(a) the promotion and protection of opportunities for current and potential productive and sustainable economic activities in rural areas: Inconsistent. The proposed 20 hectare minimum lot size is inconsistent with the dominant land use in the area, which is extensive agriculture.

(b) recognition of the importance of rural lands and agriculture and the changing nature of agriculture and of trends, demands and issues in agriculture in the area, region or State. Inconsistent. No data or anecdotal evidence has been presented indicating that small primary production lots are needed in the area.

(c) recognition of the significance of rural land uses to the State and rural communities, including the social and economic benefits of rural land use and development. Inconsistent. No data or anecdotal evidence has been presented indicating this provision of small primary production lots will provide social or economic benefits to the community.

(d) in planning for rural lands, to balance the social, economic and environmental interests of the community. Inconsistent. No data or anecdotal evidence has been presented indicating benefits to the community from provision of these small primary production lots.

(e) the identification and protection of natural resources, having regard to maintaining biodiversity, the protection of native vegetation, the importance of water resources and avoiding constrained land. Inconsistent. The proposed intensification of land use can reasonably be suggested to have more negative impacts on the natural environment.

(f) the provision of opportunities for rural lifestyle, settlement and housing that contribute to the social and economic welfare of rural communities. No data or anecdotal evidence has been presented indicating benefits to the community from provision of these small primary production lots.

(g) the consideration of impacts on services and infrastructure and appropriate location when providing for rural housing. Inconsistent. The site has no identified services, and none are provided for in Council's forward planning.

(h) ensuring consistency with any applicable regional strategy of the Department of Planning or any applicable local strategy endorsed by the Director-General. Inconsistent. Direction 1.1 of the New England North West Regional Plan (NENWRP) is "Grow broadacre agriculture and livestock grazing sectors", and Direction 1.3 of NENWRP is "Protect agricultural land from urban encroachment and fragmentation". It is reasonable to suggest that the proposed rezoning of rural land is inconsistent with these directions.

8 Rural Subdivision Principles

(a) the minimisation of rural land fragmentation. Inconsistent. The proposed rezoning and subsequent development will fragment productive agricultural land.

(b) the minimisation of rural land use conflicts, particularly between residential land uses and other rural land uses. Inconsistent. The proposed rezoning will necessarily increase the probability of land use conflict due to the proximity to extensive agriculture.

(c) the consideration of the nature of existing agricultural holdings and the existing and planned future supply of rural residential land when considering lot sizes for rural lands. Inconsistent. The dominant land use in the area is extensive agriculture, and there is arguably a sufficient supply of rural residential land in the locality.

(d) the consideration of the natural and physical constraints and opportunities of land. Inconsistent. The proposed lot sizes are of insufficient size for most productive agricultural enterprises.

(e) ensuring that planning for dwelling opportunities takes account of those constraints. Inconsistent. The proposed rezoning does not adequately account for the constraints of the land.

Consistency with the New England Development Strategy 2010:

Objective: agricultural landholdings that are sufficient in size to maintain commercial agricultural production. Inconsistent. It is reasonable to suggest that the proposed minimum lot size of 20 hectares is insufficient for most commercial agricultural production.

Objective: agricultural landholdings that accommodate a range of agricultural uses in accordance with land capability and suitability. Inconsistent. No demand has been identified for agricultural uses which are viable on lot sizes in the vicinity of 20 hectares.

Consistency with applicable Section 9.1 Directions by the Minister of Planning:

1.2 Rural Zones - The objective of this direction is to protect the agricultural production value of rural land.

A planning proposal must:

(b) not contain provisions that will increase the permissible density of land within a rural zone (other than land within an existing town or village). Inconsistent. The proposed rezoning will enable increased density of the land.

1.3 Rural Land - The objectives of this direction are to:

(a) protect the agricultural production value of rural land. Inconsistent. Intensification of the land use can reasonably be predicted to lessen the agricultural production value.

(b) facilitate the orderly and economic development of rural lands for rural and related purposes. Inconsistent. Creation of dwelling entitlements on minimum 20 hectare size lots is arguably not a rural and related purpose given the commercial production constraints of the land.

CONCLUSION:

The Planning Proposal is inconsistent with applicable policy and regulation. In this context, it should not be endorsed to be submitted to the Department of Planning and Environment for a Gateway Determination.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Should the Planning Proposal be endorsed, community consultation will need to be undertaken.

2. Policy and Regulation

Environmental Planning & Assessment Act 1979.

Environmental Planning and Assessment Regulation 2000.

State Environmental Planning Policy (Rural Lands) 2008.

Uralla Local Environmental Plan 2012.

New England Development Strategy 2010.

3. Financial (LTFP)

Council staff will invoice the applicant on a cost recovery basis for time spent on the application. A \$4,500 deposit for these costs has been received as part of the application and as required by Council's Operational Plan 2017-2018.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

9. Disclosure of Political Donations and Gifts

Has a Political Donations Disclosure Statement been received in relation to this application?	No.
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Political Donation Disclosure Statement register details	N/A.
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Have staff received a gift or benefit from anyone involved in this application that needs to be disclosed?	No.
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Gift and benefits register details	N/A.
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Prepared by staff member: Matt Clarkson, Manager Planning and Regulation.

TRIM Reference Number:

Approved/Reviewed by Manager: Director Infrastructure and Regulation

Department: Infrastructure & Regulation..

Attachments: Croft Planning Proposal - Rezoning of land at The Gap Road, Uralla from RU1 Primary Production to RU4 Small Primary Production.

Croft Planning Proposal – Site photos.



Planning Proposal

Rezoning of Land at The Gap Road, Uralla (Lots 29, 61, 119-120, 122-123, 255, 401-409, 415-416, 491 in DP 755846, Lot 1-2 in DP 167083 and Lot B in DP 400556) from RU1 Primary Production to RU4 Small Primary Production Lots

February 2018

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TABLE OF CONTENTS

INTRODUCTION	1
PART 1 OBJECTIVES OR INTENDED OUTCOMES	3
PART 2 EXPLANATION OF PROVISIONS	3
PART 3 JUSTIFICATION	3
<i>Section A Need for the planning proposal</i>	3
<i>Section B Relationship to strategic planning framework</i>	4
<i>Section C Environmental, social and economic impact</i>	17
<i>Section D State and Commonwealth interests</i>	18
PART 4 MAPPING.....	19
PART 5 COMMUNITY CONSULTATION	19
PART 6 PROJECT TIMELINE	22
CONCLUSION.....	22

FIGURES:

FIGURE 1: LOCALITY PLAN

FIGURE 2: SITE

FIGURE 3: CURRENT LAND USE ZONES APPLYING TO THE LAND

FIGURE 4: PROPOSED LAND USE ZONES APPLYING TO THE LAND

FIGURE 5: CURRENT MINIMUM LOT SIZE STANDARDS APPLYING TO THE LAND

FIGURE 6: PROPOSED MINIMUM LOT SIZE STANDARDS APPLYING TO THE LAND

TABLES:

TABLE 1: APPLICABLE ACTIONS FROM NEW ENGLAND NORTH WEST REGIONAL PLAN

TABLE 2. KEY ASSESSMENT CRITERIA FOR SMALL RURAL HOLDINGS

TABLE 3: APPLICABLE STATE ENVIRONMENTAL PLANNING POLICIES

TABLE 4: APPLICABLE MINISTERIAL DIRECTIONS (SECTION 117 DIRECTIONS)

TABLE 5: PLANNING PROPOSAL PROCESS OUTLINE

ATTACHMENTS:

ATTACHMENT 1 PHOTOS OF SITE

INTRODUCTION

This planning proposal has been prepared in accordance with Section 55 of the *Environmental Planning and Assessment Act 1979* and the Department of Planning and Infrastructure's "*A guide to Preparing Planning Proposals*" (August 2016). The planning proposal seeks to amend the *Uralla Local Environmental Plan 2012* (LEP 2012).

This Planning Proposal relates to Lots 29, 61, 119-120, 122-123, 255, 401-409, 415-416, 491 in DP 755846, Lot 1-2 in DP 167083 and Lot B in DP 400556, The Gap Road, Uralla. It is proposed to rezone the land from RU1 Primary Production to RU4 Small Primary Production Lots and to reduce the current minimum lot size of 200 ha to 20 ha. The proposal seeks to create a more appropriate zoning and lot size that is reflective of emerging nature of the locality and its likely future use.

The Site has a total area of approximately 230 hectares and has the potential for the development of approximately 11 small primary production lots. The location of the Site is shown in Figure 1 and Figure 2.

The Planning Proposal seeks to amend the Zoning and Minimum Lot Size maps applicable to the land.

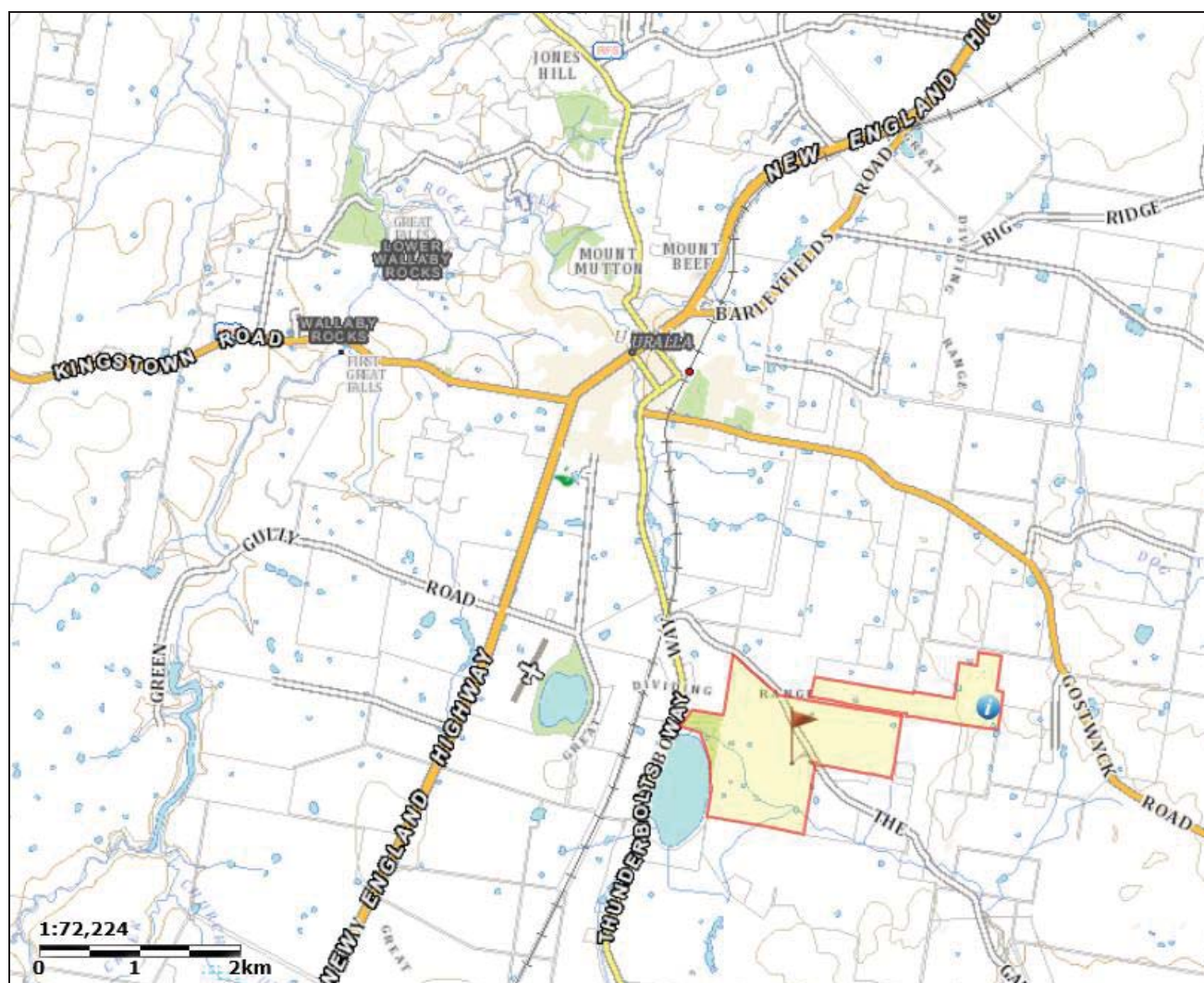


Figure 1: Locality Plan (sourced: SixMaps)



PART 1 – OBJECTIVES OR INTENDED OUTCOMES

The objectives or intended outcomes of the Planning Proposal are to:

- provide suitable small rural lots that will encourage and promote diversity and employment opportunities related to primary industry and tourism enterprises in a location close to the Uralla township.
- rezone the site so that its zoning is consistent with the existing small primary production land uses adjoining and to the east of the Site.
- alter the lot size standards from 200 ha to 20 ha to be consistent with the existing lot sizes of the Site and to allow for small primary production lots with dwelling entitlements, similar to the lots adjoin and to the east of the Site.

PART 2 - EXPLANATION OF PROVISIONS

The proposed outcomes of the Planning Proposal will be achieved by:

- amending the Uralla LEP 2012 Land Zoning Map by rezoning Lots 29, 61, 119-120, 122-123, 255, 401-409, 415-416, 491 in DP 755846, Lot 1-2 in DP 167083 and Lot B in DP 400556 from RU1 Primary Production to RU4 Small Primary Production Lots (refer Figures 3 and 5).
- amending Uralla LEP 2012 Lot Size Map by altering the lot size standards for Lots 29, 61, 119-120, 122-123, 255, 401-409, 415-416, 491 in DP 755846, Lot 1-2 in DP 167083 and Lot B in DP 400556 from 200 ha to 20 ha (refer Figures 3 and 6).

PART 3 - JUSTIFICATION

Section A. Need for the planning proposal.

Q1. Is the planning proposal a result of any strategic study or report?

The subject Planning Proposal is not the direct result of any current strategic study or report by Council or the NSW Department of Planning and Environment.

Q2. Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

Consideration has been given to alternative methods of achieving the objectives and intended outcomes of the Planning Proposal, including only varying the minimum Lot Size Map within the Uralla LEP 2012. This approach will prohibit uses such as food and drink premises, function centres, and transport and truck depot uses that are suitable on small rural lots and will encourage and promote diversity and employment opportunities related to primary industry and tourism enterprises, particularly those that require smaller lots or that are more intensive in nature.

The proposed rezoning and variation to the MLS standards is considered to be the best means of achieving the objectives or intended outcomes of the Planning Proposal.

Section B. Relationship to strategic planning framework.

Q3. Is the planning proposal consistent with the objectives and actions of the applicable regional or sub-regional strategy (including the Sydney Metropolitan Strategy and exhibited draft strategies)?

New England North West Regional Plan 2036

The New England North West Regional Plan applies to 12 local government areas – Tenterfield, Glen Innes Severn, Inverell, Armidale Regional, Uralla, Walcha, Gwydir, Tamworth Regional, Liverpool Plains, Gunnedah, Narrabri and Moree Plains.

This Plan promotes a holistic approach to land, environmental, water and natural resource management. It aims to maintain the productive capacity of natural resources, improve the agriculture sector's capacity to cope with changes in markets and weather patterns, and maintain and preserve areas of high environmental value, water catchments and heritage. It provides an overarching framework to guide development and investment in the New England North West to 2036.

Table 1: Applicable actions from New England North West Regional Plan

New England North West Regional Plan	
GOAL 1 – A strong and dynamic regional economy	
Action	ACTION 1.2 Promote the expansion of agribusiness and associated value-adding activities through local plans.
Consistency	The planning proposal seeks to provide suitable small rural lots that will encourage and promote diversity and employment opportunities related to primary industry in a location close to the Uralla township. Therefore, the planning proposal is consistent with this action as it supports the development expansion of agribusiness and associated value-adding activities.
Action	ACTION 1.4 Encourage commercial, tourist and recreation activities that complement and promote a stronger agricultural sector, and build the sector's adaptability.
Consistency	The planning proposal seeks to provide suitable small rural lots that will encourage and promote diversity and employment opportunities related to primary industry and tourism enterprises in a location close to the Uralla township. Therefore, the planning proposal is consistent with this action as it supports the development of complementary tourism experiences associated with agriculture.
Action	ACTION 3.1 Map important agricultural land and develop guidelines to support the implementation of the important agricultural land mapping through local plans.
Consistency	<p>The planning proposal seeks to retain a rural zoning for the Site and aims to provide suitable small rural lots that will encourage and promote diversity and employment opportunities related to primary industries.</p> <p>The Site is not mapped strategic agricultural land. Therefore, the planning proposal is consistent with this action.</p>

The relevant priorities for Uralla that build on the directions and actions in this Plan, are listed as follows:

- *Grow and diversify the local agricultural base by encouraging opportunities for agribusiness and research and development institutions.*
- *Support emerging boutique food and tourism-based cottage retail enterprises.*

The planning proposal seeks to provide suitable small rural lots that will encourage and promote diversity and employment opportunities related to primary industry and tourism enterprises in a location close to the Uralla township. Rezoning the land to RU4 Small Primary Production Lots is consistent with the existing small primary production land uses adjoining and to the east of the Site. Altering the lot size standards from 200 ha to 20 ha is consistent with the existing lot sizes of the Site and allows for small primary production lots with dwelling entitlements. This will assist in achieving the above priorities.

Assessment Criteria

a) Does the proposal have strategic merit? Is it:

- **Consistent with the relevant regional plan outside of the Greater Sydney Region, the relevant district plan within the Greater Sydney Region, or corridor/precinct plans applying to the site, including any draft regional, district or corridor/precinct plans released for public comment; or**

The planning proposal is consistent with the relevant actions identified in the New England North West Regional Plan, as discussed in Section B of this report.

- **Consistent with a relevant local council strategy that has been endorsed by the Department; or**

The planning proposal is consistent with the key land use policies and principles for small rural holdings as identified in the New England Development Strategy 2010, as discussed in Section B of this report. This strategy was endorsed by the then Director-General of the Department of Planning and Infrastructure.

- **Responding to a change in circumstances, such as the investment in new infrastructure or changing demographic trends that have not been recognised by existing planning controls.**

The planning proposal will provide for small rural holdings that will allow for the clustering of primary industry and tourism enterprises in a location close to the Uralla township. This will implement Councils objective to increase agricultural and tourism potential and meet demands for small rural holdings. This is consistent with trends identified in the New England North West Regional Plan.

The Uralla LEP 2012 makes provision for 82 hectares of RU4 Small Primary Production Lots. The site will allow for an additional 230 hectares of RU4 zoned land. This additional land is required to meet demand for small rural holdings on appropriately zoned land.

b) Does the proposal have site-specific merit, having regard to the following:

- **the natural environment (including known significant environmental values, resources or hazards) and**

The Site has been highly modified for rural purposes. The Site does not contain any significant environmental values, resources or hazards, as discussed in Section C of this report. The land is suitable for the intended small primary production lots.

- **the existing uses, approved uses, and likely future uses of land in the vicinity of the proposal and**

The planning proposal is consistent with the existing small primary production land uses adjoining and to the east of the Site. No surrounding land uses or likely future land uses are incompatible with the proposed RU4 Small Primary Production Lot zoning of the land.

- **the services and infrastructure that are or will be available to meet the demands arising from the proposal and any proposed financial arrangements for infrastructure provision.**

The Site has access to adequate infrastructure for future rural development of the site. Any required upgrading of infrastructure can adequately be addressed as part of the development stage for the subdivision of the land or at the time of future site specific developments.

Q4. Is the planning proposal consistent with a Council's local strategy or other local strategic plan?

New England Development Strategy (WorleyParsons, 2010)

The New England Development Strategy (Worley Parsons, 2010) was prepared for Armidale Dumaresq, Guyra Shire, Uralla Shire and Walcha Councils. The New England Development Strategy (NEDS) outlines key land use policies and principles for the four council areas and provides the planning context for preparing LEP provisions. The NEDS has a timeframe of up to 2032.

The NEDS was adopted by the four councils and endorsed by the then Director-General of the Department of Planning and Infrastructure and formed the basis of the Standard Instrument LEPs prepared for the four local government areas, including Uralla LEP 2012.

Part 7 of the NEDS identifies key land use planning issues, including environmental impacts from rural small holdings subdivision and identifies several potential areas for rural small holdings. The land is not within an identified rural small holdings area. The proposed rezoning in the Planning Proposal is justified for the following reasons:

- The Site is suitable for small primary production purposes in terms of its natural attributes as well as proximity to the Uralla Township.
- The Site is contiguous with surrounding small primary production lots.
- The clustering of future small lot primary production and tourism enterprises will encourage and promote diversity and employment opportunities in close proximity to the Uralla township.
- The proposed rezoning is considered to be consistent with the key assessment criteria in the NEDS (page 55) that was used to identify locations for new rural small holdings. Table 2 lists the key assessment criteria and considers the suitability of the site, with a comparison to the identified small rural holding locations. Whilst the Site is not one of the identified potential small rural holding locations identified in the NEDS (Map 7.2, p47), the site is the

most consistent with the location criteria listed in the NEDS, as summarised in Table 2 of this report. One of the main justifications for each of the recommended small rural holding locations identified in the NEDS was to expand on the existing small holding settlement patterns in these areas (NEDS, p57-58). The site and its surrounding area is consistent with this justification, as the Site and surrounding area consists of a settlement pattern of small rural holdings.

Table 2. Key assessment criteria for small rural holdings

Location Criteria	Site	Invergowrie	Rocky River	South Arding	Saumarez	Kentucky
Distance from town – less than 5km	Consistent	Inconsistent	Consistent	Inconsistent	Inconsistent	Inconsistent
Provision of services – potable water, electricity, telephone, bushfire services	Consistent	Partially Consistent	Consistent	Partially Consistent	Partially Consistent	Partially Consistent
Capacity for onsite water storage – supplementary dam supplies	Consistent	Consistent	Consistent	Consistent	Consistent	Consistent
Availability of groundwater and water service	Consistent	Consistent	Consistent	Consistent	Consistent	Consistent
Minimal impact on existing infrastructure	Consistent	Consistent	Consistent	Consistent	Consistent	Consistent
Good sealed road access	Consistent	Consistent	Consistent	Consistent	Consistent	Consistent
Exclude environmentally sensitive land	Consistent	Partially Consistent	Partially Consistent	Consistent	Consistent	Consistent
Exclude areas of high bushfire hazard	Consistent	Partially Consistent	Partially Consistent	Partially Consistent	Partially Consistent	Partially Consistent
Exclude known mineral and extractive resources	Consistent	Consistent	Inconsistent	Inconsistent	Consistent	Consistent
Exclude areas near non-compatible land uses – e.g. sewerage treatment works	Consistent	Consistent	Inconsistent	Consistent	Consistent	Consistent
Exclude water supply catchment land	Consistent	Consistent	Consistent	Consistent	Consistent	Inconsistent
Avoid areas with threatened species, Endangered Ecological Communities and remanent native vegetation	Consistent	Partially Consistent	Partially Consistent	Consistent	Consistent	Consistent
Avoid areas with high soil erosion risk	Consistent	Inconsistent	Inconsistent	Consistent	Consistent	Consistent
Avoid forestry land and contaminated land – e.g former orchards sites	Consistent	Consistent	Partially Consistent	Partially Consistent	Partially Consistent	Partially Consistent
Avoid areas with soils unsuitable for onsite effluent disposal	Consistent	Partially Consistent	Partially Consistent	Consistent	Consistent	Consistent
Avoid flood prone land	Consistent	Consistent	Partially Consistent	Consistent	Consistent	Consistent
Avoid Aboriginal and European heritage areas and sites and not detrimentally affect Aboriginal Cultural Landscapes	TBC	TBC	Inconsistent	TBC	TBC	TBC
Avoid areas with high groundwater tables	Consistent	Consistent	Consistent	Consistent	Consistent	Consistent
Avoid land with slopes greater than 18 degrees	Consistent	Consistent	Partially Consistent	Consistent	Consistent	Consistent

Q5. Is the planning proposal consistent with applicable state environmental planning policies?

Table 3: Applicable State Environmental Planning Policies

State Environmental Policy	
No. 44 Koala Habitat Protection	
Relevant to Planning Proposal	Yes
Application	State Environmental Planning Policy No.44 – Koala Habitat Protection (SEPP 44) aims to encourage the proper conservation and management of areas of natural vegetation that provide habitat for koalas to ensure a permanent free living population over their present range and reverse the current trend of koala population decline.
Consistency	<p>SEPP 44 applies to development applications for sites that are over one hectare in area within local government areas listed under Schedule 1 of the policy. Uralla Shire LGA is listed under Schedule 1 of the policy, and the Site has an area of more than one hectare.</p> <p>The Site has an area greater than 1 hectare and consideration of the policy is required. The sparsely scattered trees located on the northern fringe are unlikely to constitute potential or core koala habitat. This is a matter can be addressed at the DA stage.</p> <p>The planning proposal is not inconsistent with this SEPP.</p>
No. 55 Remediation of Land	
Relevant to Planning Proposal	Yes
Application	SEPP No. 55 introduces State-wide planning controls for the remediation of contaminated land. The policy states that land must not be developed if it is unsuitable for a proposed use because it is contaminated. If the land is unsuitable, remediation must take place before the land is developed. The policy makes remediation permissible across the State, defines when consent is required, requires all remediation to comply with standards, ensures land is investigated if contamination is suspected, and requires councils to be notified of all remediation proposals. To assist councils and developers, the Department, in conjunction with the Environment Protection Authority, prepared Managing Land Contamination: Planning Guidelines.
Consistency	<p>Based on the known historical use of the site for grazing and an inspection which did not reveal the remains of any potentially contaminating past activities, it is considered that there is a low likelihood of soil contamination being present on the site.</p> <p>Anecdotal information from the land owner suggests that a site adjoining the existing wool shed was previously used for cattle or sheep dipping activities that were undertaken within a concrete encased system.</p> <p>The land is not listed on Council contaminated lands database. It is considered that the land is suitable for rural living purposes and that further investigation at the DA stage focus on potential contamination</p>

	<p>near the existing wool shed.</p> <p>The planning proposal is not inconsistent with this SEPP.</p>
No. 64 Advertising and Signage	
Relevant to Planning Proposal	Yes
Application	<p>SEPP No. 64 aims to improve the amenity of urban and natural settings by managing the impact of outdoor advertising. The policy responded to growing concerns from the community, the advertising industry and local government that existing controls and guidelines were not effective. SEPP No. 64 offers the comprehensive provisions and consistent approach needed. SEPP 64 – Advertising and Signage: Explanatory Information should be read in conjunction with the policy.</p>
Consistency	The planning proposal is not inconsistent with this SEPP.
Rural Lands (2008)	
Relevant to Planning Proposal	Yes
Application	<p>The aim of the SEPP is to facilitate the orderly and economic use and development of rural lands for rural and related purposes. This SEPP does not directly relate to the Planning Proposal, however it does provide a number of 'Rural Subdivision Principles' and 'Rural Planning Principles' to be considered when assessing rural subdivisions and dwellings.</p>
Consistency	<p>The Planning Proposal is consistent with the SEPP Rural Lands (2008) as follows:</p> <p>The rural subdivision principles are listed and addressed below:</p> <p><i>(a) the minimisation of rural land fragmentation,</i></p> <p>The planning proposal seeks to retain a rural zoning for the Site.</p> <p>The Site and adjoining land to the east of the Site is already fragmented, well below the relevant minimum lot size of 200 ha for dwellings in the immediate surrounding area.</p> <p><i>(b) the minimisation of rural land use conflicts, particularly between residential land uses and other rural land uses,</i></p> <p>The land adjoins other small rural holdings. The planning proposal is likely to reduce the current potential for land use conflict in the area, with the zoning reflecting the predominant small rural holding use in the area.</p> <p><i>(c) the consideration of the nature of existing agricultural holdings and the existing and planned future supply of rural residential land when considering lot sizes for rural lands,</i></p> <p>The site has an area of approximately 230 hectares, consisting of 15 lots with 2 dwelling entitlements. The land to the east of the Site, created in the 1990's by the Deposited Plan 836597, consists of 6 lots with one 4ha, five ranging from 20 to 25ha and one 40ha. All these lots have dwelling entitlements.</p>

The planned future supply of rural residential land is focussed in the Rocky Creek, Arding, Invergowrie and Kentucky areas. The proposed amendment will not impact on any of these areas, as it is providing the opportunity for small rural holdings with a rural production potential.

(d) the consideration of the natural and physical constraints and opportunities of land,

The Site is not identified as bush fire prone or flood affected land. Future development will not require significant native vegetation removal. Soils and slope are suitable for a range of small rural holding uses and the land has the capability for onsite wastewater disposal.

(e) ensuring that planning for dwelling opportunities takes account of those constraints.

The Site is considered suitable as discussed above for the proposed zoning and lot size changes and has the capacity to accommodate additional dwellings with no likely adverse impacts.

The rural planning principles are listed and addressed below:

(a) the promotion and protection of opportunities for current and potential productive and sustainable activities in rural areas.

The land is already fragmented. The proposed zoning and MLS amendment will not impact the current agricultural use of the land or surrounding land.

(b) recognition of the importance of rural lands and agriculture and the changing nature of agriculture.

The planning proposal will respond to changing needs for small rural holdings located close to an urban centre.

(c) recognition of the significance of rural land uses to the state and rural communities, including the social and economic benefits of rural land use and development

The proposal will not adversely impact the agricultural use of the land or the rural land uses generally in the area. The planning proposal will provide opportunities for suitable small rural lots that will encourage and promote diversity and employment opportunities related to primary industry and tourism enterprises in a location close to the Uralla township.

(d) in planning for rural lands to balance the social economic and environmental interests of the community

The attributes of the Site provide for opportunities for social and economic benefits to the Uralla community with minimal likely environmental impacts.

(e) the identification and protection of natural resources, having regard to maintaining biodiversity, the protection of native vegetation, the importance of water resources and avoiding constrained land

Future development of the Site will not result in significant clearing of

	<p>native vegetation or impact any water resources.</p> <p><i>(f) the provision of opportunities for rural lifestyle, settlement and housing that contribute to the social and economic welfare of rural communities</i></p> <p>The proposal will result in the potential for 11 small primary production lots with dwelling entitlements and the potential to establish primary industry and tourism enterprises.</p> <p><i>(g) the consideration of impacts on services and infrastructure and appropriate location when providing for rural housing</i></p> <p>Electricity is already connected to the land. The land has the capability to provide for onsite disposal of waste water. A suitable access is already provided to the site.</p> <p><i>(h) ensuring consistency with any applicable regional strategy of the department of planning or any applicable local strategy endorsed by the director general.</i></p> <p>The proposal is not inconsistent with the New England North West Regional Plan or the New England Development Strategy.</p> <p>It is considered that the Planning Proposal is generally consistent with the principles of the SEPP (Rural Lands) 2008.</p>
Building Sustainability Index: BASIX 2004	
Relevant to Planning Proposal	Yes
Application	This SEPP operates in conjunction with the Environmental Planning and Assessment Amendment (Building Sustainability Index: BASIX) Regulation 2004 to ensure the effective introduction of BASIX in NSW. The SEPP ensures consistency in the implementation of BASIX throughout the State by overriding competing provisions in other environmental planning instruments and development control plans.
Consistency	The planning proposal is not inconsistent with this SEPP.
Infrastructure 2007	
Relevant to Planning Proposal	Yes
Application	This SEPP permits certain public authority infrastructure and services in the RU4 zone provided specific development standards and criteria are met.
Consistency	No inconsistency with this SEPP is identified.
Exempt and Complying Development Codes 2008	
Relevant to Planning Proposal	Yes
Application	This policy aims to provide streamlined assessment processes for development that complies with specified development standards by:

	<p>(a) providing exempt and complying development codes that have State-wide application, and</p> <p>(b) identifying, in the General Exempt Development Code, types of development that are of minimal environmental impact that may be carried out without the need for development consent, and</p> <p>(c) identifying, in the Rural Housing Code, types of complying development that may be carried out in accordance with a complying development certificate as defined in the Environmental Planning and Assessment Act 1979, and</p> <p>(d) enabling the progressive extension of the types of development in this Policy, and</p> <p>(e) providing transitional arrangements for the introduction of the State-wide codes, including the amendment of other environmental planning instruments.</p>
Consistency	No inconsistency with this SEPP is identified.
State and Regional Development 2011	
Relevant to Planning Proposal	Yes
Application	This Policy identifies classes of regional development (to be determined by Joint Regional Planning Panels) and classes of development that are considered to be State significant development, State significant infrastructure and critical State significant infrastructure (to be determined by the Minister or Minister's delegate).
Consistency	No inconsistency with this SEPP is identified.
No 30—Intensive Agriculture	
Relevant to Planning Proposal	Yes
Application	Requires development consent for cattle feedlots having a capacity of 50 or more cattle or piggeries having a capacity of 200 or more pigs. The policy sets out information and public notification requirements to ensure there are effective planning control over this export-driven rural industry. The policy does not alter if, and where, such development is permitted, or the functions of the consent authority.
Consistency	No inconsistency with this SEPP is identified.
Mining, Petroleum Production and Extractive Industries 2007	
Relevant to Planning Proposal	Yes
Application	This Policy aims to provide for the proper management and development of mineral, petroleum and extractive material resources for the social and economic welfare of the State. The Policy establishes appropriate planning controls to encourage ecologically sustainable development.
Consistency	No inconsistency with this SEPP is identified.

Q6. Is the planning proposal consistent with applicable Ministerial Directions (s. 117 directions)?

The Planning Proposal is consistent with the applicable 117 Directions as shown in the Table 4

Table 4: Applicable Ministerial Directions (Section 117 Directions)

1. Employment and Resources	
1.1 Business and Industrial Zones	
Relevant to Planning Proposal	No
1.2 Rural Zones	
Relevant to Planning Proposal	Yes
Application	The objective of this direction is to protect the agricultural production value of rural land. A planning proposal must not rezone land from a rural zone to a residential, business, industrial, village or tourist zone and not contain provisions that will increase the permissible density of land within a rural zone.
Consistency	No A planning proposal proposes to retain a rural zone for the Site. The Site is located within 3km of the Uralla Township. The Site and surrounding land is already fragmented land with lot sizes below the proposed minimum lot size. The inconsistency is of a minor significance.
1.3 Mining, Petroleum Production and Extractive Industries	
Relevant to Planning Proposal	Yes
Application	The objective of this Direction is to ensure that the future mining and extraction of State or regionally significant mineral, petroleum and extractive resources are not compromised by inappropriate development.
Consistency	No resources were identified in the DPI Mineral Resource Audit undertaken by DPI Minerals in August 2012. The subject land does not contain any such resources and the Planning Proposal is not inconsistent with this Direction.
1.4 Oyster Aquaculture	
Relevant to Planning Proposal	No
1.5 Rural Lands	
Relevant to Planning Proposal	Yes
Application	This direction applies when a relevant planning authority prepares a planning proposal that will affect land within an existing or proposed rural or environment protection zone (including the alteration of any existing rural or environment protection zone boundary) or a relevant planning authority prepares a planning proposal that changes the existing minimum lot size on land within a rural or environment protection zone. A planning proposal to which clauses 3(a) or 3(b) apply must be

	consistent with the Rural Planning Principles listed in State Environmental Planning Policy (Rural Lands) 2008. A planning proposal to which clause 3(b) applies must also be consistent with the Rural Subdivision Principles listed in State Environmental Planning Policy (Rural Lands) 2008
Consistency	Yes. The planning proposal is consistent with the Rural Planning Principles and the Rural Subdivision Principles listed in State Environmental Planning Policy (Rural Lands) 2008, as demonstrated in this report.
2. Environment and Heritage	
2.1 Environmental Protection Zones	
Relevant to Planning Proposal	No
2.2 Coastal Protection	
Relevant to Planning Proposal	No
2.3 Heritage Conservation	
Relevant to Planning Proposal	No
2.4 Recreation Vehicle Areas	
Relevant to Planning Proposal	No
3. Housing, Infrastructure and Urban Development	
3.1 Residential Zones	
Relevant to Planning Proposal	No
3.2 Caravan Parks and Manufactured Home Estates	
Relevant to Planning Proposal	No
3.3 Home Occupations	
Relevant to Planning Proposal	No
3.4 Integrating Land Use and Transport	
Relevant to Planning Proposal	No
3.5 Development Near Licensed Aerodrome	
Relevant to Planning Proposal	No
3.6 Shooting Ranges	
Relevant to Planning Proposal	No
4. Hazards and Risks	
4.1 Acid Sulphate Soils	
Relevant to Planning Proposal	No
4.2 Mine Subsidence and Unstable Land	
Relevant to Planning Proposal	No

4.3 Flood Prone Land	
Relevant to Planning Proposal	No
4.4 Planning for Bushfire Protection	
Relevant to Planning Proposal	No
5. Regional Planning	
5.1 Implementation of Regional Strategies	
Relevant to Planning Proposal	No
5.2 Sydney Drinking Water Catchment	
Relevant to Planning Proposal	No
5.3 Farmland of State and Regional Significance on the NSW Far North Coast	
Relevant to Planning Proposal	No
5.4 Commercial and Retail Development along the Pacific Highway, North Coast	
Relevant to Planning Proposal	No
5.8 Second Sydney Airport: Badgerys Creek	
Relevant to Planning Proposal	No
5.9 North West Rail Link Corridor Strategy	
6. Local Plan Making	
6.1 Approval and Referral Requirements	
Relevant to Planning Proposal	Yes
Application	Clause (4) of the Direction requires a planning proposal to minimise the inclusion of concurrence/consultation provisions and not identify development as designated development.
Consistency	This planning proposal is consistent with this direction as no such inclusions, or designation is proposed.
6.2 Reserving Land for Public Purposes	
Relevant to Planning Proposal	No
6.3 Site Specific Provisions	
Relevant to Planning Proposal	Yes
Application	The objective of this direction is to discourage unnecessarily restrictive site specific planning controls.
Consistency	The planning proposal is consistent with this direction as it is not intended to restrict development of the Site to a particular development proposal or impose any land use restrictions, development standards, or requirements in addition to those already contained in the RU4 zone

Section C. Environmental, social and economic impact.

Q7. Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?

No. The Planning Proposal will have no adverse effects on critical habitat or threatened species, populations or ecological communities, or their habitats. The land has been cleared and pasture improved for stock grazing purposes over many years. The pasture is introduced and is characteristic of 'derived grasslands', as described in the Uralla Biodiversity Strategy Planning Outcomes Report, February 2015:

Derived' grasslands are areas of former woodland vegetation, which have been cleared. While these areas may be important because they provide grassland habitat they are not natural grasslands according to the strict legislative definitions. Derived grasslands are the most widespread vegetation community within each study area (West Invergowrie, Arding, Rocking Creek and Kentucky) and are the result of clearing of the overstorey and shrub layers for agricultural purposes (horticulture, grazing and cropping). These grasslands have been derived from one or more of the original woodland and forest communities indigenous to the area. There are no specific grassland Threatened Ecological Communities (TECs) known from the study areas. However, sites that were once woodland, and where the natural seedbank is 'at least partially intact' may constitute one or another of the three woodland TECs in the study area (White Box Yellow Box Blakely's Red Gum grassy woodlands; Ribbon Gum – Mountain Gum – Snow Gum grassy open forest/woodland; and New England Peppermint woodland).

The sparsely scattered trees located on the northern fringe of the Site may once have constituted a woodland, however, the understorey has been grazed for many years and it is unlikely that the natural seedbank will be intact.

Clearing for future rural development and dwelling sites within the site is considered unlikely to have a significant impact on critical habitat or threatened species, populations or ecological communities, or their habitats. This is a matter can be addressed at the DA stage.

Q8. Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?

The Site is not identified as bush fire prone land on Council's Bush Fire Prone Land Map, certified by the Commissioner of the NSW Rural Fire Service. The Site is not flood prone land and has the land capability for onsite waste water disposal. It is located within an already cleared area, reducing the need for native vegetation removal.

It is unlikely that the Planning Proposal will result in any adverse environmental impacts. Future development applications for future rural development and dwelling sites will require appropriate consideration of the potential for impacts to environmental values and the natural and physical constraints of the land.

Q9. Has the planning proposal adequately addressed any social and economic effects?

The Planning Proposal will provide suitable small rural lots that will encourage and promote diversity and employment opportunities related to primary industry and tourism enterprises in a location close to the Uralla township.

There are no European heritage items listed in Schedule 5 of LEP 2012 on the Site. The nearest heritage item listed in LEP 2012 of local heritage significance is Dangar's Lagoon that is located to the south west of the Site, Thunderbolt's Way (Main Road 73)—4km south of Uralla, Item I54.

It is considered that no negative impacts on the items of European cultural heritage will occur should the Site be zoned RU4 Small Primary Production Lots with minimum lot size of 20 hectares, as sufficient area would be available for development of the land without encroaching or impact on the adjoin Dangar's Lagoon.

No items of Aboriginal Cultural Heritage have been identified on the site. A search of the Office of the Environment and Heritage AHIMS Web Services Aboriginal Heritage Information Management System was conducted for Lot 122 in DP 755846, with a Buffer of 1000 meters. The AHIMS report shows that no Aboriginal places have been declared in or near the site. One Aboriginal site is declared on or near the site.

It is recommended that an Aboriginal heritage assessment of the Site should be carried out subject to a Gateway determination or as part of any development application for future development of the land.

No negative social or economic effects are anticipated from the intended outcomes of the Planning Proposal. Being located within 3km of the Uralla Township, the future rural development of the Site will be accessible too social, business and industry services.

The Site has the potential for the development of approximately 11 small rural holdings, this in combination with surrounding small rural holdings will create opportunities for clustering of new diversified primary industry and tourism enterprises and associated employment opportunities.

Section D. State and Commonwealth interests.

Q.10 Is there adequate public infrastructure for the planning proposal?

There are no additional infrastructure requirements arising from the Planning Proposal.

Telecommunications and Electricity – The Site can gain access to telecommunication and electricity infrastructure that service the Site. Any upgrades for connections to the existing infrastructure can be dealt with at the time of subdivision.

Vehicular Access – The Gap Road is a gravel public road. The Gap Road crosses the mid-section of the Site. There is a section of unformed road reserve adjoining the northern boundaries of Lots 122, 123, 137, 408 and 409. The dedication of the existing road located on the Site as public road or the construction of a public road within the unformed road reserve can be dealt with at the time of subdivision. Any upgrades to the existing infrastructure can be dealt with at the time of subdivision.

Water and Sewer – The proposed minimum lot size of 20 hectares allows provides sufficient area for onsite waste water disposal and water harvesting for rural and domestic uses is achievable.

Waste Management – Council has an existing landfill located south west of the Uralla Township with capacity to service current and projected population levels.

Social Infrastructure - Uralla is well serviced with social infrastructure, such as 2 schools, a range of community services and health support services.

Emergency Services – The Site is located within 5 minutes travel time from emergency services located in the Uralla township that service the Uralla District.

Q.11 What are the views of State and Commonwealth Public Authorities consulted in accordance with the gateway determination?

NSW Planning and Environment will indicate their views during the Gateway determination of the proposal. Consultation will occur with other state agencies following Gateway assessment and/or determination.

PART 4 – MAPPING

A site map showing the land subject of the Planning Proposal have been included in the Introduction to the Planning Proposal.

Relevant mapping is included in Figures 3-6:

PART 5 –COMMUNITY CONSULTATION

In accordance with Section 57 (2) of the EP&A Act 1979, this Planning Proposal must be approved under a Gateway determination prior to community consultation being undertaken by Council.

Pursuant to “A guide to preparing local environmental plans”, the subject proposal meets the following definition of being a low impact Planning Proposal:

A ‘low’ impact planning proposal is a planning proposal that, in the opinion of the person making the Gateway determination is:

- consistent with the pattern of surrounding land use zones and/or land uses
- consistent with the strategic planning framework
- presents no issues with regard to infrastructure servicing
- not a principal LEP
- does not reclassify public land.

It is recommended that this Planning Proposal is exhibited for a period of 28 days.

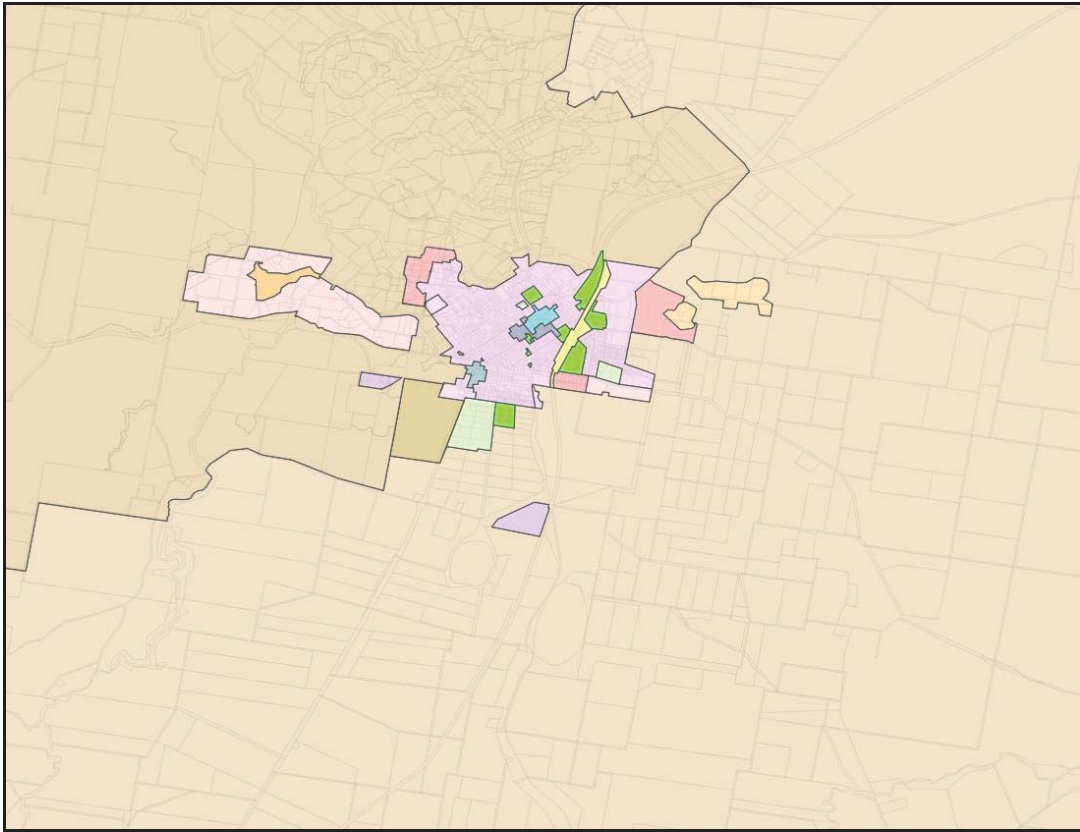


Figure 3. Current Land Zoning (Source: NSW Planning Portal)

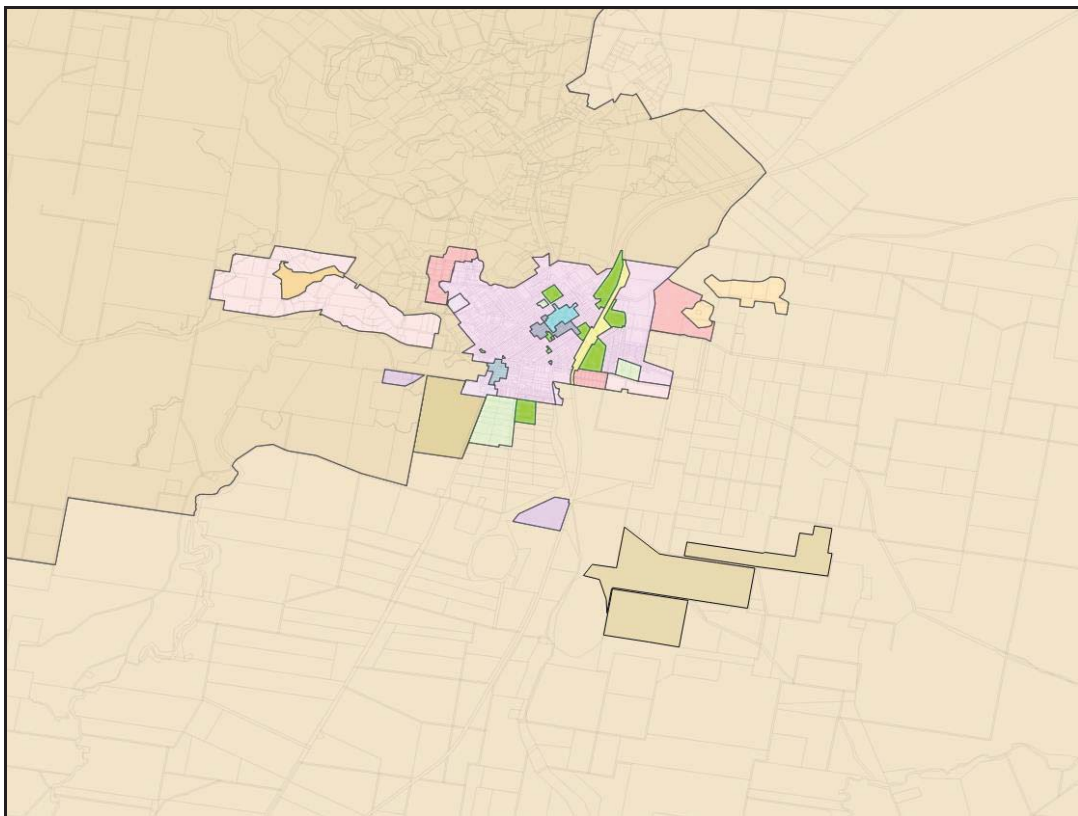


Figure 4. Proposed Land Zoning

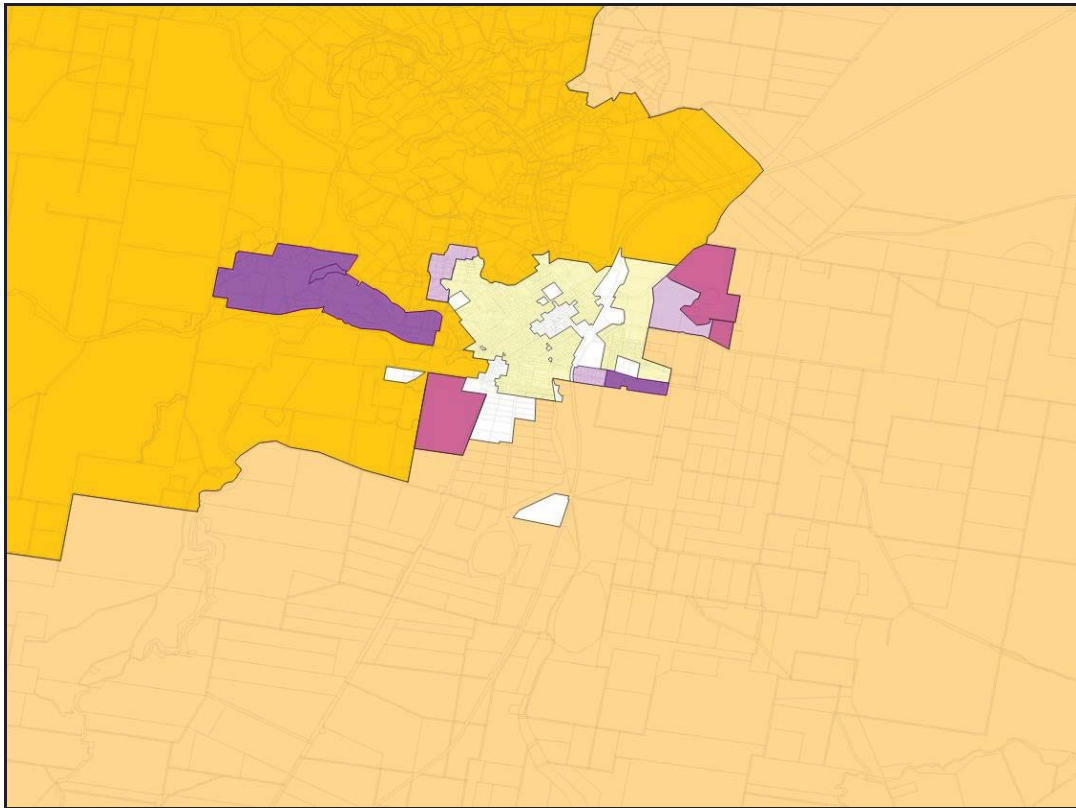


Figure 5. Current Minimum Lot Size Standards (Source: NSW Planning Portal)

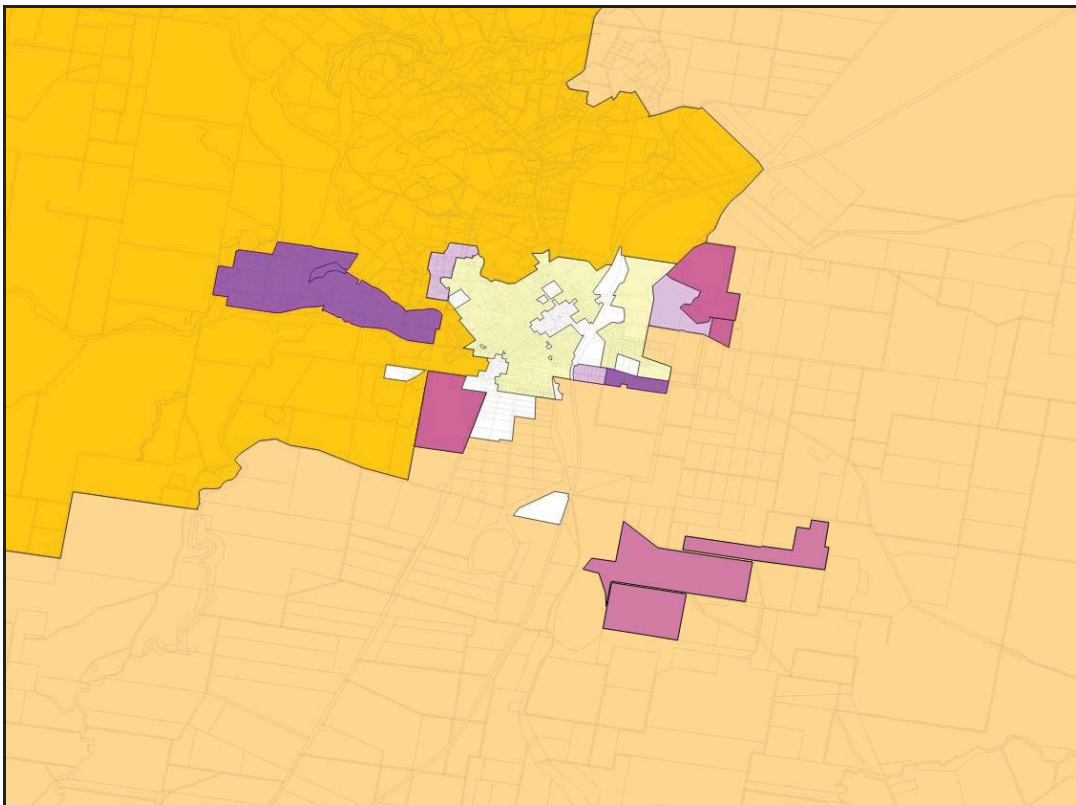


Figure 6. Proposed Minimum Lot Size Standards

PART 6 – PROJECT TIMELINE

The anticipated project timeline for completion of the Planning Proposal is outlined in Table 5.

Table 5. Planning Proposal Process Outline

Estimated Timeframe	2018							
	F	M	A	M	J	J	A	S
Report to Council / Resolution to refer to department for Gateway Determination	X							
Date of Gateway Determination.		X						
Completion of additional information (if required).			X					
Government agency consultation (pre and post exhibition - if required by Gateway Determination).			X					
Any changes that may be required to the Planning Proposal resulting from additional information and government agency consultations. If required resubmit altered Planning Proposal to Gateway panel. Revised Gateway determination issued, if required.				X				
Commencement and completion dates for public exhibition.					X	X		
Consideration of submissions, Planning Proposal post exhibition.							X	
Date of submission of proposal to Department to finalise the LEP.								X

PART 7 – CONCLUSION

The subject Planning Proposal is a relatively minor matter that will result in the most logical and appropriate use of an already fragmented rural property that is well located in terms of proximity to the township of Uralla.

This Planning Proposal relates to Lots 29, 61, 119-120, 122-123, 255, 401-409, 415-416, 491 in DP 755846, Lot 1-2 in DP 167083 and Lot B in DP 400556, The Gap Road, Uralla. It is proposed to rezone the land from RU1 Primary Production to RU4 Small Primary Production Lots and to reduce the current minimum lot size of 200 hectares to 20 hectares.

As demonstrated in this report, the Planning Proposal is consistent with the objectives of the relevant Council's Strategic Planning reports, relevant State Environmental Planning Policies and relevant Section 117 Ministerial Directions, and relevant State Environmental Planning Policies.

It is requested that Council seek a Gateway Determination from NSW Planning and Environment (P&E) requesting permission to place the Planning Proposal on public exhibition.

ATTACHMENT 1
SITE PHOTOS

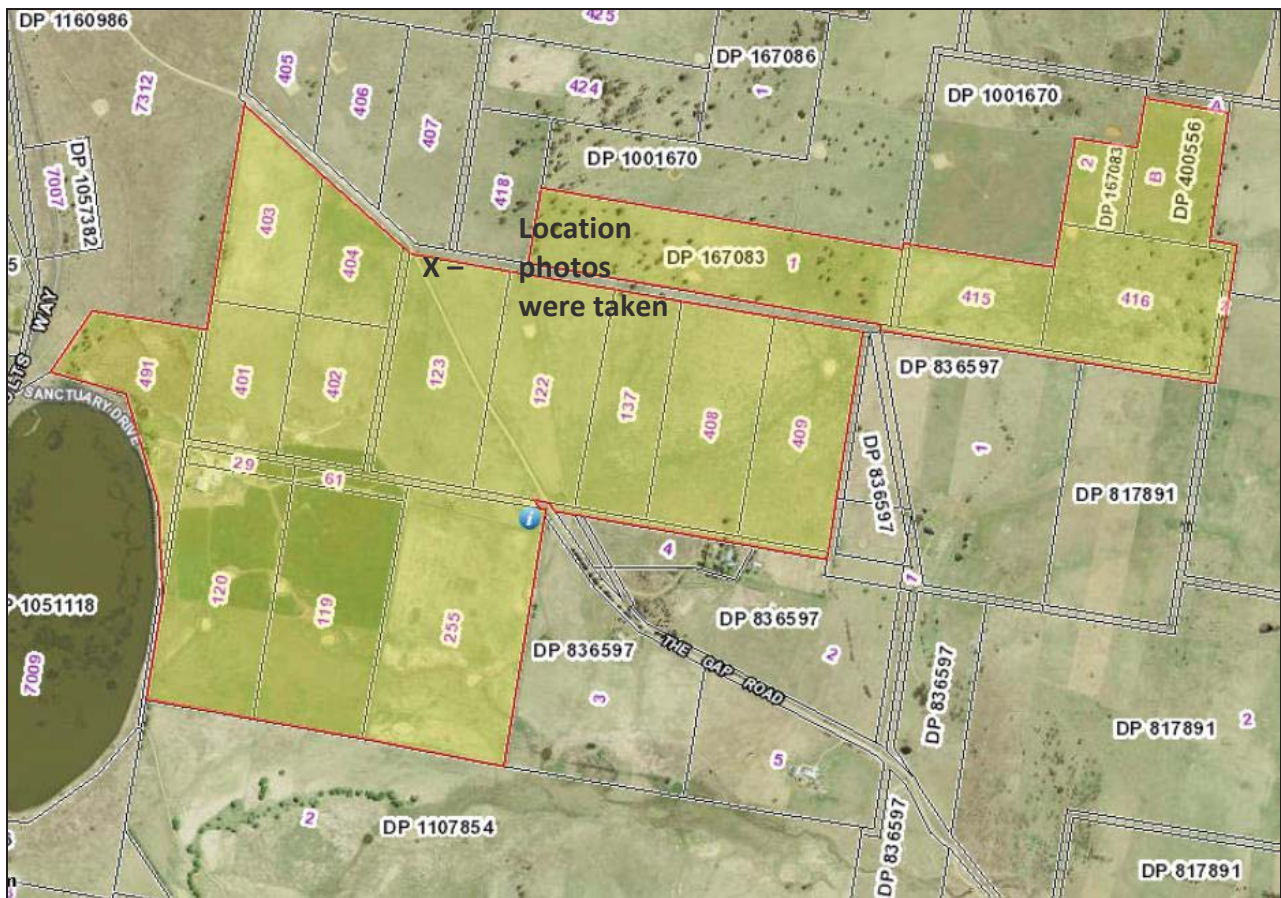




Photo 1. Looking to western portion of Site



Photo 2. Looking to south western portion of Site



Photo 3. Looking to southern portion of Site



Photo 4. Looking to south eastern portion of Site



Photo 5. Looking to north eastern portion of Site



Photo 6. Looking to north of Site



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	General Manager
Reference/Subject:	Report 12 - Stronger Country Communities Fund – Round Two

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	4.2	An effective and efficient organisation.
Strategy:	4.2.2	Operate in a financially responsible and sustainable manner.
Action:	4.2.2.3	Maximise grant and funding partnership opportunities.

SUMMARY:

The Stronger Country Communities Fund Round Two was opened on 12th March 2018.

Uralla Shire has a funding allocation of \$1.56M to be allocated as follows:

- Minimum of 50% for local sporting infrastructure; and
- Balance for community amenity projects.

Applications close on the 4th May 2018.

OFFICER'S RECOMMENDATION:

That Council receive and note the content of the report.

REPORT:

The State Government has opened Round 2 of the Stronger Country Communities Fund (SCCF). A program guideline, frequently asked questions and other information about the fund can be obtained at this link <https://www.nsw.gov.au/improving-nsw/regional-nsw/regional-growth-fund/stronger-country-communities/>.

In summary, Uralla Shire will receive up to \$1.56M in this second round. At least 50% of that \$1.56M is to be allocated to local sporting infrastructure' and the balance is to be allocated to 'community amenity projects'. Individual project applications must seek grant funding of at least \$50,000.

The SCCF guide identifies examples of the types of projects the government is looking for in the 'community amenity' and 'local sporting infrastructure' categories:

Community Amenity

- Community halls
- Playgrounds and parks
- Toilet blocks
- Libraries
- Shade cloth and pergolas
- Community kitchens, BBQs and recreation facilities
- Murals or community art instalments
- Town and tourism signage
- Seating, planting boxes, paving
- Memorials or statues

Local sporting infrastructure

- Oval or court lighting, sports field fencing or surfacing
- Sports field and golf course drainage and irrigation
- Sports clubhouses, change rooms and grandstands
- Skate parks and mountain bike tracks
- Aquatic facilities and pools
- Amenities for sports participants and spectators
- Indoor sports facilities
- Court resurfacing including synthetic surfaces
- Community fitness stations (fixed)
- Accessibility upgrades, walking or cycle pathways.

Page 7 of the SCCF guide includes the types projects which will not be eligible for grant funding.

Who can apply?

Only Council can make an application under this fund, however, Council is to consider projects which comply with the funding guidelines and which are put forward by community groups. If a community group's project is not put forward by Council, that group can seek a review of the Council's decision.

Timing

Timing for this fund is short. Council will have a number of projects of its own which it will need to consider, together with potential projects put forward by sporting or community groups, as part of this funding round.

It is recommended Council undertake a preliminary assessment and selection/elimination of projects/project concepts at a specially convened Councillor Workshop on the 27th march.

Council staff will then, possibly with the assistance of a quantity surveyor or similarly qualified person, refine individual project scopes and costs in preparation for an extraordinary meeting to be held on the 10th April whereat Council should consider any late submissions or changes and determine the projects which it wants submitted to the government. These projects will then be refined further and applications developed for final consideration at the April Ordinary meeting on 24th April.

Consultation

Council has contacted via email all known sports/community groups about the fund and has advised them of the funding guidelines – including the specific requirements of the fund as it applies to those groups – see this link - <https://static.nsw.gov.au/nsw-gov-au/1520555550/Information-for-non-council-organisations-Stronger-Country-Communities.pdf>.

Community and sporting groups were requested to submit their proposals to Council by the 22nd March. They were advised to provide as much of the information identified in the link included above (ie the link to the sheet titled “Stronger Country Communities Fund Submitting a project to your local council”) as possible by that date. They were advised that if they did not have a detailed quote for their project then an estimate would be sufficient at this stage. This lessening of the government’s requirement was due to the short timeframe for submissions and because the Councillor Workshop of the 27th March was intended to select/eliminate projects from the list of projects to be developed up further – therefore it would be unreasonable to request the level of detail advised by the government, at this stage.

The community and sporting groups were advised that Council will contact, in late March/early April, those groups which have presented projects which Council believes should be worked up further – including what additional information, if any, Council will require from them to enable their project to proceed further.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Consultation as undertaken for Round One is not required as part of the fund. Council’s are to determine whether sufficient consultation has occurred in the development of their strategic documents/programs to inform councils of community expectations.

2. Policy and Regulation

Nil

3. Financial (LTFFP)

Nil at this stage.

4. Asset Management (AMS)

Nil at this stage.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil at this stage.

Uralla Shire Council
Council Business Paper – 27 March 2018

Prepared by staff member:	Andrew Hopkins
TRIM Reference Number:	
Approved/Reviewed by Manager:	Andrew Hopkins
Department:	General Manager
Attachments:	Nil



REPORT TO COUNCIL

Department:	Infrastructure & Regulation
Submitted by:	Director Infrastructure & Regulation
Reference/Subject:	Report 13 - Roads to Recovery Program to 2018/19

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 cycleways 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
	2.3.2	Maintain, renew and replace Council bridges and culverts as required
Activity:	2.3.1.1	Deliver road and drainage maintenance services and capital works programs
	2.3.2.2	Deliver bridge and culvert maintenance services and capital works programs
Action	2.3.1.1.2	Deliver sealed roads capital renewal program
	2.3.2.1.2	Deliver bridge and culvert capital works programs

SUMMARY:

The purpose of this report is to have Council update its priority list for the upgrade of Unsealed and Sealed Roads, and Timber Bridges, utilising the Federal Government Roads to Recovery Program.

OFFICER'S RECOMMENDATION:

That Council:

1. adopt the following priority list for the expenditure of Roads to Recovery funding to 2018/19:-

Project	R2R Budget
1 Mihi Bridge - based on 50% State funding-(ie \$ 520,000 total cost) 26.2 metres x 8 metres wide	\$260,000
2 Eastern Avenue from causeway to Glenroy Road 2.1 kms - rehabilitation - single lane, very weak material, may need extra pavement	\$320,000
3 Bingara Road - upgrade and seal 4km (between the 6.64km and 10.64km marks)	\$880,000

Uralla Shire Council
Council Business Paper – 27 March 2018

4. Burtons Lane 1.39 kms - rehabilitation-single lane	\$250,000
5. Gilmore Place, Uralla - rehabilitation-AC overlay	\$40,000
6. Park Street, Uralla, from Queen Street towards Uralla Street - rehabilitation-100 metres x 10.2 metres (subject to available funds)	\$50,000
7. John Street, Uralla, from Bridge Street to Queen Street - rehabilitation 205 metres x 13.7 metres (subject to available funds)	\$100,000
8. Leece Road - west of Wilkins Street - realign and rehabilitate-350 metres (subject to available funds)	\$120,000
Total	\$2,020,000

and,

- 2. Reapply to the Fixing Country Roads Program for grant funding for upgrading and resealing the 8.4 km of unsealed section of Bingara Road with Council contributing \$880,000.**

BACKGROUND:

Subsequent to the confirmation of funding of up to \$800,000 for the Munsie Bridge deck replacement under the Election Commitments Program, an alternative project or projects needs to be identified and included in the Roads to Recovery (R2R) program to the end of 2018/19 financial year.

REPORT

Council normally receives \$430,513/ annum under the Roads to Recovery Program (R2R). Council has been advised that funding for 2015/2016 was \$1,227,816 and for 2016/2017 was \$1,417,923, returning to \$429,783 for 2017/2018 and 2018/2019. This means the available funds for the 5 year program period is \$3,936,198.

Expenditure to date on completed projects is in the order of \$2,200,000, providing for a residual amount of approximately \$1,700,000 (including expenditure to date on Mihi Creek Bridge). Bingara Road was unsuccessful for a \$2.4 million grant to upgrade the unsealed section (8.4 km) in the last funding round for Fixing Country Roads. If Council were to provide \$800,000 towards the project and reapply for funds it would likely be considered more favourably.

KEY ISSUES:

Road to Recovery expenditure for this five year period needs to be completed by the end of December 2019.

CONCLUSION:

The proposed program incorporates the prioritised upgrade works involving the upgrading and sealing of Bingara Road.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Council's Operational Plan
- 2. Policy and Regulation**
Nil
- 3. Financial (LTFP)**
Funding for 2014/15 - 2018/2019 Federal Government Roads to Recovery
- 4. Asset Management (AMS)**
Addresses Council Backlog as per Transport Asset Management Plan
- 5. Workforce (WMS)**
Provides a full works program for all operational staff and may require additional contractors.
- 6. Legal and Risk Management**
Nil
- 7. Performance Measures**
Delivery of projects on time and within budget
- 8. Project Management**
Council's Works Manager

Prepared by staff member:	Terry Seymour, Director Infrastructure & Regulation
TRIM Reference:	U12/75
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure and Regulation
Attachments:	Nil

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 1:00pm on 29 March 2016

Resolution
Number

Department: Infrastructure & Regulation

Reference: Item 4

Subject: 11.4 Draft Management Plan for Wooldridge Fossicking Reserve

Submitted by: Stephanie McCaffrey - Environmental Management Coordinator

Attachments:

A. Draft Management Plan for the Wooldridge Fossicking Reserve

15.03/16 **MOVED/ CARRIED (Crs M Dusting / D Field)**

That:

COMMITTEE'S RECOMMENDATION:

That the report be received and noted and that the Draft Management Plan be approved for public exhibition for 28 days.

OFFICER'S RECOMMENDATION:

That the report be received and noted and that the Draft Management Plan be approved for public exhibition for 28 days.

Department: Infrastructure & Regulation

Reference: Item 5

Subject: 11.5 Update Z-NET Beyond the Blueprint

Submitted by: Stephanie McCaffrey - Environmental Management Coordinator

Attachments:

Nil

16.03/16 **MOVED/ CARRIED (Crs B Crouch/ I Strutt)**

That:

COMMITTEE'S RECOMMENDATION:

That the report be received and noted.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

LATE REPORTS TO COUNCIL

Department: Infrastructure & Regulation (Late Report)

Reference: Item 1

Subject: Roads to Recovery Funding Priorities

Submitted by: Owen Johns – Acting Director of Infrastructure & Regulation

Attachments:

Nil

17.03/16 **MOVED/ CARRIED (Crs K Ward/D Field) Cr M&K Dusting were absent for the vote.**

Crs K Dusting & M Dusting left room at 3:55pm having earlier declared a non-pecuniary interest in this item.

That:

OFFICER'S RECOMMENDATION:

That Council adopt the following priority list for the expenditure of Roads to Recovery funding over the next four years:-

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 1:00pm on 29 March 2016

Resolution
Number

Project	R2R Budget
1 Bergen Road - completion of unsealed section. Realignment and bitumen seal (under construction)	\$600,000
2 Mihi Bridge - based on 50% State funding-(ie \$ 520,000 total cost) 26.2 metres x 8 metres wide	\$260,000
3 Munsies Bridge - based on 100% State funding-(ie \$800,000 total cost) 65.5 metres X 4 metres wide	\$800,000
4 Bingara Road - continue gravel and bitumen sealing program -2 kms	\$420,000
5 Jacksons Road - 640 metres gravel and bitumen seal-single lane	\$150,000
6 Saumarez War Service Road - 350 metres - gravel and bitumen seal	\$150,000
7 Tulong Road - 1.15 kms gravel and bitumen seal	\$200,000
8 Eastern Avenue from causeway to Glenroy Road 2.1 kms - rehabilitation - single lane, very weak material, may need extra pavement	\$320,000
9 Burtons Lane 1.39 kms - rehabilitation-single lane	\$250,000
10 Gilmore Place, Uralla - rehabilitation-AC overlay	\$40,000
11 Park Street, Uralla, from Queen Street towards Uralla Street - rehabilitation-100metresx 10.2 metres	\$50,000
12 John Street, Uralla, from Bridge Street to Queen Street - rehabilitation 205 metres x 13.7 metres	\$100,000
13 Leece Road - west of Wilkins Street - realign and rehabilitate-350 metres	\$120,000
Total	\$3,460,000

Cr M & K Dusting returned to room at 4:06pm



REPORT TO COUNCIL

Department:	Community and Governance
Submitted by:	General Manager
Reference/Subject:	Report 14 - Donation for YMCA Youth Parliament participation

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:	1.3.3.1.2 Provide an annual community grants program

SUMMARY:

Local schoolgirl Ms Gemma Weguelin has been a member of the YMCA Youth Parliament for the past two years and has been selected to participate again in 2018.

Ms Weguelin attends the Uralla Central School. In previous years the school has born the full cost of Ms Weguelin's activities with regard to the YMCA Youth Parliament. The school has contacted the Mayor and requested a \$200.00 contribution to the anticipated \$700.00 cost of funding Ms Weguelin's 2018 YMCA Youth Parliament activities.

OFFICER'S RECOMMENDATION:

That Council

- 3) Give 28-days public notice of the proposed \$200 in financial assistance to the Uralla Central School for the purposes of supporting Ms Gemma Weguelin's activities on the 2018 YMCA Youth Council.
- 4) Subject to Council to not receiving submissions opposing the donation during the 28-day public notice period, contribute \$200 in financial assistance to the Uralla Central School for Ms Gemma Weguelin's activities on the 2018 YMCA Youth Council.
- 5) Formally congratulate, via a letter from the Mayor, Ms Gemma Weguelin for her achievements.

BACKGROUND:

Ms Gemma Weguelin is regarded by the principal of the Uralla Central School to be an outstanding representative of both the school and the Uralla community.

In an email issued to the Mayor, the principal has advised that over the past two years Ms Weguelin has been a member of the YMCA Youth Parliament and she has been selected, again, to participate in the YMCA Youth Parliament in 2018.

In 2016 Ms Weguelin was recognised by her peers, in the Youth Parliament, as the outstanding member and, according to the school principal, her work there underpinned her youth mental health initiatives within the Uralla Central School.

The principal advises that the school has borne the cost of facilitating Ms Weguelin's involvement in the YMCA Youth Parliament in previous years and anticipates the cost for this years activities will be in the order of \$700.00.

The principal has requested Council facilitate Ms Weguelin's involvement in this program by contributing \$200.00 towards the anticipated cost.

REPORT:

Should Ms Weguelin had requested assistance through the Council's Community Grants program for her participation in the YMCA Youth Parliament such a request would most probably have met the eligibility criteria.

Should Council determine that it would like to support Ms Weguelin, despite that she did not make application to the Community Grants program, there is likely to be a residual amount of \$1,150 remaining in the Community Grants fund should Council resolve to adopt the recommendations of the Community Grants Committee as presented to the March Ordinary meeting.

CONCLUSION:

Ms Gemma Weguelin, a Uralla Central student, has demonstrated outstanding success in her endeavours for youth related issues and has represented youth, at large, via her successive years participation in the YMCA Youth Parliament.

Ms Weguelin has an opportunity to be a member of the YMCA Youth Parliament in 2018 and the Uralla Central School has requested Council contribute \$200.00 to the costs associated with funding this activity.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Council has a Donations – Section 356 Policy, refer:

[http://uralla.nsw.gov.au/files/uploaded/file/Your%20Council/Council%20Documents/Operating%20Policies/Policy%201.2.06/1_2_06_Donations - Section_356.pdf](http://uralla.nsw.gov.au/files/uploaded/file/Your%20Council/Council%20Documents/Operating%20Policies/Policy%201.2.06/1_2_06_Donations_-_Section_356.pdf)

Local Government Act 1993

Section 610E, Council may waive or reduce fees states:

- (1) A council may waive payment of, or reduce, a fee (whether expressed as a actual or a maximum amount) in a particular case if the council is satisfied that the case falls within a category of hardship or any other category in respect of which the council has determined payment should be so waived or reduced.
- (2) However, a council must not determine a category of cases under this section until it has given public notice of the proposed category in the same way as it is required to give public notice of the amount of a proposed fee under section 610F (2) or (3).

Section 377, General power of the council to delegate, states (in Part):

- (1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act, other than the following:
 - (q) A decision under section 356 to contribute money or otherwise grant financial assistance to persons
- (1A) Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:
 - (a) The financial assistance is part of a specified program, and
 - (b) The program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
 - (c) The program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
 - (d) The program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.

Section 356, Can a council financially assists others states:

- (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.
- (2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.
- (3) However, public notice is not required if:
 - (a) The financial assistance is part of a specific program, and
 - (b) The program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
 - (c) The program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and

(d) The program applies uniformly to all persons within the council's area or to a significant group of persons within the area.

- (4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work

Section 705, What is public notice? states:

- (1) If the council or another person is required to give public notice under this Act, the notice must state the place at which, the dates on which, and the times during which the matter publicly notified may be inspected by the public.
- (2) The notice is to be in the approved form.
- (3) The notice is to be given in a manner determined by the council with the object of bringing the matter notified to the attention of as many people in its area as possible.

Section 706, What happens after a council gives public notice? states:

- (1) If public notice is given by the council, anyone may make a written submission to the council during the period of public notice (or any longer period allowed by this Act for the making of submissions) concerning the matter notified.
- (2) Before determining the matter notified, the council must consider all submissions duly made to it.

3. Financial (LTFP)

Nil. Should Council endorse the request for a \$200.00 donation, a balance of \$950 will remain available in the Community Grants fund.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management,

Nil

7. Performance Measures

Nil

8. Project Management

Prepared by staff member:	Andrew Hopkins
TRIM Reference Number:	
Approved/Reviewed by Manager:	Andrew Hopkins
Department:	General Manager
Attachments:	Nil

17. MOTIONS ON NOTICE

18. SCHEDULE OF COUNCIL RESOLUTIONS

SCHEDULE OF ACTIONS – RESOLUTION REGISTER as @ 20 March 2018
Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23 March 2015	26.03/15	<p>Land Disposal - Karava Place, Uralla</p> <p>That Council:</p> <p>3. Give the General Manager delegation to negotiate payment options; and</p> <p>4. Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.</p>	MPR/DIR	<p>2/6/15</p> <p>27/5/15 2/6/15</p> <p>20/7/15</p> <p>5/8/15</p> <p>18/9/15 2/6/15 4/9/15 30/10/15</p>	<p>Negotiations between all parties not yet completed.</p> <p>Contract of Sales</p> <p>Titles have been received and forward to solicitors.</p> <p>Title transfers signed and forwarded to solicitors.</p> <p>Stage up to: Lot 100 – Agreement in place (mid 2018 completion date) Lot 103 – No agreement made Lot 102 – Agreement in place (mid 2018 completion date) Lot 104 – Agreement in place (mid 2018 completion date) Lot 101 – completed Lot 105 – completed</p> <p>November 2017: Lot 103 – no agreement with landholder has been reached as landholder is unwilling to negotiate.</p>	<p>B</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p>
23 NOV 15	24.11/15	<p>Bergen Road Land Acquisition and Exchange For Road Works</p> <p>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.</p>	DIR	May 2017	<p>Survey plans completed. Awaiting result of other like applicants.</p> <p>May require new Council resolution depending on advice from Office of Local Government on other applications being processed.</p>	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER						
Key A: Action B: Being processed C: Completed						
MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 July 2016	17.07/16	<p>2.18.06.9 Gazetting of Compulsorily Acquired Land for Thunderbolts Way Realignment</p> <p>COUNCIL RESOLUTION: That Council:</p> <p>1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2, 3 and 7 in Deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) for the purpose of a public road realignment in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.</p> <p>2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2, 3 and 7 in Deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) by compulsory process under Section 177 of the Roads Act 1993.</p>	DIR	Feb 2017	<p>Application has been sent to Office of Local Government by solicitors (Nov 16) for approval.</p> <p>Letter drafted to Local Member regarding delays in processing from OLG.</p>	old

SCHEDULE OF ACTIONS – RESOLUTION REGISTER						
Key A: Action B: Being processed C: Completed						
MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 July 2016	18.07/16	<p>2.18.06.10 Gazetting of Land Acquired for approaches to new Emu Crossing Bridge</p> <p>COUNCIL RESOLUTION: That Council:</p> <p>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.</p> <p>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.</p>	DIR	Feb 17	<p>Application has been sent to Office of Local Government by solicitors (Nov 16) for approval.</p> <p>Letter drafted to Local Member regarding delays in processing from OLG.</p>	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER					
Key A: Action B: Being processed C: Completed					
MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS
25 July 2016	19/07/16	<p>2.18.06.11 Road Closure Request – Lot 32 DP 813093</p> <p>COUNCIL RESOLUTION: That Council:</p> <p>2. Subject to the necessary statutory requirements Lot 32 DP 813093 be sold to A & L McLean upon completion of the road closure on the basis that the purchase price is based on the value of the land plus the full cost of the road closure application; and</p> <p>3. Delegation be given to the General Manager to:</p> <p>a. Complete the road closure, and</p> <p>b. Undertake any necessary negotiations to complete the sale.</p> <p>4. Approve the fixing of the Council Seal to all necessary documents.</p>	DIR	Feb 17	<p>2. Public exhibition has finished. Forwarded to Dept of Lands for processing.</p> <p>3. Future action once closure has been undertaken</p> <p>4. Future action once closure has been undertaken</p> <p>November 2017: Acknowledgement of application was received by Council on Monday 13 Nov. Department of Industry Lands is seeking further information. Council is in correspondence with relevant parties about this matter.</p>
					B
					A
					A
					B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 October 2016	21.10/16	<p>2.25.10.07 Industrial Land Purchase</p> <p>COUNCILS RESOLUTION: That Council:</p> <ol style="list-style-type: none"> 1. Note the settlement of the purchase of Lot 14 DP 787477 being industrial zoned land fronting Rowan Avenue and the New England Highway, Uralla. 2. Receive a further report setting out a strategy and detailed costing for the future development and sales of the land. 	DIR/DC&G		<ol style="list-style-type: none"> 1. Noted 2. Alternatives layouts and costs and associated risks presented to Council at a workshop in March 2017. Preferred consultant engaged to provide services to determine the demand, optimum subdivision design, marketing strategy and cost/benefit projection. <p>Stage iii – 3 x concept design being progressed for costings and marketing strategy development.</p>	<p>C</p> <p>B</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER Key A: Action B: Being processed C: Completed						
MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 Feb 2017	23.02/17	Department: Infrastructure and Regulation Submitted by: Director Infrastructure and Regulation Reference/Subject: Report 13 - Uralla Local Traffic Committee COUNCIL RESOLUTION: That: 1. The minutes of the Uralla Local Traffic Committee held on 6 December 2016 be noted by Council. 2. For the King St and Maitland St intersection, Council prepare a couple of intersection layouts incorporating traffic calming and considering pedestrian continuity for the consideration of the Traffic Committee in response to the recorded accident history. 3. Council drafts a Road Closure policy for review by the LTC. 4. That Council undertake further investigation regarding sight distances and other factors affecting traffic at the Bargibal access from Thunderbolts Way for submission to the next Local Traffic Committee Meeting.	DIR		1. Noted	B
					2. Completed	
					3. Under preparation	
					4. Completed	

SCHEDULE OF ACTIONS – RESOLUTION REGISTER						
Key A: Action B: Being processed C: Completed						
MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 Feb 2017	26.02/17	<p>Department: Infrastructure and Regulation Submitted by: Director Infrastructure and Regulation Reference/Subject: Report 16 - Rowan Avenue Stormwater Drainage</p> <p>COUNCIL RESOLUTION: That:</p> <ol style="list-style-type: none"> The open channel on the southern side of Rowan Avenue be piped with funding from the Uralla Stormwater Management Levy subject to sufficient funding being available. A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue. The residents of 21 and 23 Rowan Avenue be advised of Councils resolution. 	<p>DIR</p> <p>DIIR</p> <p>DIR</p>	<p>April 18</p> <p>Dec 17</p>	<p>1. Budgeted for construction in 17/18. Scheduled to be completed by April 2018. Design pending.</p> <p>2. Trash rack / screen scheduled for installation in December. Installed during December.</p> <p>3. Completed</p>	<p>B</p> <p>C</p> <p>C</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER					
Key A: Action B: Being processed C: Completed					
MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS
25 July 2017	22.07/17	<p>Department: Infrastructure & Regulation</p> <p>Submitted by: Director Infrastructure & Regulation</p> <p>Reference/Subject: Report 11 - Uralla Sporting Complex</p> <p>That;</p> <p>Council</p> <p>(a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access,</p> <p>(b) provide additional seating around the perimeters of the fields and oval if residual funding is available, and</p> <p>(c) develop a plan of management for the sharing of the facilities among the user groups,</p> <p>(d) staff investigate relocation and redevelopment of the playground area.</p>	DIR		<p>a) Progressing utilizing internal project management and local contractors. Minor outstanding works. Facilities suitable for use. C</p> <p>b) Pending finalisation of construction. A</p> <p>c) Pending finalisation of construction A</p> <p>d) Location identified and funding requested under Stronger Country Communities Grants Program. B</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
22 August 2017	20.08/17	<p>Department: Infrastructure & Regulation Submitted by: Director of Infrastructure & Regulation Reference: Report 13 – Development Application 25/2017 M Smith & L Ducat That Council;</p> <p>a) Support the Clause 4.6 Development Application 25/2017 being for a variation of minimum lot size on land known as 4 Rocklea Road, Invergowrie, being Lot 13 DP 875212 under the ownership of PJ & CM Ducat subject to conditions.</p> <p>b) Request concurrence from the Director General of the NSW Office of Planning & Environment.</p> <p>c) Upon receipt of concurrence from the Director General of the NSW Office of Planning & Environment, delegate the General Manager to approve Development Application 25/2017 submitted by M Smith and L Ducat for a staged development being:</p> <ul style="list-style-type: none"> • Stage 1 - Subdivision of two lots being Lots 3 and 4 with building envelopes, and the construction of a dwelling in the E4 zoned land • Stage 2 - Subdivision of two lots being Lot 1 and 2 along the zone boundary with a building envelope on Lot 2 <p>on land known as 4 Rocklea Road, Invergowrie, being Lot 13 DP 875212 subject to the following conditions</p> <p>d) Amend Uralla Local Environmental Plan 2012 to:</p> <ul style="list-style-type: none"> • Alter the zone boundary on Lot 13 DP 875212 between the E4 and R5 zone to be 50 metres from the edge of the working face of the quarry, and <p>Amend Clause 4.1A by modifying the wording to reflect the current model clause and one that would better suit the subdivision of split zoned land circumstance and be clearer in its intent.</p>			<p>a) Noted</p> <p>b) Requested from DG</p> <p>c) Pending</p> <p>d) <u>Stage 1 determination issued</u> Awaiting correspondence from applicant for amended proposal.</p>	<p>C</p> <p>C</p> <p>B</p> <p>B</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER						
Key A: Action B: Being processed C: Completed						
MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
22 August 2017 – Closed session	30.08/17	<p>Department: General Manager Submitted by: Andrew Hopkins Reference/Subject: Uralla Historical Society Inc. 'Raise the Roof' Project.</p> <ol style="list-style-type: none"> 1. Council rescind Part 2 of resolution 272/14. 2. Council replace Part 2 of resolution 272/14 with "Provide \$25,000 to the Uralla Historical Society Inc. as a contribution towards the replacement of the roofs to the McCrossin's Mill and the adjoining Chaff Shed. In the event that the project to replace the roofs to the McCrossin's Mill or the Chaff Shed does not physically commence within the 2017/2018 financial year Council may require the full \$25,000 to be returned". 3. The commercial in confidence content in the Report be redacted and the redacted version of the Report be included in the Minutes of the Meeting. 	<p>GM GM</p>		<ol style="list-style-type: none"> 1. Rescinded 2. We will provide funds once work commences. 	<p>C B</p>
26 September 2017	30.09/17	<p>Department: Office of the General Manager Submitted by: General Manager Reference/Subject: Report 19 - NAMOI JO – International Engagement Activity That Council;</p> <ol style="list-style-type: none"> 1. Endorse Uralla Shire Council participating in the NAMOI Joint Organisation (NAMOI JO) international trade mission to China in 2018. 2. Endorse the Mayor participating in a NAMOI Joint Organisation (NAMOI JO) Mission to China in 2018. 3. Acknowledge the travel and accommodation costs associated with the Mission will be met by the NAMOI JO. 4. The Mayor to convene a group of potential business beneficiaries to advise council on perceived value adding opportunities related to commercial engagement with China. 	<p>GM</p>	1/11	<ol style="list-style-type: none"> 1. Complete 2. Complete 3. Complete 4. Direct targeting to attend the Tony Zhang event where we were able to engage directly with the members of the community in the Primary Producers sector and present them with opportunities. Discussions can continue with this group. 	<p>C C C B</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER						
Key A: Action B: Being processed C: Completed						
MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26 September 2017	37.09/17	Submitted by: Cr. Crouch Reference/Subject: Notice of Motion #1 - Bundarra Tennis Courts That; Council investigate the purchase of the Bundarra Tennis Courts from the Anglican Diocese of Armidale at a minimal price plus costs.	DI&R	Jan 2018	Advice received from the Anglican Diocese of Armidale.	C
28 November 2017	13.11/17	That; That Council review its development control plans to consider set backs and other issues for RU2 & RU1 zoning.	MPR	July 2018	DCP review commenced.	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 November 2017	38.11/17	<p>Department: Community Development and Tourism Coordinator Submitted by: Director Community and Governance</p> <p>Reference/Subject: Report 18 - Report of the Visitor Information Centre Improvement Project Reference Group</p> <p>That; Council note and commit to progressing the recommendations provided in this report from the Visitor Information Centre Improvement Project Reference Group and receive a timeline and estimated budget for items 1, 2 & 3 below for;</p> <ol style="list-style-type: none"> 1. Establishing the necessary approvals, progressing concept designs, establishing estimated implementation costs, and receiving a further report for: <ol style="list-style-type: none"> a. Improving the interior design and exterior visual aspects of the Visitor Information Centre facilities and associated external signage by engaging an appropriate consultant to provide a concept design to: <ol style="list-style-type: none"> i. Integrate the current vacant space into the visitor services area; ii. Open up the interior spaces including removal of unnecessary internal walls; iii. Provide flexible interior spaces to accommodate retail, static and “pop-up” promotional displays and activities; iv. Upgrade the kitchen for compliance to operate as fully self-contained, separately secured (with roller-door or similar) and suitable for casual rental for “pop-up” and other operator promotions; v. Improve the appearance from the street including signage and refresh the exterior; vi. Improve the outside connection at the rear to Porter Park and the library. 2. Establishing the requirements, options, implementation costs, and receiving a further report for: <ol style="list-style-type: none"> a. Better alignment of the Visitor Information Centre offerings with the Shire’s tourism assets by engaging an appropriate consultant(s) for: 	DIR/DC&G	30/04/2018	<p>As below, work is underway to establish estimated costs and timeframes for items 1, 2 and 3.</p> <p>1 a) Funding voted by Council on 27/2 of \$5,000 to enable engagement of suitable consultant. A request for quotation has been developed and issued seeking quotations by 30/3/2018 from suitably qualified consultant to provide designs, specifications, estimated costs and timeframes for the works.</p> <p>2 a) A request for quotation has been developed and issued seeking quotations by 30/3/2018 from suitably qualified consultant to provide estimated costs</p>	B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 November 2017	41.11/17	Department: Corporate Services Submitted by: Payroll-Revenue Coordinator Reference/Subject: Report 19 – Uralla Historical Society Rates That; Council lay the report on the table, pending further information.	CFO	29/11/17	Additional information being reviewed to ascertain if special conditions were placed on the rating of the block following subdivision. Additional information report is ready for February meeting. Report lifted from table 27/2/18, resolution 10.02/18.	C
28 November 2017	48.11/17	Submitted by: Cr Tara Toomey Reference/Subject: Uralla Swimming Pool That; 1. Council set the fee for the Uralla Swimming Pool for 2017/2018 season to \$2 for children and \$3 for adults, additionally that the sliding scale of discounted ticket books be offered at a rate of 20% for a book of 10, 30% for a book of 20 and 40% for a book of 50, off the entry price and place on public exhibition for 28 days. 2. Council adopt the new swimming pool entry fees for children at \$2 and adults at \$3, additionally that the sliding scale of discounted ticket books be offered at a rate of 20% for a book of 10, 30% for a book of 20 and 40% for a book of 50, off the entry price and place on public exhibition for 28 days, subject to no objections or unsupportive submissions being received during the public exhibition period. 3. Maintenance and repair funding be considered for 2018/19 budget preparation. 4. Seeking expressions of interest for street art on the exterior and/or interior.	CFO/CG&R CFO/CG&R CFO DI&R	28/11/17 28/11/17 29/11/17 March 2017	Was on public exhibition for 28 days Adopted new entry fees in January Item noted for consideration during preparation of 2018/19 budget Pending - Advertised	C C C B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
19 December 2017	15.12/17	<p>Department: Community & Governance Submitted by: Director Community & Governance Reference/Subject: Report 8 - Report of the Audit and Risk Committee Meeting held on 21 November 2017</p> <p>That;</p> <p>1. Council note the minutes of the Audit and Risk Committee Meeting held on 21 November 2017 2. Council adopt the following Committee Recommendation: Report No. 6.2 Audit and Risk Committee Review Committee Recommendation 6.2.1</p> <p>Council:</p> <p>a) Set the meeting schedule for 2018 as follow:</p> <ul style="list-style-type: none"> 9am Tuesday, 10 April 2018 9am Tuesday, 10 July 2018 9am Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements, prior to Ordinary Council Meeting held at 12:30pm) <p>b) Note the resignation of independent external Committee member Mr Sean Johnston and thank him for his contribution.</p> <p>c) Call for expressions of interest for a new external Committee member with relevant skills and experience, including accounting and auditing standards in the public sector environment.</p> <p>d) Defer receipt of the Fraud and Corruption Prevention Policy and Plan final drafts, and consider their priority as part of the forward meeting plan, as required by section 6.1 of the Committee Charter.</p> <p>Report No. 6.4 Procurement Policy Final Draft Committee Recommendation 6.4.1:</p> <p>That:</p> <p>a) the draft Procurement Policy be circulated to senior Council staff to review for implementation functionality with feedback to be provided to the Chief Financial Officer; and</p> <p>b) the Chief Financial Officer make minor amendments as might be identified in the review process to improve functionality, and report the draft Procurement Policy to Council recommending public exhibition for 28 days prior to adoption.</p> <p>3. Council:</p> <p>a. note the Committee's request to receive a report on cash handling procedures and practices at Council's waste facility, including recommendations for improvements identified at 7.1 Cash Handling at Waste Facilities, under Other Business.</p> <p>b. as part of implementing its internal audit program in 2018, prioritise an internal audit of all cash handling and petty cash procedures and practices, and receive a report via the Audit and Risk Committee on the findings and recommendations for improvement.</p>	RM&SO		Noted	C
			RM&SO		Noted	C
			RM&SO	28/2/18	Submissions to the Call for Expression of Interests being reported to March meeting	B
			RM&SO	31/1/2018	Noted for inclusion in 2018 Audit & Risk Committee Forward Plan.	C
			CFO	27/11/17	Email sent to senior staff seeking feedback	C
			CFO	5/1/18	Prepare Council paper to put policy on public exhibition for 28 days	B
			CFO	21/11/17	Noted	C
			RM&SO	31/1/2018	Noted for inclusion in 2018 Audit & Risk Committee Forward Plan	C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
19 December 2017	19.12/17	<p>Department: Infrastructure and Regulation Submitted by: Director Infrastructure and Regulation Reference/Subject: Report 1 LATE REPORT Late Report 1 - Uralla Local Traffic Committee</p> <p>That;</p> <ol style="list-style-type: none"> 1. Council note the minutes of the Uralla Local Traffic Committee held on 5 December 2017. 2. The King Street / Maitland Street intersection treatment option (2), attached, be implemented subject to funding approval by Council. 3. Disabled parking requirements for Uralla be accommodated subject to the approval, by Roads & Maritime Services, of funding for the PAMP study 2018/19. 4. The pedestrian crossing requirements in King Street for McMaugh Gardens be considered as part of the 40km/hr pedestrian activity area concept plan. 	DI&R		<ol style="list-style-type: none"> 1. Noted 2. To be considered in the 18/19 budget 3. Pending funding approval 4. Incorporated in Draft Concept Plan 	<p>C</p> <p>B</p> <p>B</p> <p>B</p>
19 December 2017	22.12/17	<p>Department: Community and Governance Submitted by: <i>Director Community and Governance</i> Reference/Subject: Report 3 LATE REPORT Late Report 3 Expression of Interest - Panel of Conduct Reviewers</p> <p>That;</p> <p>Council</p> <ol style="list-style-type: none"> a. share a panel of conduct reviewers with the following other councils: <ul style="list-style-type: none"> • Tamworth Regional Council, • Gunnedah Shire Council, • Narrabri Shire Council, and • Walcha Shire Council. b. appoint the panel of conduct reviewers for a period of 4 years as set out below: <ul style="list-style-type: none"> • O'Connell Workplace Relations Pty Ltd • SINC Solutions Pty Ltd • Centium Group Pty Ltd • Locale Consulting Pty Ltd • Linda Pettersson Consulting Pty Ltd 	DC&G	20/12/2017	Noted, participating Councils advised	C
			DC&G	28/02/2018	Panel established	C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27 February 2018	10.02/18	<p>Department: General Manager's Office Submitted by: Payroll-Revenue Coordinator Reference/Subject: Report 3 – Uralla Historical Society Rates – Additional information to previous reports</p> <p>That Council;</p> <ol style="list-style-type: none"> 1. Take Report 19 Uralla Historical Society Rates from the Ordinary Meeting held 28 November from the table. 2. Not provide financial assistance under S356 of the Local Government Act, to the Uralla Historical Society for their annual rates, charges and environmental levies for the property located at 31 Salisbury Street, Uralla. 3. Advise the Historical Society that applications for Councils Community Grants program are currently open. 	CFO	8/3/18	Letter sent to Historical Society outlining decision.	C
27 February 2018	13.02/18	<p>Department: General Manager Submitted by: General Manager Reference/Subject: Report 4 - Minister's Awards for Women in Local Government</p> <p>That;</p> <p>Council approve up to \$500.00 expenditure from the 'Elected Member Expenses Travel Costs (fares, accommodation, meals)' budget for airfares and ancillary expenses to and from Sydney to enable Councillor Isabel Strutt to attend the Ministers Awards for Women in Local Government.</p>	GM	14/3/18	Isabel attended LG session	C
27 February 2018	14.02/18	<p>Department: Infrastructure and Regulation Submitted by: Manager Planning and Regulation Reference/Subject: Report 5 -DIVISION DECISION – Development Application 2/2018 – 5 Bay Shed – 156 Bridge Street, Uralla</p> <p>That;</p> <p>Council approve Development Application 2/2018 submitted by Ponz Pty Ltd for a 5 bay shed on land known as 156 Bridge Street, Uralla, being Lot A DP 407571 subject to the prescribed conditions of consent as per minutes.</p>	DI&R	28/2/18	DA approved	C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27 February 2018	15.02/18	<p>Department: Community and Governance Submitted by: Risk Management and Safety Officer Reference/Subject: Report 6 - 2018 Audit and Risk Committee - Meeting Times That; Council change the 2018 Audit and Risk Committee scheduled meeting times, by replacing part 2 a) of resolution 15.12/17 with the following:</p> <p>(a) Set the Audit and Risk Committee meeting schedule for 2018 as:</p> <ul style="list-style-type: none"> • 2pm Tuesday, 10 April 2018 • 2pm Tuesday, 10 July 2018 • 2pm Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements • 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements (prior to Ordinary Council Meeting held at 12:30pm) 	RM&SO	15/03/2018		C
27 February 2018	25.02/18	<p>Department: Infrastructure & Regulation Submitted by: Director Infrastructure & Regulation Reference/Subject: Report 14 - Uralla Shire Council Caravan Park – Interim management arrangements That Council;</p> <ol style="list-style-type: none"> 1. Rename the caravan park, the “Queen Street Uralla Caravan Park” . 2. Vote \$22,000 from Council’s reserves; <ul style="list-style-type: none"> • Purchase and install two (2) new heat pumps. • Make safe the sites which previously had cabins. • Install new signage at the front of the facility. • Fit out the kitchenette in the caretaker’s residence for suitability as a workplace. • Purchase and install one (1) coin operated washing machines and one (1) dryer. • Fund other additional items not yet identified. <p>3. Monitor the financial performance of the undertaking. 4. Receive a report at or before the June 2018 meeting regarding future management options for the caravan park.</p>	DIRI&R	<p>2/18 4/18</p> <p>6/18 6/18</p>	<p>1. Noted 2. Underway</p> <p>3. Ongoing 4. Pending</p>	<p>C B</p> <p>B A</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER**Key A: Action B: Being processed C: Completed**

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27 February 2018	28.02/18	Department: Infrastructure & Regulation Submitted by: Manager Planning and Regulation Reference/Subject: Report 17 - Bundarra water Treatment Plant - Lot 1 DP 815912 – Operational land classification That Council; Resolve to classify Lot 1 DP 815912, being location of the Bundarra water treatment plant, as operational land.	MWS&W	Feb 2018		C
27 February 2018	29.02/18	Department: Community and Governance Submitted by: Kim-Trieste Hastings and Trish Kirkland Reference/Subject: Report 18 - Visitor Information Centre - Improvement Project Funding Request That Council; Vote \$5,000 to the Tourism Budget Program account 03920.0350.603 Sundry Expenses and reduce the Visitor Information Centre Internal Restricted Funds by \$5,000 to enable the engagement of a suitably qualified consultant to provide concept design options, estimated costs and timeframes for implementation in accordance with Council resolution 38.11/17, part 1.	CFO			
27 February 2018	32.02/18	Department: General Managers Office Submitted by: General Manager Reference/Subject: Report 19 - Submission regarding Uralla Community Consultative Group That; 1) Council establish a Uralla Township and environs s355 committee to provide advice about the future development or redevelopment of public spaces in and near the township of Uralla. 2) The s355 committee be established for an interim period of 12 months and its continuance is to be reviewed at the conclusion of that 12 month period. 3) Council call for nominations from the community for membership of the committee, giving 21 days public notification. 4) Membership of the committee is, as far as reasonably possible, to be diverse so as to reflect different demographic points of view. 5) Membership is to be not less than 6 and not more than 12 community members. 6) Council receive a draft constitution about the committee at the April meeting. 7) Council receive nominations and select committee members at the April meeting.	DC&D / DP			

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27 February 2018	33.02/18	<p>Department: General Manager's Office Submitted by: General Manager Reference/Subject: Report 20 - 2018 Community Engagement Events That Council;</p> <ol style="list-style-type: none"> 1. Conduct three engagement events for the 2018 calendar year. 2. Host an engagement event with owners/operators of businesses within and adjacent the Uralla Bridge Street Central Business District from 5pm to 7pm Tuesday 3rd April and provide guests with pre-dinner refreshments. 3. Participate in the Youth Week program by inviting youth representatives from the Shires school community and other relevant youth groups to meet with councillors in Council chambers during Youth Week 2018. 4. To participate in the NSW Seniors Festival, 4th – 15th April by inviting our senior citizen residents to a morning tea at council chambers on a date to be confirmed. 	ACD&T / SEO		<ol style="list-style-type: none"> 2. Booked 3. Date set for Councillors to meet with youth. 4. Invitations sent out for Seniors Festival 	<p>B</p> <p>B</p> <p>B</p>
27 February 2018	36.02/18	<p>Department: Community and Governance Submitted by: Kim-Trieste Hastings Reference/Subject: Late Report #1 - Proposed Financial Assistance to the New England Wine Industry Association That Council;</p> <ol style="list-style-type: none"> 1. Give 28-days public notice of the proposed \$2,000 in financial assistance to The New England Wine Industry Association to support their efforts to "reinvigorate" the region's wine industry activities. 2. Contribute \$2,000 in financial assistance to the New England Wine Industry Association, subject to: <ol style="list-style-type: none"> a. New England Wine Industry Association successfully securing a Wine Australia's International Wine Tourism Competitive Grant in 2018; and b. Council not receiving submissions opposing the proposal during the 28-day public notice period 	ACD&T			

27 February 2018	39.02/18	<p>Department: Finance</p> <p>Submitted by: Chief Financial Officer</p> <p>Reference/Subject: Late Report #2 - 2017/18 – 2nd Quarter Budget Review Statements</p> <p>That;</p> <ol style="list-style-type: none"> 1. The second quarter budget review summary for the 2017/18 financial year be received and noted; and 2. The adjustments to budget allocations, including transfers to and from reserves, be adopted; 	CFO	5/3/18		C
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SCHEDULE OF ACTIONS – RESOLUTION REGISTER						
Key A: Action B: Being processed C: Completed						
MEETING DATE	RESOLUTION NO.	REPORT TITLE AND COUNCIL RESOLUTION		RESPONSIBLE OFFICER	ACTION DATE	COMMENTS
27 February 2018	42.02/18	Department: Submitted by: Reference/Subject: That Council;	Infrastructure & Regulation Director Infrastructure & Regulation Report 21 - Bundarra Tennis Courts - Lot 1 Sec 9 DP 758181	DI&R	2/18	1. Noted 2. Offer communicated to landowner 3. Noted
		1. Note the advice in regard to the position of the Anglican Diocese of Armidale in relation of the transfer of the tennis court land, Lot 1 Sec 9 DP 758181 to Council;				
		2. Offer the Anglican Diocese of Armidale \$7,500 for the purchase of Lot 1 Sec 9 DP 758181 with each party to bear their own legal costs, and 3. Vote \$10,000 from Council's reserves for the purchase including legal costs.				
					3/18	

19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING



REPORT TO COUNCIL

Department:	Insert Department Name
Submitted by:	Manager – Sewer & Water
Reference/Subject:	Response to Questions from 27 February Ordinary meeting

OFFICER'S RECOMMENDATION:

That Council note the responses to Cr Toomey and Cr Bell's questions from 27 February 2018 Ordinary Meeting.

QUESTION 1: From Cr Toomey

Will Uralla be receiving a return and earn machine? If yes, where, if no, why not.

RESPONSE:

- *In email correspondence to the Manager Waste, Water and Sewer Services Mr Marshalls office stated that "Adam has been told that Uralla is on TOMRA Cleanaway second 'wave of deployment', mainly because of the proximity to Uralla of the RVM at Armidale.*
- *Adam has asked that this decision be reconsidered because it is based on an incorrect assumption that Armidale is the business centre for Uralla residents." And that "Adam will certainly advocate that a RVM be installed as the preferred option of the four choices."*

QUESTION 2: From Cr Bell

Can Council provide a critical review of recycling collection, sorting and sale.

RESPONSE:

- *The problems currently being experienced in the recycling industry are not exerting a universal impact on all recycling products. At the time of providing this response only Uralla's recycled paper remains affected by the impact of Chinas import quality assurance standard. Much of Uralla's recycling is directed to a domestic market which is still accepting other product.*
- *A critical review of the recycling industry is underway in NSW at a State Government level. The Hon. Gabrielle Upton MP hosted a forum with representatives from across state and local government, the not-for-profit sector and environmental groups during the week of March 8 2018. Uralla's interests were represented at these discussions through the participation of NIRWs Mr James Turnell in this forum.*

Uralla Shire Council
Council Business Paper – 27 March 2018

- *It will be some time before the outcome of these discussions are formulated and released as a strategic pathway. In the interim the EPA is working on a case by case basis with affected councils. Councils support for suitable procurement policies specifying the purchase of materials made from recycled materials, as well as the use of glass for road base in maintenance and construction projects, has been strongly encouraged.*
- *All parties to these discussions are committed to continuing recycling as an industry. The likelihood is that discussions around on shore processing will lead to greater domestic manufacturing of products using recycled materials. This alone would require that MRFs produce a higher quality recycling stream in the future.*

Prepared by staff member: Stephanie McCaffrey
TRIM Reference Number:
Approved/Reviewed by Manager: Terry Seymour
Department: Dept. Infrastructure and Regulation
Attachments: NIL

20. QUESTIONS FOR NEXT MEETING

Questions will be received at the Meeting.

21. CONFIDENTIAL BUSINESS

END OF BUSINESS PAPER