



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

24 March 2020

Scott Phillips
ACTING GENERAL MANAGER



Uralla Shire Council
Council Business Paper – 24 March 2020

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- BUSINESS AGENDA -
Ordinary Meeting of Council
24 March 2020 at 12:30pm

1. Opening & Welcome
2. Prayer
3. Acknowledgement of Country
4. Webcast Information
5. Apologies and Requests for Leave of Absence by Councillors
6. Disclosures & Declaration of Interests
7. Confirmation of Minutes
8. Urgent, Supplementary & Late Items of Business
9. Written Reports from Delegates
10. Mayoral Minute
11. Reports of Committees
 - Report of Committee 1 - Audit, Risk and Improvement Committee Internal Audit Charter
 - Report of Committee 2 - Community Grants Program Round 2 Panel Assessment
12. Reports to Council
 - Report 1 - Cash at Bank
 - Report 2 - Funding for the sprayed seal and safety barriers at Mt Mitchell Road
 - Report 3 - Draft Policies: Hardship and Debt Recovery 2020
 - Report 4 - Draft Policy: Procurement 2020
 - Report 5 - Schedule of Actions as at 24 March 2020
 - Report 6 - Representations to State and Federal Governments - Economic Support to Uralla Shire Businesses
 - Report 7 - Heritage Advisory Services Summary for March 2020
 - Report 8 - Local Drought Stimulus Package
13. Motions on Notice/Questions with Notice
14. Confidential Matters
 - Confidential Attachment to Report 2
 - Confidential Report 1 - Tender for the refurbishment of the Uralla Visitor Information Centre
15. Communication of Council Decisions
16. Conclusion of the meeting

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1. **OPENING & WELCOME**
2. **PRAYER**
3. **ACKNOWLEDGEMENT OF COUNTRY**
4. **WEBCAST INFORMATION**
5. **APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE
BY COUNCILLORS**

6. **DISCLOSURES & DECLARATIONS OF INTEREST**

To be tabled at the Meeting.

7. **CONFIRMATION OF MINUTES**

Minutes to be confirmed at the 24 March 2020 Meeting of Council:

- Ordinary Meeting of Council held 25 February 2020 (copy enclosed)

Minutes to be received and noted at the 24 March 2020 Meeting of Council:

- Audit, Risk & Improvement Committee Meeting held 15 October 2019
(copy enclosed)



ORDINARY MEETING OF COUNCIL

Held at 12:30pm
25 February 2020

ROLL CALL

Councillors:

Cr M Pearce (Mayor)
Cr R Crouch (Deputy Mayor)
Cr R Bell
Cr M Dusting
Cr N Ledger
Cr T O'Connor
Cr L Sampson
Cr I Strutt
Cr T Toomey

Staff:

Mr D Aber, Acting General Manager
Mr T Seymour, Director Infrastructure & Development
Ms S Glasson, Executive Manager Corporate Services
Mr S Paul, Chief Financial Officer
Minute Clerk

MINUTES

**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 25 February 2020**

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ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr R Crouch (Deputy Mayor), and Councillors, R Bell, M Dusting, N Ledger, T O'Connor, L Sampson, I Strutt, T Toomey, Acting General Manager (Mr D Aber), Director Infrastructure and Development (Mr T Seymour), Executive Manager Corporate Services (Ms S Glasson), Chief Financial Officer (Mr S Paul), Manager Planning and Development (Mr M Clarkson), Minute Clerk (B White).

1. OPENING & WELCOME

The Chair declared the meeting opened at 12:33pm.

2. PRAYER

The Chair recited the Uralla Shire Council prayer.

3. ACKNOWLEDGEMENT TO COUNTRY

The Uralla Shire Council recognises the traditional custodians of the land on which this meeting is being held and acknowledge Aboriginal Elders past and present and we pay respect to them and their heritage.

4. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

The Chair advised there were no apologies received.

The Chair advised receipt of a request for Leave of Absence from Cr M Pearce.

MOTION (Crs L Sampson / M Dusting)

That:

Council accept the Leave of Absence from Cr M Pearce.

01.02/20

CARRIED

5. DISCLOSURES & DECLARATION OF INTERESTS

The Chair outlined details of the pecuniary and non-pecuniary Conflict of Interest Declarations received in relation to the 25 February 2020 Meeting.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Cr R Bell	Late Report to Council 1	Pecuniary	Work for UPC
Cr R Crouch	Item 12, Report 18	Non-Pecuniary	Own a property – close proximity
	Item 12, Late Confidential Report 1	Non-Pecuniary	Impacted by water carting on Rifle Range Rd
Cr M Dusting	Item 12, Report 21	Non-Pecuniary	Owens a house in John Street
	Item 12, Report 13	Non-Pecuniary	Owens a house in John St
	Item 12, Report 18	Non-Pecuniary	Owens a house in John St
Cr T Toomey	Item 12, Report 17	Non-Pecuniary	Family connection
	Late Report to Council 1	Non-Pecuniary	Business

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6. CONFIRMATION OF MINUTES

Minutes to be confirmed at the 25 February 2020 Meeting:

- Minutes of Ordinary Meeting held 17 December 2019 (to be confirmed)
- Minutes of Extraordinary Meeting held 4 February 2020 (to be confirmed)

AMENDMENTS

The Chair referred Councillors to the Minutes of the Ordinary meeting held 17 December 2019 and the Extraordinary Meeting held 04 February 2020 and called for any amendments.

Cr T Toomey made reference to Page 29 on 04 February 2020 Extraordinary Meeting of Council misspelling and correction of name.

MOTION (Crs M Dusting / R Crouch)

That:

Council adopt the Minutes, together with amendments as noted, as a true and correct record of the Ordinary Meeting held 17 December 2019 and the Extraordinary Meeting of Council 04 February 2020.

02.02/20 CARRIED

Minutes to be received and noted at the 25 February 2020 Meeting:

- Budget Review and Finance Committee Meeting held 12 November 2019
- Australia Day Committee Meeting held 11 December 2019

MOTION (Crs T O'Connor / N Ledger)

That:

Council receive and note the following Minutes:

- Budget Review and Finance Committee Meeting held 12 November 2019
- Australia Day Committee Meeting held 11 December 2019

03.02/20 CARRIED

MOTION (Crs T O'Connor / I Strutt)

- Uralla Township and Environs Committee held on 10 December 2019 -
That discussion on the minutes of the Uralla Township and Environs Committee held on 10 December 2019 be deferred to Item 11 Report 25 where there is a staff recommendation to receive and endorse recommendations from the minutes of both the 8 October and 10 December 2019.
- Uralla Township and Environs Committee held on 11 February 2020 -
That minutes of the Uralla Township and Environs Committee held on 11 February 2020 be received and staff prepare a report on the recommendation contained in the minutes for Council's consideration.

04.02/20 CARRIED

7. 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:

- Late Confidential Report 1 – Uralla Treated Sewerage Effluent Reuse Proposal

PROCEDURAL MOTION (Crs I Strutt / T O'Connor)

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

That:

The late items of business be heard under Item 13 – Confidential Matters in the Meeting Agenda as;

- Late Confidential Report 1 – Uralla Treated Sewerage Effluent Reuse Proposal

05.02/20 CARRIED

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8. PRESENTATIONS

PROCEDURAL MOTION (Crs L Sampson / T Toomey)

To include a presentation as Speaker 3

That:

Mr Stephen Powley be permitted to make a presentation for consideration by Council.

06.02/20 CARRIED

Speaker 1:	Megan Robinson/Simone Dutt
Subject:	Woodville Reserve

The Chair introduced the Speaker, Ms Megan Robinson and Ms Simone Dutt.

The Speaker made a presentation to Council in relation to Woodville Reserve.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for their presentation to Council.

Speaker 2:	Susan Lewis
Subject:	Water Management

The Chair introduced the Speaker, Ms Susan Lewis.

The Speaker made a presentation to Council in relation to Water Management.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for her presentation to Council.

Speaker 3:	Stephen Powley
Subject:	Mt Mitchell Road

The Chair introduced the Speaker, Mr Stephen Powley.

The Speaker made a presentation to Council in relation to Mt Mitchell Road.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for his presentation to Council.

9. WRITTEN REPORTS FROM DELEGATES (Activity Summaries)

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

COUNCILLOR NAME:	Mark Dusting	
COUNCIL MEETING DATE:	25 February 2020	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
28/01/20	Weed County Council	Armidale
11/02/20	Councillor Strategic Planning Workshop	Uralla
	Budget Review & Finance Committee	Uralla
18/02/20	NEWA County Council Meeting	Armidale
	Northern Tablelands Regional Weed Committee	Armidale
25/02/20	Ordinary Meeting of Council	Uralla

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COUNCILLOR NAME:	Bob Crouch	
COUNCIL MEETING DATE:	25 February 2020	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
29/12/19	Tolleys Gully Bridge Announcement	Uralla
21/12/19 to 05/01/20	Water distribution, various days	Uralla
22/01/20	UPC drop in session	Uralla
26/01/20	Australia Day Breakfast	Balala
	Australia Day Parade and Ceremony	Uralla
04/02/20	Extraordinary Meeting of Council	Uralla
05/02/20	Bundarra Hall Committee	Bundarra
11/02/20	Councillor Strategic Planning Workshop	Uralla
	Budget Review & Finance Committee	Uralla
	Independent Planning Commission Hearing	Uralla
12/02/20	Financial Management Workshop	Walcha
14/02/20	Bundarra School selection panel	Bundarra
16/02/20	National Servicemen's Day Service	Armidale
20/02/20	Bundarra Water Meeting	Bundarra
25/02/20	Audit, Risk & Improvement Committee	Uralla
25/02/20	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:	Levi Sampson	
COUNCIL MEETING DATE:	25 February 2020	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
04/02/20	Extraordinary Meeting of Council	Uralla
11/02/20	Councillor Strategic Planning Workshop	Uralla
	Budget Review & Finance Committee	Uralla
	Independent Planning Commission Hearing	Uralla
11/02/20	Uralla Township & Environs Committee Meeting	Uralla
25/02/20	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:	Natasha Ledger	
COUNCIL MEETING DATE:	25 February 2020	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
08/01/20	Australia Day Committee	Uralla
11/01/20	Australia Day Street Stall	Uralla
29/12/19	Tolleys Gully Bridge Announcement	Uralla
04/02/20	Extraordinary Meeting of Council	Uralla
05/02/20	Bundarra 355	Bundarra
05/02/20	Tourism Summit	Inverell
11/02/20	Councillor Strategic Planning Workshop	Uralla
	Budget Review & Finance Committee	Uralla
	Independent Planning Commission Hearing	Uralla
12/02/20	Financial Management Workshop	Walcha
25/02/20	Audit, Risk & Improvement Committee Observer	Uralla
25/02/20	Ordinary Meeting of Council	Uralla

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COUNCILLOR NAME:		Isabel Strutt
COUNCIL MEETING DATE:		25 February 2020
DATE	COMMITTEE/MEETING/EVENT	LOCATION
17/12/19	St Joseph's School Annual Award Evening	Uralla
22/01/20	UPC drop in session	Uralla
26/01/20	Australia Day Morning Tea & Ceremonies	Uralla
28/01/20	Z-Net Plus Water Information Evening	Uralla
30/01/20	Meeting with representatives of Woodville Reserve	Uralla
04/02/20	Extraordinary Meeting of Council	Uralla
11/02/20	Councillor Strategic Planning Workshop	Uralla
	Budget Review & Finance Committee	Uralla
	Independent Planning Commission Hearing	Uralla
11/02/20	Uralla Township & Environs Committee Meeting	Uralla
12/02/20	Financial Management Workshop	Walcha
25/02/20	Audit, Risk & Improvement Committee Observer	Uralla
25/02/20	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:		Rob Bell
COUNCIL MEETING DATE:		25 February 2020
DATE	COMMITTEE/MEETING/EVENT	LOCATION
28/01/19	Z-Net Plus Water Information Evening	Uralla
04/02/20	Extraordinary Meeting of Council	Uralla
11/02/20	Councillor Strategic Planning Workshop	Uralla
	Budget Review & Finance Committee	Uralla
25/02/20	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:		Tom O'Connor
COUNCIL MEETING DATE:		25 February 2020
DATE	COMMITTEE/MEETING/EVENT	LOCATION
29/12/19	Tolleys Gully Bridge Announcement	Uralla
04/02/20	Extraordinary Meeting of Council	Uralla
11/02/20	Councillor Strategic Planning Workshop	Uralla
	Budget Review & Finance Committee	Uralla
	Independent Planning Commission Hearing	Uralla
12/02/20	Financial Management Workshop	Walcha
25/02/20	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:		Tara Toomey
COUNCIL MEETING DATE:		25 February 2020
DATE	COMMITTEE/MEETING/EVENT	LOCATION
26/01/20	Australia Day	Uralla
28/01/19	Z-Net Plus Water Information Evening	Uralla
04/02/20	Extraordinary Meeting of Council	Uralla
11/02/20	Councillor Strategic Planning Workshop	Uralla
	Budget Review & Finance Committee	Uralla
	Independent Planning Commission Hearing	Uralla
12/02/20	Financial Management Workshop	Walcha
25/02/20	Audit, Risk & Improvement Committee	Uralla
25/02/20	Ordinary Meeting of Council	Uralla

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COUNCILLOR NAME:		Michael Pearce
COUNCIL MEETING DATE:		25 February 2020
DATE	COMMITTEE/MEETING/EVENT	LOCATION
13/01/2020	Mayor's Office - Admin	Uralla
14/01/2020	Mayor's Office - Admin	Uralla
15/01/2020	Mayor's Office - Admin	Uralla
16/01/2020	Mayor's Office - Admin	Uralla
20/01/2020	Mayor's Office - Admin	Uralla
21/01/2020	Mayor's Office - Admin	Uralla
22/01/2020	Mayor's Office - Admin	Uralla
23/01/2020	Mayor's Office - Admin	Uralla
25/01/2020	Dinner – Australia Day Committee and Ambassador	Uralla
26/01/2020	Australia Day Breakfast	Balala
26/01/2020	Australia Day Parade & Ceremony	Uralla
28/01/2020	Mayor's Office - Admin	Uralla
28/01/2020	ZNET Water Information night	Uralla
29/01/2020	Mayor's Office - Admin	Uralla
30/01/2020	Mayor's Office - Admin	Uralla
03/02/2020	Mayor's Office - Admin	Uralla
04/02/2020	Mayor's Office - Admin	Uralla
	Extraordinary Meeting of Council	Uralla
05/02/2020	Mayor's Office - Admin	Uralla
	2AD interview	Uralla
06/02/2020	Mayor's Office - Admin	Uralla
10/02/2020	Mayor's Office - Admin	Uralla
11/02/2020	Mayor's Office - Admin	Uralla
	Councillor Strategic Planning Workshop	Uralla
	Budget Review & Finance Committee	Uralla
12/02/2020	Mayor's Office - Admin	Uralla
13/02/2020	Mayor's Office - Admin	Uralla
17/02/2020	Mayor's Office - Admin	Uralla
18/02/2020	New England Bush Fire Management Committee	Armidale
19/02/2020	Mayor's Office - Admin	Uralla
	2AD interview	Uralla
20/02/2020	Mayor's Office - Admin	Uralla
24/02/2020	Mayor's Office - Admin	Uralla
25/02/2020	Mayor's Office - Admin	Uralla
25/02/2020	Ordinary Meeting of Council	Uralla

Cr L Sampson left the meeting at 1:15pm.

Cr L Sampson returned to the meeting at 1:19pm.

10. MAYORAL MINUTE

Submitted by: Mayor, Cr M Pearce
Reference/Subject: Mayoral Minute 25 February 2020

MAYOR'S RECOMMENDATION:
That the Mayoral Minute be received and noted.

MOTION (Crs L Sampson / I Strutt)
That the Mayoral Minute be received and noted.

07.02/20 CARRIED

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11. REPORTS OF COMMITTEES

There were no Reports of Committees to the 25 February 2020 Meeting.

12. REPORTS TO COUNCIL (Scheduled Reports)

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

OFFICER'S RECOMMENDATION:

That;

1. Council note the cash position as at 31 December, 2019 consisting of cash and overnight funds of \$1, 707, 294, term deposits of \$14,500,000 totalling \$16,207,294 of readily convertible funds.
2. Council note the loan position as at 31 December, 2019 totalling \$2,302,733.

MOTION (Crs I Strutt / N Ledger)

That:

1. Council note the cash position as at 31 December, 2019 consisting of cash and overnight funds of \$1, 707, 294, term deposits of \$14,500,000 totalling \$16,207,294 of readily convertible funds.
2. Council note the loan position as at 31 December, 2019 totalling \$2,302,733.

08.02/20 CARRIED

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

OFFICER'S RECOMMENDATION:

That;

1. Council note the cash position as at 31 January, 2020 consisting of cash and overnight funds of \$1,491,542 term deposits of \$14,500,000 totalling \$15,991,542 of readily convertible funds.
2. Council note the loan position as at 31 January, 2020 totalling \$2,292,341.

MOTION (Crs R Crouch / M Dusting)

That:

1. Council note the cash position as at 31 January, 2020 consisting of cash and overnight funds of \$1,491,542 term deposits of \$14,500,000 totalling \$15,991,542 of readily convertible funds.
2. Council note the loan position as at 31 January, 2020 totalling \$2,292,341.

09.02/20 CARRIED

Department: Budget Review and Finance
Submitted by: Chief Financial Officer
Reference/Subject: Report 3 – Strategic Direction for Water & Sewer Funds

OFFICER'S RECOMMENDATION:

That Council:

Set a strategic objective for both the Water and Sewer Funds to operate during the next ten years at a balanced operating position including the full funding of depreciation, amortisation and impairment of intangible assets and infrastructure, property, plant, equipment and the modelling of tiered water pricing.

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**PROCEDURAL MOTION (Crs M Dusting / N Ledger)
To move to Committee of the Whole**

10.02/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

**PROCEDURAL MOTION (Crs L Sampson / M Dusting)
To resume Standing Orders**

11.02/20 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs T O'Connor / N Ledger)

That Council:

1. Amend the Reference/Subject of Report 3 to Strategic Direction for Water & Sewer Funds.
2. Set a strategic objective for both the Water and Sewer Funds to operate during the next ten years at a balanced operating position including the full funding of depreciation, amortisation and impairment of intangible assets and infrastructure, property, plant, equipment and the modelling of tiered water pricing.

12.02/20 CARRIED

Department: Finance
Submitted by: Chief Financial Officer
Reference/Subject: Report 4 – 2019/20 2nd Quarter Budget Review Statements

OFFICER'S RECOMMENDATION:

1. That the second quarter budget review summary for the 2019/20 financial year be received and noted; and
2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted.

MOTION (Crs T Toomey / R Crouch)

That:

1. the second quarter budget review summary for the 2019/20 financial year be received and noted.
2. the adjustments requested to budget allocations be approved with the following exceptions:
 - a. Budget adjustments requested under issues 6 & 7 for \$238,000 and \$289,000 respectively are not approved as part of this QBRs as this would pre-empt the outcomes of reports 21 and 22 being considered in this meeting. (Note that this also relates to the Notes 36 & 37 under Income & Expenses Review Notes and to Notes 3 & 4 under Capital Budget Review Statement Notes).
 - b. Budget adjustments requested in relation to depreciation under issue 8 for \$112,000 is not approved until the depreciation being identified is related back to the appropriate Asset Management Plan.

13.02/20 CARRIED

Cr I Strutt , Cr N Ledger & Cr L Sampson requested that their vote against the motion be recorded.

Department: General Manager's Office
Submitted by: Senior Executive Officer
Reference/Subject: Report 5 – Schedule of Actions as at 25 February 2020

OFFICER'S RECOMMENDATION:

That Council receive and note the Schedule of Actions as at 25 February 2020.

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MOTION (Crs I Strutt / R Crouch)

That Council receive and note the Schedule of Actions as at 25 February 2020.

14.02/20 CARRIED

Department: General Manager's Office
Submitted by: Senior Executive Officer
Reference/Subject: Report 6 – Communication of Drought Relief & Economic Recovery Measure Information

OFFICER'S RECOMMENDATION:

That Council receive and note the report as at 25 February 2020.

PROCEDURAL MOTION (Crs R Crouch / M Dusting)

To move to Committee of the Whole

15.02/20 CARRIED

Cr T O'Connor requested that his vote against the motion be recorded.

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs M Dusting / R Crouch)

To resume Standing Orders

16.02/20 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs T O'Connor / R Crouch)

That Council receive and note the report as at 25 February 2020.

17.02/20 CARRIED

Department: Corporate Services
Submitted by: Tourism Promotions and Operations Officer
Reference/Subject: Report 7 – Monthly Report - Visitor Information Centre

OFFICER'S RECOMMENDATION:

That the report be received and noted.

MOTION (Crs R Bell / T O'Connor)

That the report be received and noted.

18.02/20 CARRIED

Department: Corporate Services
Submitted by: Executive Manager Corporate Services
Reference/Subject: Report 8 – Monthly Report - Library

OFFICER'S RECOMMENDATION:

That the report be received and noted.

MOTION (Crs I Strutt / M Dusting)

That the report be received and noted.

19.02/20 CARRIED

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Department: Corporate Services
Submitted by: Executive Manager Corporate Services
Reference/Subject: Report 9 – Agency Information Guide 2020

OFFICER'S RECOMMENDATION:

That Council:

1. Place the Agency Information Guide 2020 at Attachment A on public exhibition for a period of 28 days; and
2. Subject to no submissions being received, adopt the Agency Information Guide 2020 at Attachment A.

MOTION (Crs R Crouch / T Toomey)

That Council:

1. Place the Agency Information Guide 2020 at Attachment A on public exhibition for a period of 28 days; and
2. Subject to no submissions being received, adopt the Agency Information Guide 2020 at Attachment A.

20.02/20 CARRIED

Department: Corporate Services
Submitted by: Executive Manager Corporate Services
Reference/Subject: Report 10 – Participation in 2020 Bush Bursary/Country Women's Association Scholarship Program

OFFICER'S RECOMMENDATION:

That Council:

1. Participate in the Bush Bursary/Country Women's Association Scholarship program provided that one of the Uralla based medical practices commits to assisting with hosting the medical student in the Sponsorship program; and
2. Allocate \$3,000 for the sponsorship of one or two medical students in the 2020/21 Operational Plan and Budget.

(OR)

That Council not participate in the Bush Bursary/Country Women's Association Scholarship program in 2020.

MOTION (Crs I Strutt / M Dusting)

That Council:

1. Participate in the Bush Bursary/Country Women's Association Scholarship program provided that one of the Uralla based medical practices commits to assisting with hosting the medical student in the Sponsorship program; and
2. Allocate \$3,000 for the sponsorship of one or two medical students in the 2020/21 Operational Plan and Budget.

21.02/20 CARRIED

Cr T O'Connor requested that his vote against the motion be recorded.

Department: Corporate Services
Submitted by: Executive Manager Corporate Services
Reference/Subject: Report 11 – 2019-20 Operational Plan Progress Report at 30 December 2019

OFFICER'S RECOMMENDATION:

That Council receive and note the 2019-20 Operational Plan Progress Report at 30 December 2019.

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PROCEDURAL MOTION (Crs T Toomey / R Bell)
To move to Committee of the Whole

22.02/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

Cr M Dusting left the meeting at 2:19pm.

Cr M Dusting returned to the meeting at 2:23pm.

Cr L Sampson left the meeting at 2:28pm.

Cr L Sampson returned to the meeting at 2:30pm.

PROCEDURAL MOTION (Crs R Crouch / I Strutt)
To resume Standing Orders

23.02/20 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs T O'Connor / R Bell)

That Council:

1. receive and note the 2019-2020 Operational Plan Second Quarter Progress Report as at 31 December 2019,
2. request staff prepare a report on the status, 4 green and 4 amber, of the Overarching Asset Management Strategy and Asset Management Plans listed for preparation, review, and updating in the Annual Action in Section 2.4.2.1 of the Goal 2.4 "Communities that are well serviced with essential services".
3. Request staff prepare a report on the status, green, of the Kentucky Creek Safety Plan listed for review in Annual Action in Section 3.1.3.1 of the Goal 3.1 "To preserve, protect and renew our beautiful natural environment"

24.02/20 CARRIED

Cr N Ledger and Cr L Sampson requested that their vote against the motion be recorded.

PROCEDURAL MOTION (Crs M Pearce / M Dusting)
Meeting Adjournment 2:45pm to 2:55pm.

25.02/20 CARRIED

The Meeting resumed at 2:55pm.

Department: Infrastructure & Development
Submitted by: Director Infrastructure & Development
Reference/Subject: Report 12 – Regulatory Statistics Ending 31 December 2019

OFFICER'S RECOMMENDATION:

That the Regulatory Function Statistics ending 31 December 2019 be received and noted.

MOTION (Crs I Strutt / T Toomey)

That the Regulatory Function Statistics ending 31 December 2019 be received and noted.

26.02/20 CARRIED

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Department: Infrastructure & Development
Submitted by: Director of Infrastructure & Development
Reference/Subject: Report 13 – Development Approvals and Refusals for December 2019

Department: Infrastructure & Development
Submitted by: Director of Infrastructure & Development
Reference/Subject: Report 14 – Development Approvals and Refusals for January 2020

Cr M Dusting, having previously declared a conflict of interest, left the meeting at 2:56pm.

OFFICER'S RECOMMENDATION:

That Council receive and note the development approvals and refusals for December 2019.

MOTION (Crs T O'Connor / N Ledger)

That Council receive and note the development approvals and refusals for December 2019 and January 2020.

27.02/20 CARRIED

Cr M Dusting was absent at the time of voting. Cr M Dusting returned to the meeting at 2:58pm.

Department: Infrastructure & Development
Submitted by: Manager of Development and Planning
Reference/Subject: Report 15 – Amended Uralla Development Control Plan 2011 Amendment No 5

OFFICER'S RECOMMENDATION:

That Council:

1. Endorse the draft amendment No. 5 of the Uralla Development Control Plan 2011 for public exhibition for a second period of not less than 28 days; and
2. Give the General Manager delegated authority to adopt the Uralla Development Control Plan 2011 as amended if no submissions are received from the public or the Department of Planning, Industry and Environment.

PROCEDURAL MOTION (Crs R Crouch / T Toomey)

To move to Committee of the Whole

28.02/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs I Strutt / N Ledger)

To resume Standing Orders

29.02/20 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs N Ledger / I Strutt)

That Council:

1. Endorse the draft amendment No. 5 of the Uralla Development Control Plan 2011 for public exhibition for a second period of not less than 28 days; and
2. Give the General Manager delegated authority to adopt the Uralla Development Control Plan 2011 as amended if no submissions are received from the public or the Department of Planning, Industry and Environment.

30.02/20 CARRIED

Department: Infrastructure & Development

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Submitted by: Manager of Development and Planning
Reference/Subject: Report 16 – Draft Uralla Local Strategic Planning Statement 2020

OFFICER'S RECOMMENDATION:

That Council:

1. Places the draft Uralla Local Strategic Planning Statement 2020 on public exhibition for a period of not less than 28 days; and
2. Give the General Manager delegated authority to adopt and make the Uralla Local Strategic Planning Statement 2020 if no submissions are received from the public or the Department of Planning, Industry and Environment.

PROCEDURAL MOTION (Crs R Crouch / T Toomey)
To move to Committee of the Whole

31.02/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs T Toomey / R Bell)
To resume Standing Orders

32.02/20 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs I Strutt / R Bell)
That discussion on this Local Strategic Planning Statement 2020 be included in a March Councillor Strategic Planning Workshop.

33.02/20 CARRIED

Cr T Toomey left the meeting at 3:41pm.

Department: Infrastructure and Development
Submitted by: Manager Planning and Development
Reference/Subject: Report 17 – DIVISION DECISION – Development Application 71/2019 – Studio, Carport & Laundry/Store Area – 22 Fitzroy Street, Uralla

OFFICER'S RECOMMENDATION:

That Council approve the Development Application 71/2019 for a Studio, Carport & Laundry/Store Area at 22 Fitzroy Street, Uralla (Lot 29 DP 258313) subject to the following conditions of consent:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

Nil

GENERAL CONDITIONS

1. 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.

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2. 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.
3. The studio is not to be used as a domicile without prior written consent from Council..

Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.
4. 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.
5. All external lightning is to be positioned and directed so as to prevent the intrusion of light to the adjoining premises.

Reason: To prevent the intrusion of light onto adjoining premises.
6. 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.

MOTION (Crs R Bell / T O'Connor)

That:

Council approve the Development Application 71/2019 for a Studio, Carport & Laundry/Store Area at 22 Fitzroy Street, Uralla (Lot 29 DP 258313) subject to the following conditions of consent:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

Nil

GENERAL CONDITIONS

1. 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.
2. 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.
3. The studio is not to be used as a domicile without prior written consent from Council..

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

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4. 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.
5. All external lightning is to be positioned and directed so as to prevent the intrusion of light to the adjoining premises.
Reason: To prevent the intrusion of light onto adjoining premises.
6. 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.*

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

FOR: Cr M Pearce, Cr R Bell, Cr T O'Connor, Cr I Strutt, Cr M Dusting, Cr B Crouch, Cr L Sampson, Cr N Ledger

AGAINST: Nil

ABSENT: Cr T Toomey

34.02/20 CARRIED

Cr T Toomey returned to the meeting at 3:42pm.

Department: Infrastructure and Development
Submitted by: Manager Planning and Development
Reference/Subject: Report 18 – DIVISION DECISION – DA-80-2019 Verandah Enclosure, Ensuite and Garage – 51 John Street, Uralla

Cr M Dusting & Cr R Crouch, having previously declared a conflict of interest, left the meeting at 3:42pm.

OFFICER'S RECOMMENDATION:

That Council approve the Development Application 80/2019 for a verandah enclosure, ensuite and garage at 51 John Street, Uralla (Lot 12 DP 1198902) 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

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

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

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.
2. In the case of residential building work for which the *Home Building Act 1989* requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.

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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

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

6. Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal 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.

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.*

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

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

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

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

Reason: To ensure compliance with appropriate standards.

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 buildings 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 existing stormwater channel in John Street.
- (b) By piping to a rainwater tank and then via the overflow to the existing stormwater channel in John Street.

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

14. 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.

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15. The responsible person for plumbing and drainage work must ensure that the responsible person has given Council a notice of work in an approved form that specifies the work to be carried out and the responsible person for the work.
The notice of work must be provided no later than 20 business days before the work concerned is carried out in the case of work that involves a proposed alternative solution, or no later than 2 business days before the work concerned is carried out in any other case.
Reason: Statutory requirement
16. The responsible person for plumbing and drainage work must provide Council, and the person for whom the work is carried out, with a certificate of compliance within 2 business days after the work is completed.
Reason: Statutory requirement
Note: A certificate of compliance is a written document, in an approved form, that certifies that the plumbing and drainage work to which it relates is code compliant.
17. On completion of plumbing and drainage work that consists of or includes carrying out work on a sanitary drainage system, the responsible person for the work must supply a plan of the work, in the approved form, to the following persons:
a) The owner of the land or the owner's agent,
b) The Council.
Reason: Statutory requirement
18. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The application must be approved prior to the issue of a Construction Certificate.
Reason: To ensure pedestrian and vehicular safety during construction.
19. The driveway must be concrete or bitumen sealed from John Street to the garage.
Reason: To prevent dust from detrimentally affecting the amenity of neighbouring properties..

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

20. 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

21. 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.
22. 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.

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23. 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.
24. All construction materials, sheds, skip bins, spoil, temporary water closets etc. shall be kept wholly within the property and not placed on public land or in a position that may result in materials/debris being washed onto the roadway or into the stormwater drainage system.
Reason: To preserve the amenity of the locality and protect stormwater systems.
25. Temporary kerb and gutter crossings shall be installed to protect existing kerbs, channels and/or laybacks. Such protection shall consist of timber, concrete, steel or the like and shall not cause any diversion or build-up of drainage flow. Materials that could cause interference with council's drainage system shall not be used.
Reason: To ensure that Council's stormwater system is protected.
26. 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.
27. Run-off and erosion controls must be implemented before construction, and maintained to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
- (a) divert uncontaminated run-off around cleared or disturbed areas,
 - (b) erect a silt fence to prevent debris escaping into drainage systems or waterways,
 - (c) prevent tracking of sediment by vehicles onto roads,
 - (d) stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.
- Reason: To prevent pollution from detrimentally affecting the public or environment.*
28. All demolition work to be undertaken in accordance with Australian Standard 2601 – The Demolition of Structures.
Reason: To ensure that demolition work is undertaken in a manner that is safe and minimises environmental disturbance.

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

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

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

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

Reason: To ensure that public infrastructure is maintained.

31. 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 / I Strutt)

That Council approve the Development Application 80/2019 for a verandah enclosure, ensuite and garage at 51 John Street, Uralla (Lot 12 DP 1198902) 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

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

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

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

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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

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

6. Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal 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.

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.

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

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

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

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

Reason: To ensure compliance with appropriate standards.

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 buildings 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 existing stormwater channel in John Street.
- (b) By piping to a rainwater tank and then via the overflow to the existing stormwater channel in John Street.

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

14. 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.

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Number

15. The responsible person for plumbing and drainage work must ensure that the responsible person has given Council a notice of work in an approved form that specifies the work to be carried out and the responsible person for the work.
The notice of work must be provided no later than 20 business days before the work concerned is carried out in the case of work that involves a proposed alternative solution, or no later than 2 business days before the work concerned is carried out in any other case.
Reason: Statutory requirement
16. The responsible person for plumbing and drainage work must provide Council, and the person for whom the work is carried out, with a certificate of compliance within 2 business days after the work is completed.
Reason: Statutory requirement
Note: A certificate of compliance is a written document, in an approved form, that certifies that the plumbing and drainage work to which it relates is code compliant.
17. On completion of plumbing and drainage work that consists of or includes carrying out work on a sanitary drainage system, the responsible person for the work must supply a plan of the work, in the approved form, to the following persons:
a) The owner of the land or the owner's agent,
b) The Council.
Reason: Statutory requirement
18. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The application must be approved prior to the issue of a Construction Certificate.
Reason: To ensure pedestrian and vehicular safety during construction.
19. The driveway must be concrete or bitumen sealed from John Street to the garage.
Reason: To prevent dust from detrimentally affecting the amenity of neighbouring properties..

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

20. 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

21. 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.
22. 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.

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23. 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.
24. All construction materials, sheds, skip bins, spoil, temporary water closets etc. shall be kept wholly within the property and not placed on public land or in a position that may result in materials/debris being washed onto the roadway or into the stormwater drainage system.
Reason: To preserve the amenity of the locality and protect stormwater systems.
25. Temporary kerb and gutter crossings shall be installed to protect existing kerbs, channels and/or laybacks. Such protection shall consist of timber, concrete, steel or the like and shall not cause any diversion or build-up of drainage flow. Materials that could cause interference with council's drainage system shall not be used.
Reason: To ensure that Council's stormwater system is protected.
26. 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.
27. Run-off and erosion controls must be implemented before construction, and maintained to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
- (a) divert uncontaminated run-off around cleared or disturbed areas,
 - (b) erect a silt fence to prevent debris escaping into drainage systems or waterways,
 - (c) prevent tracking of sediment by vehicles onto roads,
 - (d) stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.
- Reason: To prevent pollution from detrimentally affecting the public or environment.*
28. All demolition work to be undertaken in accordance with Australian Standard 2601 – The Demolition of Structures.
Reason: To ensure that demolition work is undertaken in a manner that is safe and minimises environmental disturbance.

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

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

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

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

Reason: To ensure that public infrastructure is maintained.

31. 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.

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

FOR: Cr M Pearce, Cr R Bell, Cr T Toomey, Cr T O'Connor, Cr I Strutt, , Cr L Sampson, Cr N Ledger

AGAINST: Nil

ABSENT: Cr R Crouch, Cr M Dusting

35.02/20 CARRIED

Cr M Dusting & Cr R Crouch returned to the meeting at 3:43pm.

Department: Infrastructure & Development
Submitted by: Director of Infrastructure & Development
Reference/Subject: Report 19 – Operational Classification of Land for the Bundarra Sewage Treatment Plant

OFFICER'S RECOMMENDATION:

That Council resolve to classify the recently purchased land for the Bundarra Sewage Treatment Plant, being Lot 1 DP 1259420, as operational.

MOTION (Crs N Ledger / T O Connor)

That Council resolve to classify the recently purchased land for the Bundarra Sewage Treatment Plant, being Lot 1 DP 1259420, as operational.

36.02/20 CARRIED

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Department: Infrastructure & Development
Submitted by: Environmental Management Co-ordinator
Reference/Subject: Report 20 – Bulk replacement of existing streetlight lamps with LED lamps in Uralla Shire.

OFFICER'S RECOMMENDATION:

That:

Council resolve to fund capital expenditure of \$74,994.21 for the bulk replacement of existing streetlight lamps with LED lamps in Uralla Shire from the Council Reserves or grant funding if available.

MOTION (Crs N Ledger / I Strutt)

That:

Council resolve to fund capital expenditure of \$74,994.21 for the bulk replacement of existing streetlight lamps with LED lamps in Uralla Shire from the Council Reserves with preference to grant funding if available.

37.02/20

CARRIED

Department: Infrastructure & Development
Submitted by: Director Infrastructure & Development
Reference/Subject: Report 21 – Works Progress Report as at 31 January 2020

Cr M Dusting, having previously declared a conflict of interest, left the meeting at 3:52pm.

OFFICER'S RECOMMENDATION:

That:

the report be received and noted for the works completed or progressed during January 2020, and works programmed for February 2020.

PROCEDURAL MOTION (Crs I Strutt / T O'Connor)

To move to Committee of the Whole

38.02/20

CARRIED

Councillors held a detailed discussion in committee regarding the report.

Cr L Sampson left the meeting at 4:13pm.

Cr L Sampson returned to the meeting at 4:17pm.

PROCEDURAL MOTION (Crs I Strutt / T O'Connor)

To resume Standing Orders

39.02/20

CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs T O'Connor / R Bell)

That:

Council note the contents of Works Progress Report as at 31 January 2020 for works undertaken for the months of December 2019 and January 2020 and the works to be continued or undertaken in February 2020, while expressing concern that the unfunded road upgrade construction on Mt Mitchell Road and John Street asphalt overlay which have not been before Council for approval prior to commencement of construction.

40.02/20

CARRIED

Cr M Dusting was absent at the time of voting. Cr M Dusting returned to the meeting at 4:20pm.

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Department: Infrastructure & Development
Submitted by: Director Infrastructure & Development
Reference/Subject: Report 22 – Funding Approval - Mt Mitchell Road Upgrade Funding

OFFICER'S RECOMMENDATION:

That Council:

Approve the estimated expenditure for the sprayed seal and safety barriers at \$108,000 for the upgrade works at Mt Mitchell Road from the Roads and Traffic Facilities Section 94 Contributions (Invergowrie)

**PROCEDURAL MOTION (Crs T O'Connor / T Toomey)
To move to Committee of the Whole**

41.02/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

**PROCEDURAL MOTION (Crs T O Connor/ T Toomey)
To extend the time past 5:00pm**

42.02/20 CARRIED

**PROCEDURAL MOTION (Crs M Dusing / R Bell)
To resume Standing Orders**

43.02/20 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs T O'Connor / R Bell)

That Council:

1. Approve the estimated expenditure for the sprayed seal and safety barriers at \$108,000 for the upgrade works at Mt Mitchell Road from a source that the Chief Financial Officer is to advise at the March Ordinary Meeting of Council.
2. Acknowledges that this is unauthorised expenditure under Section 211 authorisation of expenditure NSW Local Government (General) Regulation 2005.

FORESHADOWED MOTION (Cr N Ledger)

1. Approve the estimated expenditure for the sprayed seal and safety barriers at \$108,000 for the upgrade works at Mt Mitchell Road from a source that the Chief Financial Officer is to advise at the March Ordinary Meeting of Council.
2. That Council would appreciate inclusion to any changes to the Transport Management Asset Plan to come to Council before enacted for deliberations.

In the absence of a SECONDER the Chair declared the FORSHADOWED MOTION as LAPSED.

The Chair referred Councillors to the MOTION before Council, moved Cr T O'Connor Seconded Cr R Bell.

44.02/20 The MOTION was PUT and CARRIED without further debate

Department: Infrastructure & Development
Submitted by: Manager Waste, Water and Sewer Services
Reference/Subject: Report 23 – Water Update - Arsenic Treatment Progress

OFFICER'S RECOMMENDATION:

That Council:

Receive and note the report regarding the actions and implications of the elevated levels of arsenic in the Kentucky Creek Dam and the summary of tests from 2019 and 2020 for arsenic.

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**PROCEDURAL MOTION (Crs R Bell / T Toomey)
To move to Committee of the Whole**

44.02/20 CARRIED

Councillors held a detailed discussion in committee regarding the report.

Cr L Sampson left the meeting at 5:39pm.

Cr L Sampson returned to the meeting at 5:42pm.

Cr R Bell left the meeting at 5:45pm.

Cr R Bell returned to the meeting at 5:47pm.

**PROCEDURAL MOTION (Crs T O'Connor / I Strutt)
To resume Standing Orders**

45.02/20 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs T Toomey / R Bell)

That Council:

1. Receive and note the report regarding the actions and implications of the elevated levels of arsenic in the Kentucky Creek Dam and the summary of tests from 2019 and 2020 for arsenic.
2. Receive advice from the Acting General Manager to satisfy the following areas
 - a. Why has Council applied for funding for a system with a flow rate at Level 4 restrictions (ie 600kl/day)?
 - b. What is the cost of implementing a system that would return the water plant to 1,200 kl/day (No restrictions) flow rate?
 - c. What testing authority has been relied upon to determine that the system Council staff have applied for is in fact the correct solution for the Uralla Shire water supply and that it will certainly deal with the elevated arsenic levels?
 - d. How many tests were conducted at private testing facilities and at what cost? What are the dates and results of these tests, including the timeframe between the sample date and the result being received?
 - e. Was a non NATA accredited facility used to conduct the tests?
 - f. Why is there only one test prior to November 2019?
 - g. Please explain the testing regime during 2019. The previous statements about the 6 monthly arsenic testing regime are not borne out by the data provided.

46.02/20 CARRIED

**PROCEDURAL MOTION (Crs N Ledger / M Pearce)
Meeting Adjournment 5:49pm to 5:59pm.**

47.02/20 CARRIED

The Meeting resumed at 5:59pm.

Department: Infrastructure & Development
Submitted by: Director Infrastructure & Development
Reference/Subject: Report 24 – Bundarra Sewer Scheme Request for Tender

OFFICER'S RECOMMENDATION:

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That Council:

1. Increase the upper limit of its funding commitment to the project from to \$1,772,000 to \$2,255,630, and
2. Advertise the tender for the construction of the Bundarra Sewerage Scheme upon the finalisation of the Request for Tender documentation and completion of the new funding deed for funding through the Safe and Secure Water Program.

MOTION (Crs T O'Connor / R Bell)

That Council:

1. Increase the upper limit of its funding commitment to the project from to \$1,772,000 to \$2,255,630, and
2. Advertise the tender for the construction of the Bundarra Sewerage Scheme upon the finalisation of the Request for Tender documentation and completion of the new funding deed for funding through the Safe and Secure Water Program.
3. Provide a report on the review of the performance of the Project Management Consultant to the March Ordinary Meeting of Council.

48.02/20 CARRIED

Department: Infrastructure and Development
Submitted by: Manager Development and Planning
Reference/Subject: Report 25 – Recommendations of Uralla Township and Environs Committee
October and December 2019 meetings

OFFICER'S RECOMMENDATION:

That Council resolve to:

1. Receive and note the minutes of 8 October 2019 and 10 December 2019 meetings of the Uralla Township and Environs Committee, and
2. Endorse the officer's recommendations that:
 - a) Council not pursue investigations into providing further short term stay parking through use of the vacant block on Queen St behind the CBD, and the railway station precinct in Uralla;
 - b) The recommendations for the Bridge Street Blister Gardens should be considered in development of the detailed design of the Bridge Street High Pedestrian Activity Concept Plan;
 - c) Council staff request UTEC confirm the details of the proposal "That Council make an effort to clean up walkways, in particular the path on Maitland Street to Alma Park."
 - d) Council undertake refurbishment of the "Arnold Goode" rotunda in Alma Park under Round 2 of the Stronger Country Communities Programme".

MOTION (Crs I Strutt / N Ledger)

That Council resolve to:

1. Receive and note the minutes of 8 October 2019 and 10 December 2019 meetings of the Uralla Township and Environs Committee, and
2. Endorse the officer's recommendations that:
 - a) Council not pursue investigations into providing further short term stay parking through use of the vacant block on Queen St behind the CBD, and the railway station precinct in Uralla;
 - b) The recommendations for the Bridge Street Blister Gardens should be considered in development of the detailed design of the Bridge Street High Pedestrian Activity Concept Plan;

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- c) Council staff request UTEC confirm the details of the proposal "That Council make an effort to clean up walkways, in particular the path on Maitland Street to Alma Park." Council undertake refurbishment of the "Arnold Goode" rotunda in Alma Park under Round 2 of the Stronger Country Communities Programme".

49.02/20 CARRIED

Department: Infrastructure & Development
Submitted by: Director Infrastructure & Development
Reference/Subject: Report 26 – Heritage Advisory Services Summary for February 2020

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Services Summary for February 2019 be received and noted by Council.

MOTION (Crs R Crouch / M Dusting)

That the Heritage Advisory Services Summary for February 2019 be received and noted by Council.

50.02/20 CARRIED

13. MOTIONS ON NOTICE / QUESTIONS WITH NOTICE

There were no Notices of Motion or Questions with Notice addressed to the 25 February Meeting.

14. CONFIDENTIAL MATTERS

PROCEDURAL MOTION (Crs I Strutt / M Dusting)

To move into Closed Session of Council

That;

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

The matters referred to the Closed Session of the 25 February 2020 meeting are received by Council under Section 10A (2)(d)(i) of the Local Government Act (NSW) 1993.

(1) 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:

- (d) commercial information of a confidential nature that would, if disclosed:
(i) prejudice the commercial position of the person who supplied it, or**

51.02/20 CARRIED

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REPORTS TO CLOSED SESSION

Department: Infrastructure & Development
Submitted by: Assets Manager
Reference/Subject: Late Confidential Report 1 – Uralla Treated Sewage Effluent Reuse Proposal

Cr R Bell, Cr R Crouch & Cr T Toomey having previously declared a conflict of interest, left the meeting at 6:11pm.

OFFICER'S RECOMMENDATION:

That Council:

1. endorse the applicant's proposal for the provision of the necessary infrastructure for the additional treatment and collection by tankers of treated sewage effluent from the Uralla sewage treatment plant subject to the following;
 - Detailed costing's to be provided for the scheme as proposed upon completion of the detailed design;
 - All works be designed, constructed and commissioned to Council's satisfaction;
 - Procurement to be undertaken in accordance with Council and State Government requirements;
 - All costs associated with the development of the detailed design and securing of approvals to be met by the applicant;
 - Appropriate arrangements be put in place to ensure that any repairs related to damage to the local roads resulting from this activity be met by the applicant;
 - Maintenance costs of the scheme be met by the applicant for the first three years of operation;
 - A risk assessment be undertaken to support the detailed design to be approved by Council;
 - An independent probity assessment at the applicant's cost to consider the detailed application that confirms the appropriate arrangements to deliver the project.
2. Set the charge for treated sewage effluent at \$1/kL for the 20/21 financial year in determining the fees and charges.

MOTION (Crs T O Connor / L Sampson)

That Council:

1. Endorse UPC Renewables Australia Pty Ltd proposal for the provision of the necessary infrastructure for the additional treatment and collection by tankers of treated sewage effluent from the Uralla sewage treatment plant subject to the following;
 - Detailed costing's to be provided for the scheme as proposed upon completion of the detailed design;
 - All works be designed, constructed and commissioned to Council's satisfaction;
 - Procurement to be undertaken in accordance with Council and State Government requirements;
 - All costs associated with the development of the detailed design and securing of approvals to be met by the applicant;
 - Appropriate arrangements be put in place to ensure that any repairs related to damage to the local roads resulting from this activity be met by the applicant;
 - Maintenance costs of the scheme be met by the applicant for the first three years of operation;
 - A risk assessment be undertaken to support the detailed design to be approved by Council;
 - An independent probity assessment at the applicant's cost to consider the detailed application that confirms the appropriate arrangements to deliver the project.
2. Set the charge for treated sewage effluent at \$1/kL for the 20/21 financial year in determining the fees and charges.

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52.02/20 CARRIED

Cr Crouch, Bell & Toomey was absent at the time of voting.

MOVE TO OPEN SESSION

PROCEDURAL MOTION (Crs M Dusting / L Sampson)

To return to Open Session of Council.

53.02/20 CARRIED

PROCEDURAL MOTION (Crs M Dusting / L Sampson)

That:

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

54.02/20 CARRIED

15. COMMUNICATION OF COUNCIL DECISIONS

CLOSURE OF MEETING

The meeting was closed at: 6:15pm

COUNCIL MINUTES CONFIRMED BY:

RESOLUTION NUMBER:

DATE:

MAYOR:



MINUTES

Audit, Risk and Improvement Committee Meeting

15 October 2019, 2:00pm, Council Chambers

Members (voting):

Mr Michael O'Connor – Independent External Member (Chair)
Ms Deborah Creed – Independent External Member
Mr Paul Packham – Independent External Member
Cr Tara Toomey
Cr Bob Crouch

Apologies

Mr David Aber – Acting General Manager

Attendees (non-voting):

Mr Simon Paul – Chief Financial Officer
Ms Susie Glasson – Executive Manager Corporate Services

Observers

Isabel Strutt

1. Meeting Open

1.1 The Chair declared the meeting open at 2:05pm.

2. Welcome

2.1 The Chair welcomed attendees to the meeting.

3. Acknowledgement of Country

3.1 The Chair acknowledged Country and Elders past and present.

4. Apologies, Requests for Leave of Absence and Observers

- 4.1 The Chair acknowledged the apology of Mr David Aber.
- 4.2 The Chair acknowledged the presence of Isabel Strutt as an observer.
- 4.3 The Chair advised there were no requests for leave of absence.

5. Quorum Confirmation

5.1 The Chair confirmed there was a Quorum.

6. Disclosure and Declarations of Interest

- 6.1 The Chair M O'Connor disclosed he is member of the Armidale Regional Council Audit and Risk Committee, the Tamworth Audit and Risk Committee and the Walcha Council Audit and Risk Committee.
- 6.2 D Creed disclosed she is a member of the Walcha Council Audit and Risk Committee.

7. Confirmation of Minutes and Business Arising

- 7.1 Minutes from the 6 August 2019, Audit, Risk and Improvement Committee:

MOTION (T Toomey/P Packham) CARRIED

That the minutes of 6 August 2019 be amended as follows:

That after moving out of confidential session, the following motion be included:

ARIC recommends that a future internal audit program include an audit associated with the procurement process.

MOTION (T Toomey/P Packham) CARRIED

That the committee confirm the minutes as a true and accurate record of the committee Meeting held on 6 August 2019, subject to the changes noted above.

- 7.2 Business Arising

Mr Paul provided feedback on:

- a) The reason that the issue raised by the Audit Office regarding Procurement Policy had been marked as 'addressed' was that the draft Procurement Policy had been provided to the audit staff and they had been advised that it was due to be presented to a Council Meeting; and
- b) A summary of all audit reports and actions/progress had been prepared and was being presented to the meeting today – see report #2.
- c) Receipts for customers using the TCT bus service are issued immediately on the bus using a Department of Transport system and cash takings are reconciled against this system.

8. Reports

- 8.1 Report 1 – Annual Financial Statements June 2019

Mr Paul provided responses to numerous queries raised by members of the committee.

In particular, Mr Paul noted that the losses incurred by the Water Fund may be affected by extraordinary matters such as the boil water alert, normal operating conditions, or by an assessment of the condition of infrastructure that could lead to a change in depreciation and therefore the amount of the loss. All of these matters should be taken into account by Council when considering ways to avoid ongoing operational losses.

The Committee congratulated Mr Paul and his team on the timely completion of the Financial reports for the period ending 30 June 2019.

Minutes of the Audit, Risk and Improvement Committee Meeting held 15 October 2019

OFFICER'S RECOMMENDATION:

1. That the Audit, Risk and Improvement Committee review the attached Financial Statements for the Year Ended 30 June 2019 for completeness; and
2. Recommend to Council that the Financial Statements for the Year Ended 30 June 2019 be adopted and that they be signed by the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer before being lodged with the Office of Local Government.

AMENDMENT TO MOTION (M O'Connor/R Crouch) CARRIED

1. That the Audit, Risk and Improvement Committee review the attached Financial Statements for the Year Ended 30 June 2019; and
2. Recommend to Council that the Financial Statements (Attachment A) for the Year Ended 30 June 2019 be adopted and that they be signed by the Mayor, Deputy Mayor, Acting General Manager and Responsible Accounting Officer before being lodged with the Office of Local Government.

8.2 Report 2 – Annual Review of Audit Management Letters and Internal Audit Reports

Members of the committee provided feedback on the report, including:

- a) That the report include an additional column on the status of the audit items raised, similar to the Schedule of Actions reported to Council. This would therefore include the following actions: A Action, B Being processed, C Completed;
- b) That the internal auditor confirm the status of finalised items once per year and provide a report to ARIC confirming the finalisation of the item. No item is to be removed until this report is provided to ARIC and accepted by the committee.

OFFICER'S RECOMMENDATION:

1. That the committee note the Management Letter on the Interim Phase of the Audit for the Year Ended 30 June 2019; and
2. That the committee note the summary of management letter issues and internal audit recommendations.

MOTION (M O'Connor/T Toomey) CARRIED

1. That the committee note the Management Letter on the Interim Phase of the Audit for the Year Ended 30 June 2019; and
2. That the committee note the summary of management letter issues and internal audit recommendations.

ADDITIONAL MOTION (D Creed/M O'Connor) CARRIED

That the internal auditor review the report on the progress of the Audit Management Letters and Internal Audit Reports action list once per year and provide a report to ARIC on the finalisation of items.

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8.3 Report 3 – Draft Internal Audit Function Agreement

Members of the committee provided feedback on the report.

OFFICER'S RECOMMENDATION:

That the Audit Risk and Improvement Committee accept the draft Agreement at Attachment A and recommend that Council enter into the Agreement, noting the Officer's comments to clause 10.3 as set out in this report.

AMENDMENT TO MOTION (M O'Connor/D Creed) CARRIED

That the Audit Risk and improvement Committee note the draft Agreement as Attachment A and recommend that Council staff review the agreement in light of the discussion including financial implications concerning budget limitations.

9. Confidential Business

9.1 There were no confidential business items.

10. Next Meeting

10.1 The next meeting is scheduled for 26 November 2019, 9:00am, Council Chambers, Uralla Shire Council.

Mr Paul noted that he would be an apology for this meeting.

11. Meeting Closed

11.1 The Chair declared the meeting closed at 4:08pm.

8. URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS

9. WRITTEN REPORTS FROM DELEGATES

To be received at the Meeting.

10. MAYORAL MINUTE

There is no Mayoral Minute for the 24 March meeting.

11. REPORTS OF COMMITTEES



REPORT OF COMMITTEE

Department:	Corporate Services
Submitted by:	<i>Executive Manager Corporate Services</i>
Reference/Subject:	Report of Committee 1 – Audit, Risk and Improvement Committee Internal Audit 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:	4.2.6.1.4	Facilitate an annual internal audit program

SUMMARY:

This report provides to Council the Internal Audit Charter which was endorsed by the Audit, Risk and Improvement Committee at its meeting held 25 February 2020.

OFFICER'S RECOMMENDATION:

That Council:

- 1. Place the Internal Audit Charter 2020 at Attachment A on public exhibition for a period of 28 days; and**
- 2. Subject to no submissions being received, adopt the Internal Audit Charter 2020 contained at Attachment A.**

BACKGROUND:

The Uralla Shire Council Internal Audit Charter 2020 has been prepared in order to facilitate Council's internal audit program as part of its risk management framework. This document has been drafted in view of the shared service agreement with Armidale Regional Council and Glen Innes Severn to provide a comprehensive statement of the purpose, authority, responsibilities and reporting relationships to guide and manage Council's internal audit function.

The Audit, Risk and Improvement Committee (the Committee) received the Internal Audit Charter 2020 for consideration at its meeting held 25 February 2020.

REPORT:

Clause 4.5 of the Audit, Risk and Improvement Committee Charter outlines the Committee's responsibilities in relation to Council's Internal Audit as follows:

- 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.*

The Internal Audit Charter 2020 contained at Attachment A has been prepared to address the internal audit shared service agreement between Uralla Shire Council, Armidale Regional Council, and Glen Innes Severn Council.

The Internal Audit Charter 2020 document replaces the previously endorsed Internal Audit Charter 2018.

KEY POINTS:

The Internal Audit Charter 2020:

- Establishes the internal audit function within the Council and recognises the importance of such an independent and objective service to the organisation;
- Outlines the legal and operational framework under which the internal audit will operate;
- Provides authorisation for the Internal Auditor to promote, direct and conduct a broad range of internal audits across the Council and where permitted, external bodies;
- Establishes that the internal audit function can be facilitated by a common arrangement with Armidale Regional Council and Glen Innes Severn Council and after the Internal Auditor is jointly appointed will exercise functions for the three councils; and
- Notes the Charter is to be adopted by the governing body of Council.

Prepared by staff member:	Governance and Media Officer
TRIM Reference Number:	UINT/20/2530
Approved/Reviewed by Manager:	Executive Manager Corporate Services
Department:	Corporate Services
Attachments:	A. Internal Audit Charter 2020



Charter:
Internal Audit 2020

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Executive Manager Corporate Services		
Document Development Officer	Executive Manager Corporate Services		
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Document History

Doc No.	Date Amended	Details
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Related Legislation	NSW Local Government Act 1993 Local Government Amendment (Governance and Planning) Act 2016
Related Policies	Policy: Risk Management 2018
Related Procedures/ Protocols, Statements, documents	Charter: Audit, Risk and Improvement Committee 2018 Office of Local Government – Internal Audit Guidelines 2010

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Introduction

This Internal Audit Charter is a formal statement of purpose, authority and responsibility for an internal auditing function for the Uralla Shire Council.

1. It establishes the internal audit function for the Uralla Shire Council (the Council) and recognises the importance of such an independent and objective service to the organisation.
2. It outlines the legal and operational framework under which internal audit will operate.
3. It authorises the Internal Auditor to promote, direct and conduct a broad range of internal audits across the Council and where permitted, external bodies.
4. The Uralla Shire Council's internal audit function is exercised by a common arrangement with Armidale Regional Council and Glen Innes Severn Council. The jointly appointed Internal Auditor is to exercise functions for the three councils¹.
5. Each Council's audit charter is to be adopted by the respective Council's governing body.

Purpose and Mission

The purpose of the Uralla Shire Council's internal audit function is to provide independent, objective assurance and consulting services designed to add value and improve Uralla Shire Council's operations. The mission of internal audit is to enhance and protect organisational value by providing risk-based and objective assurance, advice, and insight. The internal audit function helps Uralla Shire Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management and governance processes.

Standards for the Professional Practice of Internal Auditing

The internal audit function will govern itself by adherence to the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework, including the Core Principles for the Professional Practice of Internal Auditing ([Annex 1](#)), the Code of Ethics ([Annex 2](#)), the International Standards for the Professional Practice of Internal Auditing (the Standards), and the Definition of Internal Auditing (included in Annex 2).

The Internal Auditor will report periodically to senior management and to the Audit, Risk and Improvement Committee (ARIC) regarding:

1. The internal audit function's purpose, authority, and responsibility.
2. The internal audit function's plan and performance relative to its plan.
3. The internal audit function's conformance with The Institute of Internal Auditors' Code of Ethics and Standards and action plans to address any significant conformance issues.
4. Significant risk exposures and control issues, including fraud risks, governance issues, and other matters requiring the attention of, or requested by, the ARIC.
5. Results of audit engagements or other activities.
6. Resource requirements.
7. Any response to risk by management that may be unacceptable to the Council.

¹ As per guidance provided in the Local Government Amendment (Governance and Planning) Act 2016 No 38 (Schedule 1 Amendment of Local Government Act 1993 No 30)

Authority

The Internal Auditor will report functionally to ARIC and administratively (i.e., day-to-day operations) to the General Manager.

To establish, maintain, and assure that the Council's internal audit function has sufficient authority to fulfil its duties, the ARIC will:

1. Endorse the internal audit's charter before sending to Council for final approval.
2. Recommend the risk-based internal audit plan.
3. Advise Council of the resources needed to conduct the internal audit plan.
4. Receive communications from the Internal Auditor on the internal audit's performance relative to its plan and other matters.
5. Make appropriate inquiries of management and the Internal Auditor to determine whether there is inappropriate scope or resource limitations.
6. The Internal Auditor will have unrestricted access to, and communicate and interact directly with, the ARIC, including in private meetings without management present.
7. Review, at least quarterly, of the internal audits undertaken and progress made implementing corrective action.

The Council support the internal auditor to:

1. Have full, free and unrestricted access to all functions, records, property, and personnel pertinent to carrying out any engagement, subject to accountability for confidentiality and safeguarding of records and information.
2. Allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques required to accomplish audit objectives and issue reports.
3. Obtain assistance from the necessary personnel of the Council, as well as other specialised services from within or outside the Council, in order to complete the engagement. The scope and cost of which will be agreed upon with the Council prior to any engagement.

Independence and Objectivity

The Internal Auditor will ensure that the internal audit function remains free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of audit selection, scope, procedures, frequency, timing and report content.

If the Internal Auditor determines that independence or objectivity may be impaired in fact or appearance, the details of impairment will be disclosed to ARIC. Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively and in such a manner that they believe in their work product, that no quality compromises are made and that they do not subordinate their judgment on audit matters to others.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair their judgment, including:

1. Performing any operational duties for the Council or its affiliates.

2. Initiating or approving transactions external to the internal audit function.
3. Directing the activities of any Council employee not employed by the internal audit function, except to the extent that such employees have been appropriately assigned to auditing teams or to otherwise assist internal auditors.

Where the Internal Auditor has or is expected to have roles and/or responsibilities that fall outside of internal auditing, safeguards will be established to limit impairments to independence or objectivity.

The work of Internal Audit does not relieve the staff of the Uralla Shire Council from their accountability to discharge their responsibilities. All Uralla Shire Council staff are responsible for risk management and the operation and enhancement of internal control. This includes responsibility for implementing remedial action endorsed by management following an internal audit.

Internal auditors will:

1. Disclose any impairment of independence or objectivity, in fact or appearance, to appropriate parties.
2. Exhibit professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined.
3. Make balanced assessments of all available and relevant facts and circumstances.
4. Take necessary precautions to avoid being unduly influenced by their own interests or by others in forming judgments.

The Internal Auditor will confirm to ARIC in the Annual Report, the organisational independence of the internal audit function.

The Internal Auditor will disclose to ARIC any interference and related implications in determining the scope of internal auditing, performing work, and/or communicating results.

Scope of Internal Audit Activities

The scope of internal audit activities encompasses, but is not limited to, objective examinations of evidence for the purpose of providing independent assessments to the ARIC, management, and relevant outside parties on the adequacy and effectiveness of governance, risk management and control processes for the Council. Internal audit assessments include evaluating whether:

1. Risks relating to the achievement of the Council's strategic objectives are appropriately identified and managed.
2. The actions of the Council's officers and contractors are in compliance with the Council's policies, procedures and applicable laws, regulations and governance standards.
3. The results of operations or programs are consistent with established goals and objectives.
4. Operations or programs are being carried out effectively and efficiently.
5. Established processes and systems enable compliance with the policies, procedures, laws and regulations that could significantly impact the Council.
6. Information and the means used to identify, measure, analyse, classify and report such information are reliable and have integrity.
7. Resources and assets are acquired economically, used efficiently, and protected adequately.

The Internal Auditor also coordinates activities, where possible, and considers relying upon the work of other internal and external assurance and consulting service providers as needed. The internal auditor may perform **advisory** and related client service activities, the nature, scope and cost of which will be agreed with the Council, provided the internal audit does not assume management responsibility. Opportunities for improving the efficiency of governance, risk management and control processes may be identified during engagements. These opportunities will be communicated to the appropriate level of management.

Internal Audit Methodology

Internal Audit shall use the most appropriate methodology for each internal audit engagement, depending on the nature of the activity and the pre-determined parameters for the engagement. Generally, internal audits will include:

1. Planning.
2. Reviewing and assessing risks in the context of the audit objectives.
3. Examination and evaluation of information.
4. Communicating results and receiving feedback.
5. Following up on implementation of audit recommendations.

Responsibility

The internal auditor has the responsibility to:

1. Submit, at least annually, to senior management and the ARIC a risk-based internal audit plan for review and approval.
2. Communicate to senior management and ARIC the impact of resource limitations on the internal audit plan.
3. Review and adjust the internal audit plan, as necessary, in response to changes in the Council's business, risks, operations, programs, systems, and controls.
4. Communicate to senior management and ARIC any significant interim changes to the internal audit plan.
5. Ensure each engagement of the internal audit plan is executed, including the establishment of objectives and scope, the assignment of appropriate and adequately supervised resources, the documentation of work programs and testing results and the communication of engagement results including receiving feedback from Council and with applicable conclusions and recommendations to appropriate parties.
6. Follow up on engagement findings and corrective actions and report at least quarterly to senior management and ARIC any corrective actions not effectively implemented.
7. Ensure the principles of integrity, objectivity, confidentiality, and competency are applied and upheld.
8. Communicate to senior management and ARIC if the internal audit function needs to obtain external knowledge, skills, and other competencies needed to meet specific requirements of the internal audit charter.
9. Ensure trends and emerging issues that could impact the Council are considered and communicated to senior management and ARIC as appropriate.
10. Ensure emerging trends and successful practices in internal auditing are considered.

11. Establish and ensure adherence to policies and procedures designed to guide the internal audit function.
12. Ensure adherence to the Council's relevant policies and procedures, unless such policies and procedures conflict with the internal audit charter. Any such conflicts will be resolved or otherwise communicated to senior management and ARIC.
13. Ensure conformance of the internal audit function with the Standards and the following qualifications:
 - a. If the internal audit function is prohibited by law or regulation from conformance with certain parts of the Standards, the Internal Auditor will ensure appropriate disclosures and will ensure conformance with all other parts of the Standards.
 - b. If the Standards are used in conjunction with requirements issued by other authoritative bodies, the Internal Auditor will ensure that the internal audit function conforms to the Standards, even if the internal audit function also conforms to the more restrictive requirements of other authoritative bodies.

Knowledge, Skills, and Technical Proficiency

Internal Audit staff shall –

1. Possess the knowledge, skills, and technical proficiency essential to the performance of internal audits.
2. Be skilled in dealing with people and in communicating audit issues effectively.
3. Maintain their technical competence through a program of continuing education.

Due Professional Care

Internal Audit staff shall –

1. Exercise due professional care in performing internal audit engagements.
2. Conduct themselves in a professional manner.
3. Conduct their activities in a manner consistent with the concepts expressed in the Standards, the Code of Ethics ([Annex 2](#)) and Council's Code of Conduct.

Reporting Arrangements

The internal auditor shall at all times report to ARIC. At each ARIC meeting the internal auditor shall submit a report summarising all audit activities undertaken during the period, indicating:

1. Internal audit engagements completed or in progress.
2. Outcomes of each internal audit engagement undertaken.
3. Remedial action taken or in progress.

On completion of each internal audit engagement, the internal auditor shall issue a report to Council detailing the objective and scope of the audit and the resulting issues based on the outcome of the audit. Internal Audit shall seek from the General Manager an agreed and endorsed action plan outlining remedial action to be taken, along with an implementation timetable and the person responsible. Responsible officers shall have a maximum of twenty eight (28) working days to provide written management responses and action plans in response to issues and recommendations contained in internal audit reports.

The Internal Auditor shall make available all internal audit reports to the ARIC. However, the work of Internal Audit is solely for the benefit of the Council and is not to be relied on or provided to any other person or organisation, except where this is formally authorised by the Council governing body.

In addition to the normal process of reporting on works undertaken, the Internal Auditor shall draw to the attention of the ARIC all matters that, in their opinion, warrant reporting.

Planning Requirements

The Internal Audit function uses a risk-based rolling program of internal audits to establish an annual Internal Audit Plan to reflect a program of audits over a 12 month period. This approach is designed to be flexible, dynamic and opportune in order to meet the changing needs and priorities of the Council.

The Internal Auditor shall prepare an annual Internal Audit Plan for review and approval by the ARIC, showing the proposed areas for audit. The annual Internal Audit Plan shall be based on an assessment of the goals, objectives and business risks of the Council, and shall also take into consideration any special requirements of the ARIC and Council's senior management.

The Internal Auditor has discretionary authority to adjust the Internal Audit Plan as a result of receiving special requests from Council's senior management to conduct reviews that are not on the plan, with these to be approved at the next meeting of the ARIC.

Quality Assurance and Improvement Program

The ARIC shall oversee the development and implementation of a quality assurance and improvement program that covers all aspects of the internal audit. The program will include an evaluation of the internal audit's conformance with the Standards and an evaluation of whether internal auditors apply The Institute of Internal Auditors' Code of Ethics.

The program will also assess the efficiency and effectiveness of the internal audit function and identify opportunities for improvement. The Internal Auditor will communicate to senior management and ARIC on the internal audit's quality assurance and improvement program, including results of internal assessments (both ongoing and periodic) and external assessments conducted at least once every four years by a qualified, independent assessor or assessment team from outside the Council.

Coordination with External Audit

The Internal Auditor shall periodically consult with the external auditor, to discuss matters of mutual interest, to co-ordinate audit activity, and to reduce duplication of audit effort.

Review of the Internal Audit Charter

The Internal Auditor shall periodically review the Internal Audit Charter to ensure it remains up-to-date and reflects the current scope of internal audit work and complies with the Model Internal Audit Charter.

Conflict of Interests

Internal auditors are not to provide audit services for work for which they may previously have been responsible. Whilst the Standards provide guidance on this point and allow this to occur after 12 months, each instance should be carefully assessed.

When engaging internal audit contractors, the Internal Auditor shall take steps to identify, evaluate the significance, and manage any perceived or actual conflicts of interest that may impinge upon internal audit work.

Instances of perceived or actual conflicts of interest by the internal audit staff and contractors are to be immediately reported to the ARIC.

Any changes to this Internal Audit Charter will be approved by the ARIC.

Approval/Signatures

_____	_____
Internal Auditor	Date
_____	_____
Audit, Risk and Improvement Committee Chair	Date
_____	_____
General Manager	Date

ANNEX 1. Internal Audit Core Principles

The Core Principles for the Professional Practice of Internal Auditing, taken as a whole, articulate internal audit effectiveness. For an internal audit function to be considered effective, all Principles should be present and operating effectively. How an internal auditor, as well as an internal audit activity, demonstrates achievement of the Core Principles may be quite different from organization to organization, but failure to achieve any of the Principles would imply that an internal audit activity was not as effective as it could be in achieving internal audit's mission (see Mission of Internal Audit).

Demonstrates integrity.

Demonstrates competence and due professional care.

Is objective and free from undue influence (independent).

Aligns with the strategies, objectives, and risks of the organization.

Is appropriately positioned and adequately resourced.

Demonstrates quality and continuous improvement.

Communicates effectively.

Provides risk-based assurance.

Is insightful, proactive, and future-focused.

Promotes organizational improvement.

The Institute of Internal Auditors, *Core Principles*, accessed 2 December 2019, <<https://global.theiia.org/standards-guidance/mandatory-guidance/Pages/Core-Principles-for-the-Professional-Practice-of-Internal-Auditing.aspx>>.

ANNEX 2. Internal Audit Code of Ethics

Introduction to the Code of Ethics

The Code of Ethics states the principles and expectations governing the behaviour of individuals and organizations in the conduct of internal auditing. It describes the minimum requirements for conduct, and behavioural expectations rather than specific activities.

The purpose of The Institute's Code of Ethics is to promote an ethical culture in the profession of internal auditing.

Definition of Internal Auditing. Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

A code of ethics is necessary and appropriate for the profession of internal auditing, founded as it is on the trust placed in its objective assurance about governance, risk management, and control.

The Institute's Code of Ethics extends beyond the **Definition of Internal Auditing** to include two essential components:

1. Principles that are relevant to the profession and practice of internal auditing.
2. Rules of Conduct that describe behaviour norms expected of internal auditors. These rules are an aid to interpreting the Principles into practical applications and are intended to guide the ethical conduct of internal auditors.

"Internal auditors" refers to Institute members, recipients of or candidates for IIA professional certifications, and those who perform internal audit services within the Definition of Internal Auditing.

Applicability and Enforcement of the Code of Ethics

This Code of Ethics applies to both entities and individuals that perform internal audit services.

For IIA members and recipients of or candidates for IIA professional certifications, breaches of the Code of Ethics will be evaluated and administered according to The IIA's Bylaws, the Process for Disposition of Code of Ethics Violation, and the Process for Disposition of Certification Violation. The fact that a particular conduct is not mentioned in the Rules of Conduct does not prevent it from being unacceptable or discreditable, and therefore, the member, certification holder, or candidate can be liable for disciplinary action.

Code of Ethics — Principles

Internal auditors are expected to apply and uphold the following principles:

1. Integrity

The integrity of internal auditors establishes trust and thus provides the basis for reliance on their judgment.

2. Objectivity

Internal auditors exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgments.

3. Confidentiality

Internal auditors respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so.

4. Competency

Internal auditors apply the knowledge, skills, and experience needed in the performance of internal audit services.

Rules of Conduct

1. Integrity

Internal auditors:

1.1. Shall perform their work with honesty, diligence, and responsibility.

1.2. Shall observe the law and make disclosures expected by the law and the profession.

1.3. Shall not knowingly be a party to any illegal activity, or engage in acts that are discreditable to the profession of internal auditing or to the organization.

1.4. Shall respect and contribute to the legitimate and ethical objectives of the organization.

2. Objectivity

Internal auditors:

2.1. Shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of the organization.

2.2. Shall not accept anything that may impair or be presumed to impair their professional judgment.

2.3. Shall disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review.

3. Confidentiality

Internal auditors:

3.1. Shall be prudent in the use and protection of information acquired in the course of their duties.

3.2. Shall not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organization.

4. Competency

Internal auditors:

4.1. Shall engage only in those services for which they have the necessary knowledge, skills, and experience.

4.2. Shall perform internal audit services in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

4.3. Shall continually improve their proficiency and the effectiveness and quality of their services.

The Institute of Internal Auditors, *Code of Ethics*, accessed 2 December 2019,
<<https://global.theiia.org/standards-guidance/mandatory-guidance/Pages/Code-of-Ethics.aspx>>.



REPORT OF COMMITTEE

Department:	Corporate Services
Submitted by:	<i>Executive Manager Corporate Services</i>
Reference/Subject:	Report of Committee 2 – Community Grants Program 2019-20 - Round 2 Application Assessments

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

This report provides the outcomes of the Community Grants Panel's assessment of the applications received for the 2019-20 Uralla Shire Community Grants Program Round 2 and to provide recommendations for determination by Council.

OFFICER'S RECOMMENDATION:

That Council adopt the Community Grant Panel Committee recommendation to:

- 1) Approve Community Grants Program 2019-20 Round 2 funding allocations to the following applicants in accordance with the General Grant Conditions and special conditions as set out in Table 3 of this report:**
 - a. Bundarra Golf Club for the amount of \$3,000**
 - b. Bundarra and District Campdraft Association Inc for the amount of \$3,000, subject to the event proceeding.**
- 2) Correspond with the unsuccessful applicant as set out in Table 4 of this Report.**

BACKGROUND:

Council runs two rounds of its Community Grants Program each financial year, with the second round of the 2019-20 Community Grants Program conducted in February 2020.

REPORT:

Council received three applications for Round 2 of the Program, three group/organisation applications and no individual applications.

The Community Grants Panel members assessing the applications were Councillors Bell, O'Connor, and Toomey. No pecuniary interests were declared in the assessment of the applications.

Uralla Shire Council
Council Business Paper – 24 March 2020

Table 1 – Applications Received

Applicant/Category	Amount requested	Purpose
Group/Organisation		
Bundarra Golf Club ¹	\$3,000	<u>Upgrades to the Bundarra Golf Course</u> Grant funding would be used to enable: <ul style="list-style-type: none"> • A fence on the western boundary past the first playing hole to the northern point in an easterly direction and south to the roadway. • Replace golf course signs. • Repair tee off areas. • Plant hardy bushes in appropriate locations.
Uralla Showground Land Manager	\$2,801	<u>Essential well serviced and maintained showground</u> The project is to assist the Uralla Showground Land Manager to provide ongoing maintenance for showground and surrounding infrastructure in order to provide accessible quality sport and recreation facilities to encourage community participation. Grant funding would be used to purchase equipment to undertake the above.
Bundarra & District Campdraft Association Inc ²	\$3,000	<u>Bundarra & District Campdraft Association Inc Campdraft</u> A two day Campdraft held at Bundarra Showground on 25-26 April 2020, including dinner and entertainment on Saturday night.
	\$8,801	

This application was first considered at Council's September Ordinary Meeting during which Council determined the application to be unsuccessful (06.09/19). Following notification of same, the applicant wrote to the General Manager to assert their application had been incorrectly assessed. The General Manager advised the applicant its submission would be reconsidered in Round 2 of the Community Grants Program.

² It is noted the Bundarra & District Campdraft Association Inc's submission was received as a late application.

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

Table 2 – Panel Assessments

Applicant/Category	Assessments
Group/Organisation	
Bundarra Golf Club	The Community Grants Panel approved the application for funding as: <ul style="list-style-type: none"> • The proposed project has a broad community benefit. • The organisation has not received support previously.
Uralla Showground Land Manager	The Community Grants Panel does not support the application as: <ul style="list-style-type: none"> • The applicant has received significant grant funding in the previous year.
Bundarra & District Campdraft Association Inc	The Community Grants Panel has determined the submission should be considered due to circumstances surrounding the late application, and approved for funding as: <ul style="list-style-type: none"> • The event to be funded has significant community benefit.

Uralla Shire Council
Council Business Paper – 24 March 2020

The recommendations of the Community Grants Panel Committee 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	Amount	Special Conditions
Group/Organisation		
Bundarra Golf Club	\$3,000	That the applicant be requested to provide copy of Certificate of Currency prior to receipt of the community grant funding.
Bundarra & District Campdraft Association Inc	\$3,000	It is noted that the event to be held 25 th and 26 th April 2020 may be unable to proceed due to the need to limit social interaction/person-to-person transmission in response to the Covid-19 pandemic. The Community Grant funding shall be provided to the Bundarra & District Campdraft Association Inc should the Campdraft be rescheduled or postponed, subject to the event taking place prior to 30 June 2021.
Total approved	\$6,000	

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 Community Grants Panel Committee 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
Group/Organisation	
Uralla Showground Land Manager	The applicant has received significant grant funding in the previous year.

KEY ISSUES:

- Council's budget for its Community Grants Program 2019-20 is \$15,000. Council committed \$6,000 to two applicants from Round 1 at its September 2019 Ordinary Meeting (06.09/19).
- Council received three applications in Round 2, being three group/organisation applications and nil individual applications.
- The Assessment Panel have assessed the applications and provided recommendations to grant a total two group/organisation applications for a total of \$6,000.

CONCLUSION:

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

COUNCIL IMPLICATIONS:

1. Community Engagement/Communication (per engagement strategy)

Applications for Round 2 of the Community Grants Program were called via Public Notice in Council's newsletter, website and via social media. Successful applicants will be published in Council's newsletter and through social media.

2. Policy and Regulation

The Community Grants Program Policy can be viewed on Council's website, refer: www.uralla.nsw.gov.au/files/assets/public/community/community-information/community-grants/2019-guidelines_uralla-shire-council_community-grants-program.pdf

3. Financial (LTFP)

Should council endorse the Community Grants Panel's recommendations, Council will commit a further \$6,000 amount totalling \$12,000 for Community Grants awarded during the 2019-20 financial year.

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

Executive Manager Corporate Services

Prepared by staff member:	Governance and Media Officer
TRIM Reference Number:	UINT/20/2602
Approved/Reviewed by Manager:	Executive Manager Corporate Services
Department:	Corporate Services
Attachments:	Nil

12. 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:

- 1. Council note the cash position as at 29 February, 2020 consisting of cash and overnight funds of \$2,218,831, term deposits of \$14,500,000 totalling \$16,718,831 of readily convertible funds.**
- 2. Council note the loan position as at 29 February, 2020 totalling \$2,269,644.**

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 \$14,500,000 spread over the next twelve months will receive a range of interest from 1.35% to 2.7% with an average rate of 1.81%. 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 29 February, 2020.

KEY ISSUES:

The official interest rate has now been cut to 0.50% and the market expects one further cut in the near future as the impact of the coronavirus impacts the economy. The current budgeted interest rate (reduced by 0.5%) is unlikely to be reflective of future earnings. 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:	U18/167
Approved/Reviewed by Manager:	Chief Financial Officer
Department:	Organisational Services - Finance
Attachments:	Council's Investments as 29 February, 2020 Schedule of loans

Uralla Shire Council
Council Business Paper – 24 March 2020

Uralla Shire Council				
Investments at 29 February, 2020				
Cash at Bank – Operating Accounts:				
Institution	Account	Bank Statement		
National Australia Bank	Main Account	\$257,141.25		
National Australia Bank	Trust Account	\$31,226.33		
Community Mutual	Bundarra RTC	\$25,822.21		
Total		\$314,189.79		
Business Investment (Cash Management) Account				
Institution	Interest rate	Balance		
Professional Funds	0.15% above RBA cash rate	\$1,904,641.46		
Total		\$1,904,641.46		
Term Deposits:				
Institution	Term	Interest rate	Maturity	Balance
Westpac Banking Corporation	9 months	1.82%	5/03/2020	\$500,000.00
Commonwealth Bank	2 months	1.44%	9/03/2020	\$1,200,000.00
Bank of Queensland	9 months	2.20%	12/03/2020	\$800,000.00
National Australia Bank	12 months	2.50%	1/04/2020	\$600,000.00
National Australia Bank	12 months	2.50%	10/04/2020	\$500,000.00
Commonwealth Bank	10 months	1.80%	30/04/2020	\$500,000.00
National Australia Bank	12 months	2.34%	6/05/2020	\$600,000.00
National Australia Bank	9 months	2.70%	22/05/2020	\$1,000,000.00
Westpac Banking Corporation	12 months	2.22%	19/06/2020	\$1,350,000.00
Westpac Banking Corporation	6 months	1.53%	25/07/2020	\$600,000.00
ANZ	8 months	1.40%	26/07/2020	\$800,000.00
Bank of Queensland	10 months	1.55%	10/08/2020	\$800,000.00
Bank of Queensland	10 months	1.55%	10/08/2020	\$500,000.00
Commonwealth Bank	12 months	1.55%	24/08/2020	\$800,000.00
Westpac Banking Corporation	7 months	1.48%	25/09/2020	\$250,000.00
ANZ	8 months	1.40%	30/09/2020	\$500,000.00
ANZ	12 months	1.35%	10/10/2020	\$400,000.00
National Australia Bank	12 months	1.45%	14/10/2020	\$500,000.00
Westpac Banking Corporation	12 months	1.48%	18/10/2020	\$1,300,000.00
National Australia Bank	12 months	1.45%	21/11/2020	\$300,000.00
National Australia Bank	12 months	1.50%	19/01/2021	\$700,000.00
Total				\$14,500,000.00

Uralla Shire Council
Council Business Paper – 24 March 2020

Uralla Shire Council		
Loans at 29 February, 2020		
Loans:		
Loan no.	Purpose	Balance
165	MGH Property	\$45,602.26
168	Community Centre	\$29,775.02
176	Library Extensions	\$150,053.03
177	Grace Munro Centre	\$120,070.97
181	Creative Village Works	\$1,744.59
186	Public Toilets Pioneer Park	\$3,094.36
187	Undergrounding Power and Main Street Upgrade	\$129,600.69
188	Paving and Power Undergrounding	\$32,366.41
189	Bridge Construction	\$203,872.03
190	Bridge construction & industrial land development	\$1,553,464.17
Total		\$ 2,269,643.53



REPORT TO COUNCIL

Department:	Finance
Submitted by:	<i>Chief Financial Officer</i>
Reference/Subject:	Report 2 – Funding for the sprayed seal and safety barriers at Mt Mitchell Road

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

The appropriate funding source for the sprayed seal and safety barriers at Mt Mitchell Road has been identified in the Roads to Recovery program.

OFFICER'S RECOMMENDATION:

That Council:

Approve the funding for the sprayed seal and safety barriers at Mt Mitchell Road from the Roads to Recovery program.

BACKGROUND:

At the February 2020 Ordinary Meeting of Council it was resolved that Council "Approve the estimated expenditure for the sprayed seal and safety barriers at \$108,000 for the upgrade works at Mt Mitchell Road from a source that the Chief Financial Officer is to advise at the March Ordinary Meeting of Council". This business paper sets out the recommendation of the Chief Financial Officer to approve the funding for the sprayed seal and safety barriers at Mt Mitchell Road from the Roads to Recovery program.

REPORT:

Council was allocated additional Roads to Recovery Funding of \$596,106 in 2019/20 as part of the Federal Government drought assistance program. This funding must be spent over the two year period ended 30 June 2021. Council has not yet allocated half of this additional funding in its roads program. The drought assistance program allows for funding for the Mt Mitchell Road sprayed seal and safety barriers and it is considered appropriate to draw funds from this source.

During discussion on the Mt Mitchell Road funding report, questions were asked as to whether the expenditure on the unsealed component of the road was authorised in accordance with clause 211 of the NSW Local Government (General) Regulation 2005 – Authorisation of expenditure. As a result, Council sought legal advice from LGNSW on this matter. Being subject to legal privilege, the full request by Council and response from LGNSW has been included as Attachment A (confidential).

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Nil

3. Financial (LTFP)

This resolution aligns funding for additional expenditure at Mt Mitchell Road as approved at the February 2020 Ordinary Council Meeting.

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:

Chief Financial Officer

TRIM Reference Number:

UINT/2020/02653

UI/20/734

Approved/Reviewed by:

Acting General Manager

Department:

General Manager's Office

Attachments:

- A. Interpretation of clause 211 of the Local Government (General) Regulation 2005 (confidential)



REPORT TO COUNCIL

Department:	Finance
Submitted by:	<i>Chief Financial Officer</i>
Reference/Subject:	Report 3 – Draft Policies: Hardship and Debt Recovery 2020

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2	An effective and efficient organisation
Strategy:	4.2.2	Operate in a financially responsible and sustainable manner
Activity:	4.2.2.1	Maintain and control financial system and improve long term financial sustainability

SUMMARY:

This report provides a Draft Debt Recovery Policy 2020 and Draft Hardship Policy 2020 at Attachment A and B respectively, prepared in accordance with the Local Government Act, 1993, Local Government (General) Regulation 2005, with reference to the *Debt Management and Hardship Guidelines 2018* issued by the NSW Office of Local Government.

OFFICER'S RECOMMENDATION:

That Council:

- A. Exhibit the Draft Debt Recovery Policy 2020 at Attachment A and also the Draft Hardship Policy 2020 at Attachment B for 28 days; and**
- B. Adopt the Draft Debt Recovery Policy 2020 at Attachment A and also the Draft Hardship Policy 2020 at Attachment B subject to no submissions being received during the exhibition period.**

BACKGROUND:

Council's current policies addressing debt recovery and hardship required review to meet current requirements. This report provides updated policies in accordance with current requirements and relevant legislation.

REPORT:

The Draft Policy: Debt Recovery 2020 (Attachment A) and Draft Policy: Hardship 2020 (Attachment B) have been drafted to provide a framework to address the following:

1. To respond to applications from owners/ratepayers and customers experiencing genuine hardship with the payment of rates, annual charges, interest and fees; and
2. The efficient and effective collection of outstanding debts which fulfil statutory requirements in relation to the recovery of rates, charges, fees and other debts.

These policies have been drafted following guidelines issued by the NSW Office of Local Government: *Debt Management and Hardship Guidelines 2018*. These Guidelines were released to assist NSW

councils develop best practice processes and principles as well as implement robust policies and procedures relating to the collection of rates and charges and debt management.

The draft policies have been presented to the Audit Risk and Improvement Committee. The Committee has recommended, following minor changes, that the policies be placed on public exhibition and be adopted subject to no submissions being received.

KEY ISSUES:

- Review of Council’s debt recovery and hardship policies to meet current requirements

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Public exhibition of the draft policy is proposed for 28 days

2. Policy and Regulation

- The Draft Debt Recovery Policy 2020 and Draft Hardship Policy 2020 are prepared in accordance with the Local Government Act, 1993, Local Government (General) Regulation 2005 and *Debt Management and Hardship Guidelines 2018* issued by the NSW Office of Local Government.
- On adoption these policies will replace Council’s Debt Recovery Policy 2013 and Transfer of Land for Unpaid Rates and Charges 2013

3. Financial (LTFP)

- Improve long term financial sustainability via efficient and effective management of outstanding debt

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:	Chief Financial Officer
TRIM Reference Number:	UINT/2020/02596 UINT/2020/02571 (Debt recovery) UINT/2020/02573 (Hardship)
Approved/Reviewed by:	Uralla Shire Council Audit, Risk & Improvement Committee
Department:	General Manager’s Office
Attachments:	A. DRAFT Debt Recovery Policy 2020 B. DRAFT Hardship Policy 2020



DRAFT

Policy:

Debt Recovery

2020

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	<i>Chief Financial Officer</i>		
Document Development Officer	<i>Revenue Officer</i>		
Review Timeframe	<i>4 years</i>		
Last Review Date:	2020	Next Scheduled Review Date	2024

Document History

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

Further Document Information and Relationships

List here the related strategies, procedures, references, policy or other documents that have a bearing on this Policy and that may be useful reference material for users of this Policy.

Related Legislation*	NSW Local Government Act 1993 Local Government (General) Regulation 2005
Related Policies	Policy: Hardship 2020
Related Procedures/ Protocols, Statements, documents	Office of Local Government Debt Management and Hardship Guidelines 2018

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

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DRAFT

1. OBJECTIVES

The objective of this policy is to ensure monies owed to Council are recovered in a timely, efficient and effective manner in order to finance Council's operations and ensure effective cash flow management. Whilst carrying out this responsibility, Council will:

- Treat all people fairly and consistently under this policy
- Treat all matters under this policy confidentially; and
- Treat people with respect and sensitivity in considering their circumstances.

2. SCOPE

This Policy applies to any person or organisation owing rates, charges, fees or other debts to Council.

3. DEFINITIONS

- Legal costs – Amounts incurred by Council in recovering overdue debts (e.g. Court fees and professional costs) which can be legally recovered from the ratepayer
- Default Judgement – In cases where the ratepayer does not respond to a summons issued to them, the Court may make a default judgement whereby it will make a decision without having the matter heard in Court
- Letter of demand – Demand letter from Council's debt recovery agency issued in accordance with the Australian Competition and Consumer Commission and the Australian Securities and Investment Commission guidelines
- Ratepayer – the person liable for payment of the rates and charges due and payable on the property for which debt recovery is being undertaken

4. DEBT RECOVERY POLICY STATEMENT

This policy provides a framework for the efficient and effective collection of outstanding debts and fulfils statutory requirements in relation to the recovery of rates, charges, fees and other debts.

4.1 Recovery of Rates and Charges

4.1.1 Rates and Charges Notice

Rates and charges notices are issued in July each year and are payable in four instalments on 31 August, 30 November, 28 February and 31 May each financial year, per Section 562 of the *NSW Local Government Act 1993* (the Act). A rate instalment notice is issued 30 days before each instalment is due. Similarly, water and trade waste charge notices are issued twice yearly in approximately November and May.

4.1.2 Reminder Notice

If the whole or part of an instalment/notice, exceeding \$100, is not paid within 14 days of the instalment/notice due date, a reminder notice will be issued by Council. Reminder notices will be issued to all ratepayers with outstanding balances exceeding \$100 and will request payment within 14 days of the mailing date on the reminder notice. The notice will also advise that ratepayers may enter into a payment arrangement with Council to pay the overdue amount.

4.1.3 Final Reminder

If an overdue amount has not been paid in full, and no contact has been made with Council to enter into a payment arrangement to pay the overdue amount, a final reminder notice will be issued by Council. This notice will be issued to all ratepayers who have not made payment of the outstanding amount noted on their reminder notice and who have not made contact with Council to make arrangements to pay the outstanding amount. Final reminder notices will request payment within 14 days of the mailing date on the notice and will again advise ratepayers that they may enter into a payment arrangement with Council to pay the overdue amount. The final notice will also advise that failure to either make payment or make an arrangement to pay will result in referral to Council's debt recovery agency with no further notice, and that additional charges may be incurred and added to the outstanding amount due to the referral. Before referring any ratepayer to Council's Debt Collection Agency, Council must have made at least one attempt to contact the ratepayer by telephone or email.

4.1.4 Recovery Action – Referral to Debt Collection Agency

Following the expiration of the period specified on the final reminder notice Council will refer all assessments/notices where the amount overdue is greater than \$1,000 and more than one instalment in the current rating year, and where no arrangement has been made to pay the overdue amount, to its debt collection agency. For the remaining assessments which have amounts overdue but for which the balance is less than \$1,000 Council staff will continue to contact ratepayers at reasonable intervals to attempt recovery.

4.1.5 Recovery Action – Debt Collection Agency Procedures

- a) The debt collection agency will as soon as practicable after receipt of a referral from Council issue a letter of demand to the ratepayer in relation to each overdue amount advising that Council has referred the debt to the agency for collection and that payment is required within 14 days of the date of the letter, otherwise legal action will commence. The letter is to specify the minimum amount in legal costs that may be added to the ratepayer's rate assessment if legal action is commenced.
- b) Following the expiration of the 14 days as requested in the letter, the debt collection agency is then to issue a statement of claim following approval from Council to proceed with legal action. A further attempt to contact the ratepayer by telephone or email must have been made before a statement of claim is made.
- c) Following the statutory period after service of the statement of claim and with Council's approval, the debt collection agency is to issue a pre-judgement letter. The letter advises the ratepayer that Council intends to proceed to Default Judgement against them unless payment is received within 14 days of the date of the letter. The letter is to specify the minimum amount in legal costs that may be added to the ratepayer's rate assessment if judgement is entered against the ratepayer and information explaining to the ratepayer that a default judgement will be listed on their credit file for a period of 5 years even if the amount is subsequently paid/finalised and that this listing may affect any future applications for credit.
- d) Following the expiration of the 14 days as requested in the pre-judgement letter the debt collection agency is then to obtain judgement against the ratepayer following approval from Council to proceed with the legal action.

- e) Once judgement is obtained against the ratepayer, the debt collection agency, with Council's approval, is to take the necessary actions to recover the debt including but not limited to:
- A garnishee of income
 - Writ of execution on goods and chattels
 - Examination summons
 - Service of a rent order where the property is tenanted
 - Bankruptcy proceedings (subject to resolution of Council)
 - Sale of land for unpaid rates (subject to resolution of Council and for unpaid rates only).

4.2 Arrangement to Repay Rates, Charges and Water Consumption Charges

Council recognises that some ratepayers may experience difficulties in meeting their rate and charge commitments. Council will seek to assist ratepayers to make arrangements that are consistent with the ratepayers' capacity to make regular payments.

A ratepayer may at any time make arrangements to pay off their outstanding rates and annual charges by regular payments, subject to the following guidelines (refer also to Council's Hardship Policy):

- Arrangements can be made to pay on a weekly, fortnightly or monthly basis
- Any arrangement must be made so that all amounts owing are made within one calendar year
- Extenuating circumstances can be taken into consideration if either of the above two conditions cannot be met but must be referred to the Revenue Officer for approval.

All ratepayers who enter into an arrangement will continue to have interest charged on the outstanding amount in accordance with section 566 of the Act, subject to Council's Hardship Policy.

Where a ratepayer has not honoured a previous arrangement, the Revenue Officer has the discretion as to whether to accept a new arrangement or continue with further recovery action. Any new arrangement cannot be accepted until a payment is received to show good faith.

In the event that a ratepayer fails to make a payment in full under an arrangement and does not notify Council of any financial difficulties, the total amount outstanding becomes payable and is subject to Council's normal recovery procedures without further notice to the ratepayer.

Once a writ of execution on goods and chattels has been issued on an outstanding amount, any payment arrangement must be made by an Instalment Order through the Local Court.

Extensions of time beyond three months without any payment will not be accepted unless they formed part of the original agreement.

5. RECOVERY OF SUNDRY DEBTOR ACCOUNTS

5.1 Sundry Debtor Invoices and Statements

Invoices are raised as debtor information comes to hand e.g. construction of kerbing and guttering, private works, OSSM inspections etc. The due date for payment of all invoices is 30 days after the invoice date. Within 7 days of the close of a month a sundry debtor account statement will be issued.

5.2 Overdue Sundry Debts

If an account is not paid by the due date a second and then a third monthly statement will be forwarded as a reminder. Once an account has amounts that are 90 days in arrears, Council may refer the account to its debt collection agency. Accounts which have amounts overdue but for which the balance is less than \$500 Council staff will continue to contact account holders at reasonable intervals to attempt recovery.

5.3 Recovery Action – Suspension of Credit Facilities

If the sundry debtor account remains outstanding for a period beyond 90 days then further credit to that debtor will be withdrawn until the account is paid in full or an agreement has been reached to pay it off over a period of time.

5.4 Recovery Action – Debt Collection Agency Procedures

- a) The debt collection agency will as soon as practicable after receipt of a referral from Council issue a letter to the account holder in relation to each overdue account advising that Council has referred the debt to the agency for collection and that payment is required within 14 days of the date of the letter, otherwise legal action may commence. The letter is to specify the minimum amount in legal costs that may be added to the account if legal action is commenced.
- b) Following the expiration of the 14 days as requested in the letter, the debt collection agency is then to issue a statement of claim, following approval from Council to proceed with legal action. A further attempt to contact the ratepayer by telephone or email must have been made before a statement of claim is made.
- c) Following the statutory period after service of the statement of claim and with Council's approval the debt collection agency issue a pre-judgement letter. The letter advises the account holder that Council intends to proceed to Default Judgement against them unless payment is received within 14 days of the date of the letter. The letter is to specify the minimum amount in legal costs that will be added to the account if judgement is entered against the ratepayer and information explaining to the account holder that a default judgement will be listed on their credit file for a period of 5 years even if the amount is subsequently paid/finalised and that this listing may affect any future applications for credit.
- d) Following the expiration of the 14 days as requested in the letter the debt collection agency is then to obtain judgement against the account holder following approval from Council to proceed with legal action.
- e) Once judgement is obtained against the account holder, the debt collection agency with Council's approval is to take the necessary actions to recover the debt including but not limited to:
 - A garnishee of income
 - Writ of execution on goods and chattels
 - Examination summons
 - Bankruptcy proceedings (subject to resolution of Council).

5.5 Arrangements to Repay Sundry Debtor Accounts

A debtor may at any time make arrangements to pay off their outstanding account by regular payment, subject to the following guidelines (refer also to Council's Hardship Policy):

- Arrangements can be made to pay on a weekly, fortnightly or monthly basis
- Any arrangement made so that all amounts owing are paid in full by 30 June of that financial year.
- Extenuating circumstances can be taken into consideration if either of the above two conditions cannot be met but must be referred to the Revenue Office for approval.

Where a debtor has not honoured a previous arrangement the revenue Officer has the discretion as to whether to accept a new payment arrangement or continue with further recovery action. Any new arrangement cannot be accepted until a payment is received to show good faith.

In the event that a debtor fails to make a payment in full under an arrangement and does not notify Council of any financial difficulties, the total amount outstanding becomes payable and is subject to Council's normal recovery procedures without further notice to the account holder.

Once a writ of execution on goods and chattels has been issued on an outstanding amount any payment arrangement must be made by an Instalment Order through the Local Court.

Extensions of time beyond three months without any payment will not be accepted unless they formed part of the original agreement.

6. LEGAL COSTS

All debt recovery costs and fees associated with any course of action are to be borne by the owner of the debt and will subsequently remain a charge on the property until paid.

Any ratepayer or sundry debtor that wishes to appeal against the legal costs that have been added to their assessment or account must state their appeal and the reasons for the appeal in writing to Council.

All requests for a review of legal costs will be assessed and the facts of the case collated with the final decision as to whether the costs will be written off to be made by the Chief Financial Officer.

7. THIRD PARTY REPORTING

Council will not supply private credit agencies with information regarding legal action it has taken in the recovery of overdue rates. However, Council recognises that judgement details are supplied to credit agencies by NSW Courts.

If a ratepayer requests proof that the debt owed to Council has been paid, a letter will be issued by Council confirming payment has been made. Such letter will only be issued if all overdue debts have been paid.

Further, if a ratepayer requests a Notice of Discontinuance to finalise the judgement at the Court, Council will require all overdue debts to be paid in full. If this requirement is met, Council's debt collection agency will carry out the process for a Notice of Discontinuance. If the overdue debts are not paid in full and the ratepayer requires a Notice of Discontinuance urgently, they can apply for the Notice of Discontinuance themselves through the Court.



DRAFT

Policy:

Hardship

2020

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	<i>Chief Financial Officer</i>		
Document Development Officer	<i>Revenue Officer</i>		
Review Timeframe	<i>4 years</i>		
Last Review Date:	2020	Next Scheduled Review Date	2024

Document History

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

Further Document Information and Relationships

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Related Legislation*	NSW Local Government Act 1993 Local Government (General) Regulation 2005
Related Policies	Debt Recovery 2020
Related Procedures/ Protocols, Statements, documents	Office of Local Government Debt Management and Hardship Guidelines 2018

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DRAFT

1. OBJECTIVES

Council recognises that there are cases of genuine financial hardship requiring respect and compassion in special circumstances. This policy establishes guidelines for assessment of hardship applications applying the principles of social justice, fairness, integrity, appropriate confidentiality, and compliance with relevant statutory requirements.

2. SCOPE

This Policy applies to all applications for waiving, deferment and alternative payment arrangements, or writing off of rates, fees, annual charges, water charges and interest accrued on such debts.

3. DEFINITIONS

- Ratepayer – the person liable for payment of the rates and charges due and payable on the property for which debt recovery is being undertaken
- Pensioner – an eligible pensioner as defined in clause 134 of the *Local Government (General) Regulations 2005*
- Interest – Interest raised in accordance with the *NSW Local Government Act 1993* and as adopted by Council in its Revenue Policy

4. HARDSHIP POLICY STATEMENT

This policy provides a framework for responding to applications from owners/ratepayers and customers experiencing genuine hardship with the payment of rates, annual charges, interest and fees in accordance with the *NSW Local Government Act 1993* (the Act) and the *Local Government (General) Regulations 2005* (NSW).

Hardship is any situation where an individual is having difficulty paying a legally owed debt. This can result from life changes (for example, because of illness unemployment or changed financial circumstances) restricting the short-term capacity to pay.

4.1 Hardship Assistance Available to Ratepayers and Customers

Hardship can arise from a temporary change in circumstances, such as:

- Loss or change in income;
- Illness;
- Loss arising from an accident;
- Natural disaster or emergency situation;
- Death in the family;
- Separation, divorce or other family crisis;
- Family violence, and/or
- Some other temporary financial difficulty due to loss of income or increase in essential expenditure.

A ratepayer may be eligible for consideration for hardship assistance in the payment of overdue rates, annual charges, interest and fees, where:

- The person is unable to pay rates or accrued interest when due and payable for reasons beyond the person's control; or
- Payment when due would cause the person hardship.

Council will consider applications for assistance in accordance with the following principles:

- Council will individually assess cases of financial hardship using a set of guidelines and information from the 'Financial Hardship Relief Application Form'. Criteria for income and asset values shall be determined in accordance with the Centrelink 'Pensions – Income and Assets Test' as reviewed annually in September;
- Council will not reduce rates or annual charges, but will consider alternative available approaches to dealing with cases of financial hardship;
- Council will consider a scheme of periodical payments outside the due dates in cases of hardship or extenuating circumstance.

Applications for Hardship must be made on the appropriate Financial Hardship Relief Application Form, available from Council.

- The applicant must be the owner/spouse or part owner of the property and be liable for the payment of rates on the property.
- The property to which the hardship application applies must be categorised as residential or farmland for rating purposes.
- The property to which the hardship application applies must be the principal place of residence of the applicant/s.
- The application for hardship must be accompanied with supporting documentation which may include but is not limited to:-
 - Reasons why the person was unable to pay the rates and charges when they became due and payable;
 - Copy of recent bank statements for all accounts;
 - Letter from a recognised financial counsellor or financial planner confirming financial hardship;
 - If above letter not provided, details of income and expenditure;
 - Letter from a medical professional confirming medical conditions causing hardship.

Council may request the applicant attend an interview to assist Council in the understanding of the issues causing hardship.

4.2 Hardship Assistance by Periodical Payment Arrangements

Council may enter into a formal agreement with a ratepayer eligible for alternative periodical payment arrangements for due and payable rates and charges. Council or the ratepayer may initiate a proposal for a periodical payment agreement. In accordance with section 568 of the Act, payments will be applied towards the payment of rates and charges in the order in which they become due.

The following guidelines should be met in determining eligibility:

- Payments must be made on a weekly, fortnightly or monthly basis.
- Arranged payments must be of an amount so that all amounts owing are paid in full by 30 June of that financial year.
- Extenuating circumstances can be taken into consideration if either of the above two conditions cannot be met but must be referred to the Revenue Officer for approval.

4.3 Hardship Assistance by Writing Off Accrued Interest and Costs

Council applies interest rates to the maximum allowable under section 566 of the Act. However Council may write off accrued interest and costs on rates or charges payable by a person under section 567 of the Act and the *Local Government (General) Regulation 2005* where:

- The person was unable to pay the rates or charges when they become due for reasons beyond the person's control, or
- The person is unable to pay accrued interest for reasons beyond the person's control, or
- Payment of the accrued interest would cause the person hardship.

Council may write off interest and costs in accordance with section 567(c) of the Act under the following circumstances:

- The ratepayer is experiencing genuine hardship. In such cases, Council may request the completion of a hardship application;
- The ratepayer is a "first-time" defaulter, has previously had a good payment record and there are mitigating circumstances;
- Prolonged or serious illness has prevented the ratepayer meeting their financial obligations to Council;
- The ratepayer has complied with all criteria with respect to a section 564 periodic payment agreement;
- Council is satisfied that the circumstances giving rise to the default are temporary.

4.4 Hardship Assistance due to Certain Valuation Changes

Under section 601 of the Act, any ratepayer who incurs a rate increase following a revised valuation of land may apply to Council for rate relief in the first year the valuation is used for rating purposes, if the new rate payable causes the ratepayer to suffer substantial hardship (section 601(1)). Notwithstanding the provision, Council will not consider applications under this provision, as valuations are independently determined by the Valuer General. Council will encourage aggrieved ratepayers to make an appropriate application under the appeal provisions of the *NSW Valuation of Land Act 1916*. In addition, it is considered that Council has maximised its scope under the Act to adopt a rating structure that cushions the impact of any change in valuations on rates.

4.5 Hardship Assistance in relation to Council Fees and Water Charges

The General Manager will have the delegated authority to make such decisions in relation to the waiving or reducing of fees up to the amount of \$1,000. For amounts over \$1,000 the decision must be a resolution of Council.

Any application for hardship assistance in relation to Council fees or charges other than annual charges by waiving or reducing fees under section 610(E) of the Act will be assessed in accordance with the same eligibility criteria used to assess hardship assistance in respect to rates and annual charges.

4.6 Payment Assistance Panel

A panel comprising the Executive Manager Corporate Services, the Revenue Officer and the Manager Waste Water and Sewer will determine applications for assistance referred to it and review decisions as necessary.

The General Manager or Mayor may refer any Council matter involving financial hardship of a ratepayer or resident to the Payment Assistance Panel for consideration and advice.

Should the ratepayer not be satisfied with the decision made, they can make further representations under Council's Complaints Management Policy.

4.7 General

Financial hardship cases will only be discussed in Closed Council or Committee Meetings.

All hardship applications shall be determined in accordance with Council delegations.

All hardship applicants shall be advised in writing of Council's decision within 30 days of receipt of the application.

Privacy will be maintained in accordance with the *NSW Privacy and Personal Information Protection Act 1998*.



REPORT TO COUNCIL

Department:	Finance
Submitted by:	<i>Chief Financial Officer</i>
Reference/Subject:	Report 4 – Draft Policy: Procurement 2020

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2	An effective and efficient organisation
Strategy:	4.2.2	Operate in a financially responsible manner
Activity:	4.2.2.1	Maintain and control financial system and improve long term financial sustainability
Action:	4.2.2.1.8	Develop a Procurement Policy

SUMMARY:

Procurement governance refers to the policies and processes by which an organisation holds itself accountable for its procurement activities. Critical to this governance is the development and implementation of a robust procurement policy and framework.

OFFICER'S RECOMMENDATION:

That Council:

- A. Exhibit the Draft Procurement Policy 2020 at Attachment A for 28 days; and**
- B. Adopt the Draft Procurement Policy 2020 at Attachment A subject to no submissions being received during the exhibition period.**

BACKGROUND:

Council has never adopted a procurement policy. It is best practice to adopt policies and procedures around procurement activities to deliver best value for money and processes that are transparent, consistent and easy to implement.

REPORT:

This is the final draft of the Uralla Shire Council Procurement Policy. This policy will form the basis of a re-engineering of the procurement process to enable:

- ✓ Council to achieve best value for money
- ✓ Staff to be appropriately trained
- ✓ The implementation of electronic procurement using the Authority system
- ✓ Better planning by all Council departments
- ✓ Improved sustainability within the organisation
- ✓ Transparency for all stakeholders

The draft policy has been updated to include procurement by tender. It has also been amended to exclude procedural information.

The draft policy has been presented to the Audit Risk and Improvement Committee and they have recommended, following minor changes, that it be placed on public exhibition and be adopted subject to no submissions being received.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Public exhibition of the draft policy is proposed for 28 days

2. Policy and Regulation

- The Draft Procurement Policy 2020 are prepared in accordance with the Local Government Act, 1993, Local Government (General) Regulation 2005 and other relevant documents as outlined in the policy.

3. Financial (LTFP)

- Improve long term financial sustainability via efficient and effective management of procurement practices.

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:	Chief Financial Officer
TRIM Reference Number:	UINT/2020/02601 UINT/2020/02600
Approved/Reviewed by:	Uralla Shire Council Audit, Risk & Improvement Committee
Department:	General Manager's Office
Attachments:	C. DRAFT Procurement Policy 2020



DRAFT

Policy:

Procurement

2020

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Chief Financial Officer		
Document Development Officer	Chief Financial Officer		
Review Timeframe	4 years		
Last Review Date:		Next Scheduled Review Date	

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
1	January 2020	Finalised following Exec review

Further Document Information and Relationships

List here the related strategies, procedures, references, policy or other documents that have a bearing on this Policy and that may be useful reference material for users of this Policy.

Related Legislation*	NSW Local Government Act 1993 Local Government (General) Regulation 2005
Related Policies	
Related Procedures/ Protocols, Statements, documents	NSW Government Code of Practice for Procurement January 2005 NSW Government Tendering Guidelines (Department of Commerce) November 2005 NSW Department of Local Government Tendering Guidelines for Local Government October 2009 ICAC, "Practical Guide to Corruption Prevention", ISBN 0 7310 7206 5 UNE Procurement Policy December 2016 Ashfield Council Purchasing Policy & Procedures July 2011 NSW Procurement Policy Framework for NSW Government Agencies July 2015



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DRAFT



1. PURPOSE AND SCOPE

The purpose of this policy is to establish a robust procurement framework, policy and guidelines in accordance with the legislation outlined below and within good practice guidelines set out by the State (NSW) and Commonwealth Governments. It should establish the need to follow the principles of probity and fairness, obtaining value for money, prohibit order splitting and that Council be inclusive of small to medium enterprises.

This policy applies to the acquisition and consumption of all goods and services by Council staff from external suppliers either by direct purchase or via lease.

This policy applies to the following core procurement related activities:

- a) Confirming business requirements related to procuring of goods and services;
- b) Purchasing/sourcing of goods and services;
- c) Administering supply contracts and buying activities related to the contracts including managing supplier performance and supplier relationships;
- d) Managing demand related to the acquisition of goods and services from suppliers;
- e) Leveraging supplier innovation for the benefit of Council; and
- f) Procurement planning and category management.

This policy applies to all capital and all operational spend. It applies to all spend no matter the source of funding, for example, spending of grant funding is subject to this policy.

2. LEGISLATION, STANDARDS AND GUIDELINES

- NSW Local Government Act 1993
- Local Government (General) Regulation 2005
- Uralla Shire Council Operating Policies and procedures

3. RELEVANT REFERENCES

- NSW Government Code of Practice for Procurement January 2005
- NSW Government Tendering Guidelines (Department of Commerce) November 2005
- NSW Department of Local Government Tendering Guidelines for Local Government October 2009
- ICAC, "Practical Guide to Corruption Prevention", ISBN 0 7310 7206 5
- UNE Procurement Policy December 2016
- Ashfield Council Purchasing Policy & Procedures July 2011
- NSW Procurement Policy Framework for NSW Government Agencies July 2015

4. DEFINITIONS

Contractors referred to in this policy are labour hire employed to fulfil a role similar to an employee even if they have an ABN rather than a construction contractor with a separate ABN hired to deliver an outcome.



Demand management is a proven mechanism to take unnecessary costs out of an organisation without further reducing its capacity to execute. With demand management, Council can address the underlying drivers of external spending by aligning purchases to business needs and eliminate unnecessary consumption. In its simplest form it involves determining future costs (e.g. through budgeting) and meeting this demand through proper planning.

Emergency procurement procedures are designed for purchasing in emergency situations that require immediate action. In normal circumstances purchasing should be a planned process following standard processes. An emergency situation exists when an incident occurs, requiring immediate action to be taken in order to preserve life, health or property. Such conditions could occur for example in a natural disaster. A lack of appropriate planning does not constitute an emergency.

Probity includes ensuring impartiality, achieving best value for money, ensuring consistency and fairness of process. It also includes ensuring confidential information is secured and protected, and the identification and resolution of real or perceived conflicts of interest. This requires clear accountability and transparency such that ethical behaviour is easy to identify before, during, and after the procurement activity.

Local suppliers are those based near Council in regional NSW. This includes but is not limited to suppliers headquartered in Uralla, Inverell, Walcha, Armidale, Tamworth, and other regional towns in reasonable proximity to Uralla. Suppliers with operations based in and providing employment in regional towns near Uralla can also be included as a regional operator for the purposes of procurement.

Safe design includes consideration of design that will help reduce the chance of human failure. For example rubbish skips with side opening doors are preferable to skips loaded from the top. Or surfaces which meet the cohesion of friction standard (not mandatory) will prevent slips or falls by people.

Sustainability involves development which meets the needs of present without compromising the ability of future generations to meet their own needs. This includes environmentally-friendly products, with reference to re-cycling, energy efficiency, scarce-resource efficiency, low-waste technology and appropriate human rights management.

Whole-of-life costs include planning, design, construction and acquisition (including procurement costs), operations, maintenance, transition out, licensing (where applicable), additional features procured after the initial procurement, renewal and rehabilitation, depreciation and cost of finance, and disposal.

5. POLICY STATEMENT

The following principles are central to the Procurement Policy and underpin the design of the Procurement Procedures. All Council staff who are involved in procurement activities must ensure that they operate in alignment with these principles and comply with the Procurement Delegations Schedule (included in the Procurement Procedures). Those involved in procurement activities must also follow the published Council Procurement Procedures.

1. Value for Money and Sustainability



- a) All procurement activities should aim to achieve best value for money. Value for money must include consideration of the total cost, not just the purchase price. It takes into account: whole-of-life costs, fitness-for-purpose, quality, service and support, sustainability, delivery & turnaround timelines, and risk.
- b) All procurement activities are to be carried out in line with approved financial delegations, approved procurement delegations, and with responsible financial management e.g. in line with budget or specific funding source.
- c) Contracts and suppliers should be managed to ensure that all agreements entered into deliver the value expected.
- d) All staff involved in procurement activities should consider the environmental and social impacts of purchases and show preference for suppliers who can demonstrate a commitment to environmental sustainability through strategies such as the minimisation of waste, reduction of energy costs, conserving resources, appropriate human rights and minimisation of greenhouse gas emissions. Issues to consider as part of sustainable procurement include:
 - i. Social impacts
 - ii. Environmental impacts
 - iii. Economic impacts
 - iv. Governance and leadership
- e) All staff and contractors are expected to embrace positive demand management practices.
- f) Depending on the difference in price, Council may prefer to purchase more expensive products, works or services where there is a definable environmental and/or social benefit that on balance outweighs the additional monetary cost to the Council.

2. Fair, Honest and Consistent Dealings

- a) Council should leverage other official arrangements such as those from the NSW Government, JO's in which Council participates, or some other source when they are expected to offer best value.
- b) Staff must not accept hospitality, gifts or benefits from any potential or current suppliers.
- c) Thorough and accurate records of procurement transactions must be kept in an appropriate corporate system.
- d) Council must not invite tenders without a firm intention and the capacity to proceed with a contract, including having funds available.

3. Local Content

- a) Council will support local suppliers where this does not conflict with probity principles and allows for achieving a best value for money outcome. Local suppliers are to be given a full, fair and reasonable opportunity to supply Council.

4. Ethical Behaviour

- a) All procurement activities should be conducted with probity and ethical behaviour.



- b) Order splitting is prohibited.
- c) A Supplier Code of Conduct must be provided to suppliers to Council setting out Council's expectations for dealing ethically and effectively with its staff.
- d) Emergency procurement procedures should only be used in those emergencies where the goods or services are required within a timeframe which will not allow for normal procurement procedures to be undertaken.

5. Risk Management

- a) Separation of duties practices should be complied with when exercising procurement delegations.
- b) Procurement planning must be carried out by departments of Council based on analysis of their purchasing patterns, business plans and future requirements, and supply agreements and markets.
- c) All staff or contractors involved in procurement activities must be appropriately trained in accordance with training guidelines published by Council.
- d) Procurement related risks should be understood and actively managed through risk identification, assessment and the implementation of controls.
- e) The Corporate Services and Finance Directorates will provide regular reporting to the Audit Risk and Improvement Committee to support them in performing their functions.
- f) Persons involved in procurement activities should identify and manage conflicts of interest in accordance with the Conflicts of Interest statements set out in Council's Code of Conduct Policy 2019.
- g) Safe design needs to be a consideration when procuring goods and services as safe design will reduce the chance of human failure. This includes a focus on function not just aesthetics. This should include compliance with relevant Government safety standards.
- h) The procurement processes for purchasing hazardous substances, dangerous goods and other high risk equipment or substances must comply with Council Workplace Health and Safety (WHS) Policy, WHS Acts, Regulations and codes including Australian Dangerous Goods Code.
- i) Suppliers and contractors must comply with all laws, including environmental protection laws, during the supply of goods, works or services to Council.
- j) Suppliers and contractors are expected to be aware of risk management and legislative requirements and consider these when preparing quotations or tenders for Council.
- k) Suppliers and contractors must have all appropriate insurance policies in place at all times during the period of supply of goods, works or services to Council.

6. Competitiveness

- a) Innovation is key to Council continuing as a viable competitive organisation over time. Suppliers are an important source of innovation and procurement activities should support adopting innovation from suppliers.
- b) Council must ensure that all potential contractors or suppliers are afforded an equal opportunity to compete for all goods, works or services purchased or procured by Council.
- c) Council must not engage in practices that are anti-competitive or engage in any form of collusive practice.



- d) Council will use competitive processes to the greatest extent possible in its purchasing and procurement activities, even where competitive processes are not mandated at law.

7. Procurement Delegations

All staff are required to adhere to the Procurement Delegations as set out in the Procurement Procedures.

8. Quotation Exemptions

All staff must adhere to the Quotation Exemptions as set out in the Procurement Procedures.

9. Tenders

The Local Government Act 1993 and the Local Government (General) Regulation 2005 provide the main legislative framework for the Uralla Shire Council to procure goods and services.

The Act clearly differentiates procurement with expenditure less than the tender threshold (which is currently \$250,000 including GST) to procurement with expenditure equal to or greater than the tender threshold.

If in accordance with the Act, council is obliged to invite tenders for a contract with expenditure equal to or in excess of the tender threshold, the accompanying Local Government (General) Regulation 2005 sets out the procedural requirements for the tender, including choice of tendering methods.

6. RESPONSIBILITY

The Corporate Services and Finance Directorates are responsible for the day to day management of governance and financial policy and practice at Uralla Shire Council.



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	<i>Senior Executive Officer</i>
Reference/Subject:	Report 5 - Schedule of Actions as at 24 March 2020

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.1	Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program, and Operational Plan
Activity:	4.1.1.2	Deliver integrated strategic planning and reporting requirements

SUMMARY:

The purpose of this report is to provide Council with the Schedule of Actions updates as at 24 March 2020.

OFFICER'S RECOMMENDATION:

That Council receive and note the Schedule of Actions as at 24 March 2020.

BACKGROUND:

Following every council meeting, the resolutions of council which require action by council staff are compiled into a single document. This document is referred to as the Schedule of Actions. The purpose of the Schedule of Actions is to track the progress of and to provide confirmation to council when these actions are complete. The Schedule of Actions is presented to Council at its ordinary meetings.

REPORT:

The Schedule of Actions as at 24 March 2020 shows actions which are either currently pending or completed. Actions which were completed as at the date of Council's last ordinary meeting, 25 February 2020, have been removed from the document.

Prepared by staff member:	Senior Executive Officer
TRIM Reference Number:	UJNT/20/2711
Approved/Reviewed by Manager:	Acting General Manager
Department:	General Manager's Office
Attachments:	A. Schedule of Actions as at 24 March 2020

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23 Mar 2015	26.03/15	Land Disposal – Karava Place, Uralla	That Council: 1. Give the General Manager delegation to negotiate payment options; and 2. Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.	MDP/DID	2/6/15	Lot 103 – No agreement made May 2018: Lot 103 – no agreement with landholder has been reached as landholder is unwilling to negotiate.	B
23 Nov 2015	24.11/15	Bergen Road Land Acquisition and Exchange for Road Works	That the Council approve for the exchange of land associated with the reconstruction of Bergen Road and authorise the General Manager to complete all documentation.	DID	June 2020	Survey plans completed. Awaiting result of other like applicants. Item to be revisited.	B
25 July 2016	17.07/16	2.18.06.9 Gazetting of Compulsorily Acquired Land for Thunderbolts Way realignment	That Council: 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. 2. Make an application to the Minister and the governor for approval to acquire the Land described as Lot 1, 2 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	DID DID	Feb 2020	Gazettal completed. Land is dedicated as Public Road. Lot 7 (Crown Land) to be progressed separately with the Lands Department.	C B
25 July 2016	18.07/16	2.18.06.10 Gazetting of Land Acquired for approaches to new Emu Crossing Bridge	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) for the purpose of a public road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) by compulsory process under Section 177 of the Roads Act 1993.	DID DID	June 2020	1. Noted. August 2019. Department of Planning, Industry and Environment, Lands and Water has advised of no objection to the compulsory acquisition of Lot 110. Advice referred to Council solicitors to progress.	B B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 Feb 2017	23.02/17	Dept: I&R Submitted by: Director I & R Reference/Subject: Report 13 - Uralla Local Traffic Committee	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.	DID DID		1. Noted 2. Completed 3. Under preparation. Draft to be circulated to LTC. 4. Completed	C C B C
28 Feb 2017	26.02/17	Dept: I&R Submitted by: DIR Reference/Subject: Report 16 - Rowan Avenue, Stormwater Drainage	That: 1. 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. 2. A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue. 3. The residents of 21 and 23 Rowan Avenue be advised of councils resolution.	DID DID DID	Dec 2019 April 18 Dec 17	1. Budgeted for construction in 17/18. Rescheduled to be completed by Feb 2020. Design completed. 2. Completed. 3. Completed	B C C
25 July 2017	22.07/17	Dept: I&R: Submitted by: Dir I&R Reference/Subject: Report 11 - Uralla Sporting Complex	That Council; (a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access, (b) provide additional seating around the perimeters of the fields and oval if residual funding is available, and (c) develop a plan of management for the sharing of the facilities among the user groups, (d) staff investigate relocation and redevelopment of the playground area.	DID		a) Completed b) Seating provided through SCCF Round 2 funding. c) Under preparation. d) Playground completed – turf to be placed in the spring. Funded under Stronger Country Communities Fund Round 1. Further works to the playground have been undertaken under SCCF Round2	C C B C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24 April 2018	19.04/18	Dept: C&G Submitted by: RMSO Reference/Subject: Report 4 – Report of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018	1. That Council note the minutes of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018, Attachment A.	RMSO	27/4/18	Noted	C
			2. Report No. 2 Chair's Review of Committee Performance. Committee Recommendation 2.1: <i>That Council receive and note the Audit, Risk and Improvement Committee Chair's Review of Committee Performance Report [Attachment B].</i>	RMSO	27/4/18	Noted	C
			3. Report No. 3 Policy Risk Management 2018. Committee Recommendation 3.1: <i>That Council:</i>				
			a. <i>place the draft Policy: Risk Management 2018, as amended by the Committee, on public exhibition for a period of 28 days [Attachment C].</i>	CGR		Placed on Exhibition from 27 April to 25 May 2018. No submissions received, added to Policy Register	C
			b. <i>adopt the draft Policy: Risk Management 2018 to replace the Risk Management Policy adopted in 2014, subject to no public submissions being received.</i>	CGR			C
			4. Report No. 4 2018 Internal Audit Program Committee Recommendation 4.1: <i>That Council receive and note the:</i>				
			a. <i>Charter: Internal Audit 2018, as modified by the Committee [Attachment D].</i>	RMSO		Noted	C
			b. <i>2018 Internal Audit Program, as modified by the Committee [Attachment E].</i>	RMSO		Noted	C
			5. Report No. 5 Committee Annual Program Committee Recommendation 5.1: <i>That Council receive and note the 2018 Annual Committee Program, as modified by the Committee [Attachment F].</i>				
				RMSO		Noted	C
			6. Report No. 6 Policy: Fraud and Corruption Control 2018 and Strategy: Fraud and Corruption Control 2018. Committee Recommendation 6.1: <i>That Council:</i>				
			a. <i>place the draft Policy: Fraud and Corruption Prevention 2018 on public exhibition for a period of 28 days [Attachment G].</i>	CGR		Placed on Exhibition from 27 April to 25 May 2018. No submissions received, added to Policy Register.	C
			ii. <i>adopt the Policy: Fraud and Corruption Prevention Policy 2018, subject to no public submissions being received.</i>	CGR			C
			b. <i>That Council adopt the Strategy: Fraud and Corruption Control 2018, as modified by the Committee, and note the financial implications for its implementation [Attachment H].</i>	CGR		Strategy added to Corporate Documents Register following adoption.	C
7. Report No. 7 Risk Management Action Plan 2017-18 Committee Recommendation 7.1:							

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p><i>That Council:</i></p> <p>a. <i>receive and note the four improvement actions plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) resulting from Council's insurer's 'Continual Improvement Pathway Workbooks' used to self-assess the integrity of Council's existing systems [Attachment I].</i></p> <p>b. <i>refer the four improvement action plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) to the Director Infrastructure and Regulation for consideration as to funding and resourcing for implementation as part of the 2018/19 Operational Plan and Budget preparation process.</i></p>	DID		Noted	C
				DID		Pending.	B
24 April 2018	50.04/18	Dept: I&R Submitted by: DID Ref/Subject: Late Report 2 – Industrial Land Subdivision	<p>That Council resolve to:</p> <ul style="list-style-type: none"> • Endorse option 2 of the Kehoe Myers report dated 6 April 2018 for the subdivision of the Uralla Industrial Estate, being Lot 14 DP 787477, Rowan Avenue Uralla, • Progress detailed design of the subdivision and the construction of Stage 1, • Install billboard signage at the property indicating the endorsed layout and undertake additional marketing of the project. 	DID		Noted	C
				DID		Detailed design completed.	C
				DID		Signage installed. Valuation received. Probity advice received and probity plan developed. DA Consent concluded. Grant funding application lodged under the Building Better Regions Fund Round 4.	B
24 July 2018	35.07/18	Dept: DIR Submitted by: MDP Ref/Subject: Report 14 - Petition for a Primitive Campground at The Glen recreation area.	<p>That; Council consider the proposal detailed in the petition in the preparation of the Uralla Open Spaces Strategy.</p>	MDP		Pending funding for Open Spaces Strategy.	B

COUNCIL BUSINESS PAPER - 24 MARCH 2020

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 Sept 2018	30.09/18	Dept: DID Submitted by: MDP Ref/Subject: Report 16 – Recommendations of Uralla Township and Environs Committee July and August 2018 meetings	That Council resolve to: <ol style="list-style-type: none"> 1. Consider readoption of the lapsed slogan, “Find Yourself In Uralla”, and the stylised copperplate “Uralla” logo, in the context of the development of a Destination Marketing Plan 2. Consider installation of “Find Yourself” street banners in Uralla should the slogan be readopted through the future development of a Destination Marketing Plan. 3. Engage with Uralla Arts in relation to their proposal to design a makeover for The Glen recreation area information shelter. 4. Engage with Uralla Arts in relation to their proposal to provide a strategy for the completion of “Constellations of the South” installation at The Glen recreation area. 5. Engage with Uralla Arts in relation to their proposal to provide specifications and cost estimates for walking track works and exercise stations at The Glen recreation area. 6. Incorporate minor “Fibonacci” design components within a prominent existing park or other public area within Uralla to gauge public interest in the concept. 7. Write to the Uralla Township and Environs Committee and advise that no funding is available under the Regional Tourism Product Development Program for upgrading or developing meeting and/or local community facilities—including picnic or playground areas, local parks, barbeques, meeting facilities and regional and town entry features. 8. Advertise the Uralla Township and Environs Committee member vacancy resulting from the resignation of Fay Porter. 9. Provide a copy of this report and Council’s resolution to the Uralla Township and Environs Committee. 	MDP		<ol style="list-style-type: none"> 1. Noted 2. Noted 3. Engagement commenced 4. Application lodged under SCC Round 3 by Uralla Arts. 5. Pending – will be undertaken as part of the development of the Open Spaces Strategy 6. Pending 7. Complete 8. Complete 9. Complete 	<p>C</p> <p>C</p> <p>B</p> <p>C</p> <p>B</p> <p>B</p> <p>C</p> <p>C</p> <p>C</p>
28 Nov 2018	21.11.18	Dept: Infrastructure and Regulation Submitted by: MDP Ref/Subject: Report 8 - Recommendations of Uralla Township and Environs Committee September and October 2018 meetings	That Council; <ol style="list-style-type: none"> 1. Include consideration of the Rocky River Tennis Courts in the Uralla Open Spaces Strategy and provide UTEC with information regarding the tenure of the site, specifically with regard to leasing. 2. Instruct Council’s heritage advisor to investigate the history of Fuller Memorial Park as part of the reference material for the Uralla Open Spaces Strategy. 3. Instruct Council’s heritage advisor to research the history of the plaque that was removed when Thunderbolt’s Grave was enhanced and provide suggestions on options for interpretive signage for the layout of the Pioneer Cemetery. 4. Investigate options for suitable visual enhancement of the dump point and toilet at the Pioneer Cemetery. 	MDP		<ol style="list-style-type: none"> 1. Not selected for funding. Pending funding for Open Spaces Strategy. 2. Refer April Heritage Officer’s report 3. Refer April Heritage Officer’s report 4. Pending 	<p>C</p> <p>C</p> <p>C</p> <p>A</p>

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			5. Invite the McCrossin’s Mill Museum to submit an application for advertising signage at the Pioneer Cemetery directing people to the Museum for further information regarding the history of the cemetery. 6. Review the information available on tourist sites within Uralla and possible means of imparting information on significant sites to the travelling public. 7. Consult with representatives from community groups once Council has a draft plan for the installation of the new playground equipment in Alma Park which was formerly allocated to Pioneer Park under Round 1 of the Stronger Country Communities Fund.			5. Pending 6. Pending 7. Completed	C A C
28 Nov 2018	29.11/18	Dept: I & R Submitted by: DID Ref/Subject: Report 15 - Heritage Advisory Services Summary Nov 2018	That; 1. The Heritage Advisory Services Summary for November 2018 be received and noted by Council; and 2. That consideration be given to utilising the bronze plaques prepared for the Old Cemetery in Uralla as part of the Open Spaces Strategy.	DID/MDP		1. Complete 2. Pending funding for Open Spaces Strategy.	C B
18 Dec 2018	34.12/18	Submitted by: Cr Tara Toomey Ref/Subject: Notice of Motion 1 – Bridge St Design Project	That; Should funding be received for the High Pedestrian Activity Area-Bridge Street Detailed Design, Council resolve to; 1) As part of the community engagement strategy for the project: a) Publicise proposed designs of the project to the Uralla Shire community via Council’s newsletter and Facebook page and other print media where relevant. b) Provide relevant additional information to any address where street frontage is impacted by the design. c) Give consideration to suggestions and/or ideas which come from community consultation activities and provide feedback to the community which articulates that consideration. 2) Give consideration to the design intent of the Creative Village project and confirm to the design consultant the elements of the Creative Village project Council would like to see incorporated into the detailed design.	DID		Noted. Funding not yet received.	B

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			3) Request the design consultant address the potential for the project to increase traffic on local streets parallel to Bridge Street. 4) Refer the draft detailed design to the UTEC committee for comment. 5) Review traffic and accident data for local streets parallel to Bridge Street to determine if there has been an increase in traffic numbers and accidents over time. 6) Receive advice from the General Manager about the arrangements for the planting and maintenance of those blisters in Bridge Street not currently maintained by the generosity of volunteers. 7) Define the impact of any proposed project design on our Long Term Financial Plan and the next annual budget after implementation of the design is commenced.				
26 Feb 2019	18.02/19	Committee: Budget Review & Finance Submitted by: GM Ref/Subject: Report 1 - LTFP – Horizontal Service Review – Priority Actions	That Council: Address the actions identified in the ‘First Tranche of Potential Actions’ list, in the Report, as follows: <ol style="list-style-type: none"> I. Items: 1, 3, 4, and 14 be implemented or researched further then, where viable, implemented by staff as quickly as possible. II. Items: 2, 5, 6, 9, 11, 13, 16 and 18 be researched further and then presented to Council as quickly as possible for consideration and direction. III. Items: 7, 8, 10, 12, 15 and 17 are to have separate cost/benefit assessments prepared and presented to Council prior to, where possible, the final determination of the 2019/20 budget. IV. Items directly relating to Bundarra, specifically Item 6, be referred to the Bundarra School of Arts Hall Committee. 	GM		I. <u>Item 1</u> : VIC stock pricing continuously reviewed as stocks are reordered and replenished. <u>Item 3</u> : Business case being prepared for energy initiatives <u>Item 4</u> : Stewart Brown business plans to address overhead community care costs and recovery: will refer to these for outcomes. <u>Item 14</u> : Have identified potential phone cost savings in capability to renegotiate phone fleet pricing. Further investigation required. Internet costs are currently at retail price. Uralla Library and Bundarra Library internet costs partly funded by grant money. There are potential savings in the future once all council sites are connect through the NBN. II. <u>Item 2</u> : Completed as part of fees and charges review. <u>Item 5</u> : Reviewed at 27 August Ordinary Meeting. Council resolved that no action is to be undertaken <u>Item 6</u> : Pending further research and consultation with the Bundarra s355 School of Arts Hall Committee.	B B B B C C B

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						<p><u>Item 9</u>: Pending further research</p> <p><u>Item 11</u>: Further research being undertaken</p> <p><u>Item 13</u>: Further research being undertaken</p> <p><u>Item 16</u>: Pending further research</p> <p><u>Item 18</u>: Landfill opening days to be addressed in waste management consultancy (see item 7 below)</p> <p>III. <u>Item 7</u>: Strategic review of waste services to be undertaken. Draft Scope of Works for Waste Management Consultancy approved per resolution 21.02/19</p> <p><u>Item 8</u>: Pending further research</p> <p><u>Item 10</u>: Pending further research</p> <p><u>Item 12</u>: An option to implement business paper efficiencies was put to council workshop as additional budget item. Council determined not to fund in 2019/20 year.</p> <p><u>Item 15</u>: Pending</p> <p><u>Item 17</u>: See item 7 above</p> <p>IV. Noted</p>	<p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>C</p> <p>B</p> <p>B</p> <p>C</p>
26 Feb 2019	48.02/19	Dept: Infrastructure & Development Submitted by: MDP Ref/Subject: Report 25 - Recommendations of UTEC November and December 2018 meetings	That Council: receive and note the minutes of Uralla Township and Environs Committee for Tuesdays 13 November and 11 December 2018 and adopt the following suggestions as recommendations: <ol style="list-style-type: none"> 1. Council provide clear parameters to the Uralla Township and Environs Committee. 2. Council explore the concept of Uralla 2358 in the development of a Fibonacci Discovery Park or other options in the Pioneer Park Precinct with the Uralla community and seek avenues of funding as part of the development of the Open Space Strategy. 	MDP		<ol style="list-style-type: none"> 1. Completed 2. Pending funding for Open Spaces Strategy. 	<p>C</p> <p>B</p>
26 Feb 2019	54.02/19	Submitted by: Cr Tara Toomey Ref/Subject: Uralla VIC	That Council: <ol style="list-style-type: none"> 1) Resolve to progress the detailed design, costings and tender documentation of the VIC in accordance with the plans put on display; and 2) Draw on the VIC Restricted Funds to meet the costs. 	DID		<ol style="list-style-type: none"> 1. Consultant engaged. Construction drawings and costings provided. 2. Noted. Tender issued 	<p>C</p> <p>C</p>

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						January 2020.	
28 May 2019	30.05/19	Dept: General Manager's Office Submitted by: GM Ref/Subject: Confidential Report 1 – General Manager Mid Term Performance Review 1/07/18 to 31/12/18	That Council; <ol style="list-style-type: none"> Acknowledge the General Manager received an average result of 'Exceeds Expectations' for his 2018-2019 mid-term performance review conducted on Thursday 4th April 2019. Engage with Local Government NSW to develop a General Manager's Performance Agreement for Uralla Shire Council that better reflects the needs of Council. 	GM	June 2019	Noted Pending – to be reviewed as part of the new GM's package.	C A
25 June 2019	10.06/19	Dept: Infrastructure & Regulation Submitted by: MWWSS Ref/Subject: Late Report 2 – Funding Approval Safe and Secure Water Program Bundarra Sewer Scheme	<ol style="list-style-type: none"> Note the advice from Hon. Minister Melissa Pavey MP regarding revised NSW Government funding of up to \$6.557 million to complete the Bundarra Sewerage Scheme; and Authorise the General Manager to undertake the necessary negotiations to extinguish the funding agreement with Infrastructure NSW and enter into a new funding agreement with NSW Department of Industry – Water. 	MWWSS		<ol style="list-style-type: none"> Noted Draft funding deed received and under review. Additional Grant funding request lodged. Council resolved to progress to tender at OM 48.02/20 	C B

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			<p>system operational, with funding to be addressed at the quarterly budget review.</p> <p>5. That \$15,000 be listed in the 2020/2021 budget considerations for the full implementation of the Complaints Handling System.</p> <p>6. Receive a biannual report outlining:</p> <ul style="list-style-type: none"> • The number of complaints received; • The outcomes of complaints including matters resolved at the front line; • Issues arising from complaints; • Systemic issues identified; and • The number of requests received for internal and/or external review of our complaint handling. 	CFO		5. Noted	C
				EMCS		6. Pending CRM not yet implemented due to lack of resources	A
27 Aug 2019	19.08/19	Dept: General Manager's Office Submitted by: GM Reference/Subject: Report 6 - Recommendations from the Communications Workshop Discussion	<p>That the results of the communication workshop on the 13th August 2019 be noted by the Council and that the first tranche of communication improvement recommendations be:</p> <ol style="list-style-type: none"> 1. Prepare an A3 version of the newsletter to be posted on community noticeboards. 2. Establish space at community noticeboards in the villages for council materials such as the newsletter, press releases and advertisements. 3. Establish email address registers of people who would like to be on a regular emailing list for council information or with links to council's latest website updates and social media posts. 4. Establish an email address register for local contractors who wish to be informed of opportunities to provide services to council. 5. Have a standard item for communication on the Council's Ordinary Meeting agenda to discuss communication of council's decisions at that meeting. 6. Provide letters to adjoining owners prior to construction works being carried out in the vicinity. 7. The weekly works report be published on the Council's web page. 	EMCS	Sept 2019	<ol style="list-style-type: none"> 1. A3 newsletter process implemented, community noticeboards being established 2. Pending 3. Newsletter Email Distribution List established 4. Completed 5. Ordinary Meeting agendas updated. 6. Noted 7. Commenced September 2019 	B A B C C C C
27 Aug 2019	31.08/19	Dept: Infrastructure & Development Submitted by: EMC Reference/Subject: Report 12 – Public exhibition and consultation outcomes for proposed resignation of management from selected Council managed Crown Reserves	<p>That Council make a written application to the Minister for Department of Industry - Crown Lands requesting approval of Uralla Shire Council's resignation as Crown Land Manager of Crown land reserves identified as:</p> <ul style="list-style-type: none"> • Lot 31 DP 755838 Kentucky South Reserve; • Lot 153 DP 755838 Kentucky South Reserve; • Lot 7010 DP 93183 Bundarra CBD Reserve; and • Lot 7002 DP 1072010 Rocky River Recreation Reserve. 	EMC		In progress. Advice provided to Crown Lands.	B

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22 Oct 2019	31.10/19	Submitted by: Cr R Crouch Ref/Subject: Notice of Motion 2 – Provision of portable Grandstands for the Australian Medieval Combat Federation Tournament	That Council: <ol style="list-style-type: none"> Set the fee for the hire of the three grandstands for the weekend of 26-27 October by the Australian Medieval Combat Federation at no charge; Permit the Australian Medieval Combat Federation to transport the grandstands to the site of Combat with the proviso that they are returned to their current location on the Monday after the event; The Australian Medieval Combat Federation be liable to repair any damage to the grandstand as a result of their movement; That this be treated as a one off and that any further use of the stands be subject to a policy determined by the Council within the next three months; and That Uralla Shire Council be acknowledged as a supporter during the event. 	DID	Feb 2020	<ol style="list-style-type: none"> Completed Completed Completed Noted. Draft policy under review Communicated to recipient 	C C C B C
12 Nov 2019	X05.11/19	Submitted by: Mayor Ref/Subject: Confidential Report 1 – Appointment of General Manager	<ol style="list-style-type: none"> That the Mayoral Minute to the Council Meeting on 12 November 2019 in Closed Council in relation to the recruitment and appointment of a General Manager be received and noted; and Council have resolved to readvertise for the position of General Manager. 	GM	Nov 2019	<ol style="list-style-type: none"> Completed Advertising completed. 	C C
26 Nov 2019	08.11/19	Submitted by: Cr R Bell Ref/Subject: Written Report from Delegate 1 - Mid North Weight of Loads Group	That: <ol style="list-style-type: none"> the report be noted. Council sign the new Agreement when it is forwarded to Council in early 2020. 	DID	Feb 2020	<ol style="list-style-type: none"> Noted Pending 	C A
26 Nov 2019	17.11/19	Submitted by: Cr N Ledger Ref/Subject: Notice of Motion 2 - Munday Lane Community Group	That Council staff liaise with the Munday Lane community group regarding the community's intentions for the Barry Munday Reserve and report back to Council regarding their proposal.	DID	Feb 2020	In progress	B
26 Nov 2019	20.11/19	Submitted by: Cr N Ledger Ref/Subject: Notice of Motion 3 - Water motion sewage treatment options	That council explore avenues to reuse water from the treated sewage effluent.	DID	Feb 2020	Underway	B
26 Nov 2019	23.11/19	Submitted by: Cr N Ledger Ref/Subject: Notice of Motion 4 - Water Supply to Rural Residential Subdivision	That Council investigate the provision of water for rural residents and our future Bundarra and Uralla town water security.	DID	Feb 2020	Underway. Workshopped with Councillors on 10/12/19	B

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26 Nov 2019	39.11/19	Dept: Infrastructure & Development Submitted by: DID Ref/Subject: Report 7 - Works Progress Report as at 31 October 2019	That; <ol style="list-style-type: none"> 1. the report be received and noted for the works completed or progressed during October 2019, and works programmed for November 2019. 2. Council review the updated transport asset management plan in the New Year to confirm priorities. 	MCI	Feb 2020	<ol style="list-style-type: none"> 1. Noted 2. Underway 	C A
17 Dec 2019	18.12/19	Department: General Manager's Office Submitted by: Acting GM Reference/Subject: Report 7 – Report and Recommendations from the Drought Management Workshop held 10th December, 2019	That; <ol style="list-style-type: none"> 1. Review the top 10 to 20 water users in Uralla and work with them to reduce their water use. 2. Investigate State or Federal funding for increasing the weir storage at Bundarra and other alternative water sources for Uralla. 3. Place information on water usage online in an easily accessible location. 4. Include contingency planning triggers in the Drought Management Plan. 100 days out of day 0 for normal usage and 40 days for emergency firefighting. 5. Review alternative water supply options. 6. Investigate the use of smart meters. 	GM	Dec 2019	<ol style="list-style-type: none"> 1. Pending 2. Letter sent 3. Complete 4. Pending 5. Pending 6. Pending 	B B C B B B
17 Dec 2019	30.12/19	Department: Infrastructure & Development Submitted by: DID Ref/Subject: Report 15 – Thunderbolts Festival Sponsorship Request	That Council defer discussion of this matter to a future Ordinary Meeting of Council preceded by a Councillor Workshop following the receipt of a 2019 Financial Statement from the Thunderbolts festival Committee.	DID	Feb 2020	Financial statement provided by the Committee.	B
17 Dec 2019	34.12/19	Department: Infrastructure & Development Submitted by: DID Reference/Subject: Report 17 – Treated Sewage Effluent Options Report December 2019	That Council approve funding from the Water Fund reserves of \$50,000 to fund a study to investigate effluent reuse and determine optimal options for reuse of the Uralla Sewage Treatment Plant effluent. Councillors thank the staff for the preparation of the report.	DID	Feb 2020	Pending	A
17 Dec 2019	38.12/19	Department: Infrastructure and Development Submitted by: DID Reference/Subject: Late Report 2 – Drought Communities Extension Programme	That Council: <ol style="list-style-type: none"> 1. Participate in the Drought Communities Extension Programme to undertake community infrastructure improvements, community facility improvements, community events (focused on drought preparedness and resilience), public land improvement, tourism and economic diversification, infrastructure and amenity upgrading and improvement; 2. With the following list of projects in priority order, noting that the funding is unlikely to extend to all projects. 3. Authorise a committee comprising of the Mayor, the Deputy Mayor, Director of Infrastructure and Development and the General Manager 	DID	Feb 2020	In progress	B

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			<p>to determine the amount of funding to be attributed to each project and provide a monthly progress report.</p> <ol style="list-style-type: none"> 4. Secure the necessary human resources to: <ol style="list-style-type: none"> a) Scope the necessary works and pricing to support the funding application(s); b) Assist in the preparation of the funding application; c) If successful, procure and coordinate the contractors and materials necessary to deliver the works; and d) Liaise with the stakeholders of the facilities and/or activities to which the funding will be directed. 5. Wherever possible utilise resources, businesses and suppliers from within the Uralla Shire Council area for works and/or activities delivered in accordance with the program. 6. Approve the commencement of the works after internal assessment identifies the projects as eligible and prior to the funding agreement being finalised. 7. Schedule a workshop on the possible options and refurbishment requirements for the Uralla Courthouse. 				
17 Dec 2019	48.12/19	<p>Department: Infrastructure and Development Submitted by: DID Reference/Subject: Late Report 3 – Bundarra Sewer Scheme Quarterly Report Aug-Oct 2019</p>	<p>That Council;</p> <ol style="list-style-type: none"> 1. Receive and note the Bundarra Sewer Scheme Update Report September – October 2019 be received and noted by Council; 2. Request additional funding of \$483,630 from the Safe and Secure Water Program by writing to The Minister for Water; 3. Review the performance of the Project Management Consultant and consider alternative service providers for the construction phase of the project. 	DID	Feb 2020	<ol style="list-style-type: none"> 1. Noted 2. Request forwarded to the Minister 3. Review underway. 	<p>C C B</p>
17 Dec 2019	52.12/19	<p>Submitted by: Cr R Crouch Reference/Subject: Notice of Motion 1 – Drought relief: reduction of interest rates on overdue rates</p>	<p>Refer the Notice of Motion proposal to the Audit, Risk and Improvement Committee for comment prior to any further consideration to this motion.</p>	EMCS	Feb 2020	<p>Submitted to the Feb 2020 meeting of ARIC – reduction of interest rate on outstanding rates and charges not supported by ARIC</p>	C
17 Dec 2019	54.12/19	<p>Department: Infrastructure & Development Submitted by: AM Reference/Subject: Confidential Report 1 – Tender for Bundarra</p>	<p>That Council:-</p> <ol style="list-style-type: none"> 1. Not accept any of the tenders as submitted. 2. Authorise the General Manager to enter into discussions with the preferred tenderer to reduce the project scope to meet the available funding, and 3. If unable to deliver the project within the additional funding request the Bundarra Sports and Recreation Club to provide a design aligning with the 	AM	Feb 2020	<ol style="list-style-type: none"> 1. Noted 2. Noted 3. Noted 	<p>C B B</p>

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		Sports and Recreation Amenities Building	original submission as provided to support the Stronger Country Communities Round 2.				
04 Feb 2020	X05.02/20	Submitted by: Cr R Crouch Reference/Subject: Notice of Motion 1 - Councillor briefing on Uralla water supply	That: 1. at the February Ordinary Council Meeting, Council be provided with a brief report on actions taken to address the elevated levels of arsenic, along with the short and long term supply issues, including budget implications to date impacting on Uralla’s water supply. 2. the report include a schedule of testing for the arsenic in 2019 and 2020 and the test results for each occasion as well as an explanation of why Council tested ahead of schedule in November, 2019.	DID DID	Feb 2020	1. Completed 2. Completed	C C
04 Feb 2020	X08.02/20	Submitted by: Cr T Toomey Reference/Subject: Notice of Motion 2 - Economic Reparations to Impacted Businesses	That the General Manager: 1. contact each food or beverage business in the Uralla Shire reliant on town water 2. understand what the additional costs that transitioning to a new water source for their business have been 3. for food and beverage businesses who have not made the transition due to the cost, understand what the costs are 4. provide a report to the Council at the 24 March 2020 meeting seeking funding from the State and Federal Governments 5. continue to acknowledge and publicly thank those volunteers who have stepped in from the start and who continue to step in, to distribute the water and care for our community during this time	EMCS EMCS EMCS EMCS EMCS	Feb 2020	1. In Progress 2. In Progress 3. In Progress 4. In Progress 5. In Progress	B B B B B
04 Feb 2020	X11.02/20	Submitted by: Cr T Toomey Reference/Subject: Notice of Motion 3 - Proactive Marketing to Recover Brand Damage	That Council: seek funding from the State and Federal government to meet the cost of : a. The development of a Uralla Shire map which identifies businesses operating within the Uralla Shire; and b. A visit by a travel writer who will ensure that their appraisal will appear in some form of media to promote Uralla Shire Council in a positive light; and c. Creating a promotional social media video of Uralla Shire as part of a long term online campaign.	GM	Feb 2020	Funding has been announced.	B

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04 Feb 2020	X15.02/20	Submitted by: Cr T Toomey Reference/Subject: Notice of Motion 5 - General Manager Remuneration	That Council; give consideration of financial assistance to the successful applicant for the position of General Manager at Uralla Shire Council, in the event that the successful applicant wishes to: a) acquire a principal place of residence in the Uralla Shire and that the General Manager intends to reside in during his tenure as General Manager; or b) rental of a property in the Uralla Shire that will be the principal place of residence that the General Manager intends to reside in during his tenure as General Manager.	GM	Feb 2020	Noted	B
25 Feb 2020	12.02/20	Department: Finance Submitted by: CFO Reference/Subject: Report 3 – Increases in Water Fund fees and charges	That Council: 1. Amend the Reference/Subject of Report 3 to Strategic Direction for Water & Sewer Funds. 2. Set a strategic objective for both the Water and Sewer Funds to operate during the next ten years at a balanced operating position including the full funding of depreciation, amortisation and impairment of intangible assets and infrastructure, property, plant, equipment and the modelling of tiered water pricing.	CFO	March 2020	1. Council is not able to amend a report that has already been published. However, the minutes have been recorded as 'Strategic direction for Water and Sewer Funds'. 2. Noted for budget and LTFP preparation purposes.	C C
25 Feb 2020	13.02/20	Department: Finance Submitted by: CFO Reference/Subject: Report 4 – 2019/20 2nd Quarter Budget Review Statements	That: 1. the second quarter budget review summary for the 2019/20 financial year be received and noted. 2. the adjustments requested to budget allocations be approved with the following exceptions: a. Budget adjustments requested under issues 6 & 7 for \$238,000 and \$289,000 respectively are not approved as part of this QBRS as this would pre-empt the outcomes of reports 21 and 22 being considered in this meeting. (Note that this also relates to the Notes 36 & 37 under Income & Expenses Review Notes and to Notes 3 & 4 under Capital Budget Review Statement Notes). b. Budget adjustments requested in relation to depreciation under issue 8 for \$112,000 is not approved until the depreciation being identified is related back to the appropriate Asset Management Plan.	CFO	March 2020	1. Noted. 2. a) Budget adjustments recorded in financial records except for items noted relating to Regional Road expenditure; b) No budget adjustment made at this time.	C C C
25 Feb 2020	20.02/20	Department: Corporate Services Submitted by: EMCS Reference/Subject: Report 9 – Agency Information Guide 2020	That Council: 1. Place the Agency Information Guide 2020 at Attachment A on public exhibition for a period of 28 days; and 2. Subject to no submissions being received, adopt the Agency Information Guide 2020 at Attachment A.	EMCS		1. Placed on exhibition 2. Public exhibition closes 27 March 2020	C B

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25 Feb 2020	21.02/20	Department: Corporate Services Submitted by: EMCS Reference/Subject: Report 10 – Participation in 2020 Bush Bursary/Country Women’s Association Scholarship Program	That Council: <ol style="list-style-type: none"> Participate in the Bush Bursary/Country Women’s Association Scholarship program provided that one of the Uralla based medical practices commits to assisting with hosting the medical student in the Sponsorship program; and Allocate \$3,000 for the sponsorship of one or two medical students in the 2020/21 Operational Plan and Budget. 	EMCS		<ol style="list-style-type: none"> Not due until Jan 2021 To be allocated in the 2020/21 Operational Plan and Budget 	A B
25 Feb 2020	24.02/20	Department: Corporate Services Submitted by: EMCS Reference/Subject: Report 11 – 2019-20 Operational Plan Progress Report at 30 December 2019	That Council: <ol style="list-style-type: none"> receive and note the 2019-2020 Operational Plan Second Quarter Progress Report as at 31 December 2019, request staff prepare a report on the status, 4 green and 4 amber, of the Overarching Asset Management Strategy and Asset Management Plans listed for preparation, review, and updating in the Annual Action in Section 2.4.2.1 of the Goal 2.4 “Communities that are well serviced with essential services”. request staff prepare a report on the status, green, of the Kentucky Creek Safety Plan listed for review in Annual Action in Section 3.1.3.1 of the Goal 3.1 “To preserve, protect and renew our beautiful natural environment” 	DID		<ol style="list-style-type: none"> Noted Underway Underway 	C B B
25 Feb 2020	30.02/20	Department: Infrastructure & Development Submitted by: MDP Reference/Subject: Report 15 – Amended Uralla Development Control Plan 2011 Amendment No 5	That Council: <ol style="list-style-type: none"> Endorse the draft amendment No. 5 of the Uralla Development Control Plan 2011 for public exhibition for a second period of not less than 28 days; and Give the General Manager delegated authority to adopt the Uralla Development Control Plan 2011 as amended if no submissions are received from the public or the Department of Planning, Industry and Environment. 	MDP		Public exhibition 13 March - 10 April 2020	B
25 Feb 2020	33.02/20	Department: Infrastructure & Development Submitted by: MDP Reference/Subject: Report 16 – Draft Uralla Local Strategic Planning Statement 2020	That discussion on this Local Strategic Planning Statement 2020 be included in a March Councillor Strategic Planning Workshop.	MDP	April 2020	Scheduled for April Councillor Strategic Planning Workshop at the request of the AGM.	B

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25 Feb 2020	36.02/20	Department: Infrastructure & Development Submitted by: DID Reference/Subject: Report 19 – Operational Classification of Land for the Bundarra Sewage Treatment Plant	That Council resolve to classify the recently purchased land for the Bundarra Sewage Treatment Plant, being Lot 1 DP 1259420, as operational.	DID		Completed	C
25 Feb 2020	37.02/20	Department: Infrastructure & Development Submitted by: EMC Reference/Subject: Report 20 – Bulk replacement of existing streetlight lamps with LED lamps in Uralla Shire.	That: Council resolve to fund capital expenditure of \$74,994.21 for the bulk replacement of existing streetlight lamps with LED lamps in Uralla Shire from the Council Reserves with preference to grant funding if available.	EMC		In progress	B
25 Feb 2020	43.02/20	Department: Infrastructure & Development Submitted by: DID Reference/Subject: Report 22 – Funding Approval - Mt Mitchell Road Upgrade Funding	That Council: 1. Approve the estimated expenditure for the sprayed seal and safety barriers at \$108,000 for the upgrade works at Mt Mitchell Road from a source that the Chief Financial Officer is to advise at the March Ordinary Meeting of Council. 2. Acknowledges that this is unauthorised expenditure under Section 211 authorisation of expenditure NSW Local Government (General) Regulation 2005.	DID		1. Noted 2. Legal advice to be provided to confidential session of March meeting	B B
25 Feb 2020	46.02/20	Department: Infrastructure & Development Submitted by: MWWSS Reference/Subject: Report 23 – Water Update - Arsenic Treatment Progress	That Council: 1. Receive and note the report regarding the actions and implications of the elevated levels of arsenic in the Kentucky Creek Dam and the summary of tests from 2019 and 2020 for arsenic. 2. Receive advice from the Acting General Manager to satisfy the following areas a. Why has Council applied for funding for a system with a flow rate at Level 4 restrictions (ie 600kl/day)? b. What is the cost of implementing a system that would return the water plant to 1,200 kl/day (No restrictions) flow rate? c. What testing authority has been relied upon to determine that the system Council staff have applied for is in fact the correct solution for the Uralla Shire water supply and that it will certainly deal with the elevated arsenic levels?	MWWSS		1. Noted 2. Pending	B B

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Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p>d. How many tests were conducted at private testing facilities and at what cost? What are the dates and results of these tests, including the timeframe between the sample date and the result being received?</p> <p>e. Was a non NATA accredited facility used to conduct the tests?</p> <p>f. Why is there only one test prior to November 2019?</p> <p>g. Please explain the testing regime during 2019. The previous statements about the 6 monthly arsenic testing regime are not borne out by the data provided.</p>				
25 Feb 2020	48.02/20	<p>Department: Infrastructure & Development Submitted by: DID Reference/Subject: Report 24 – Bundarra Sewer Scheme Request for Tender</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Increase the upper limit of its funding commitment to the project from to \$1,772,000 to \$2,255,630, and 2. Advertise the tender for the construction of the Bundarra Sewerage Scheme upon the finalisation of the Request for Tender documentation and completion of the new funding deed for funding through the Safe and Secure Water Program. 3. Provide a report on the review of the performance of the Project Management Consultant to the March Ordinary Meeting of Council. 	DID		<ol style="list-style-type: none"> 1. Noted 2. RFT documentation being finalised 3. Under preparation 	<p>C</p> <p>B</p> <p>B</p>
25 Feb 2020	49.02/20	<p>Department: Infrastructure & Development Submitted by: DID Reference/Subject: Report 25 – Recommendations of Uralla Township and Environs Committee October and December 2019 meetings</p>	<p>That Council resolve to:</p> <ol style="list-style-type: none"> 1. Receive and note the minutes of 8 October 2019 and 10 December 2019 meetings of the Uralla Township and Environs Committee, and 2. Endorse the officer’s recommendations that: <ol style="list-style-type: none"> a) Council not pursue investigations into providing further short term stay parking through use of the vacant block on Queen St behind the CBD, and the railway station precinct in Uralla; b) The recommendations for the Bridge Street Blister Gardens should be considered in development of the detailed design of the Bridge Street High Pedestrian Activity Concept Plan; c) Council staff request UTEC confirm the details of the proposal “That Council make an effort to clean up walkways, in particular the path on Maitland Street to Alma Park.” d) Council undertake refurbishment of the “Arnold Goode” rotunda in Alma Park under Round 2 of the Stronger Country Communities Programme”. 	DID		<ol style="list-style-type: none"> 1. Noted 2. Noted and communicated to UTEC 	<p>C</p> <p>C</p>
25 Feb 2020	52.02/20	<p>Department: Infrastructure & Development Submitted by: AM Reference/Subject: Late Confidential Report 1 – Uralla Treated Sewage Effluent Reuse Proposal</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse UPC Renewables Australia Pty Ltd proposal for the provision of the necessary infrastructure for the additional treatment and collection by tankers of treated sewage effluent from the Uralla sewage treatment plant subject to the following; <ul style="list-style-type: none"> • Detailed costing’s to be provided for the scheme as proposed upon completion of the detailed design; • All works be designed, constructed and commissioned to Council’s satisfaction; 	AM		<ol style="list-style-type: none"> 1. Noted and communicated to UPC Renewables. 	C

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<ul style="list-style-type: none"> • Procurement to be undertaken in accordance with Council and State Government requirements; • All costs associated with the development of the detailed design and securing of approvals to be met by the applicant; • Appropriate arrangements be put in place to ensure that any repairs related to damage to the local roads resulting from this activity be met by the applicant; • Maintenance costs of the scheme be met by the applicant for the first three years of operation; • A risk assessment be undertaken to support the detailed design to be approved by Council; • An independent probity assessment at the applicant’s cost to consider the detailed application that confirms the appropriate arrangements to deliver the project. <p>2. Set the charge for treated sewage effluent at \$1/kL for the 20/21 financial year in determining the fees and charges.</p>			2. Noted	C

Responsibility Matrix

Each of the resolution actions is assigned to a responsible local government officer, who provides progress reports to the Council each month. Set out below is the responsibility legend used throughout this Schedule of Actions document:

• GM	General Manager	General Manager's Office
• SEO	Senior Executive Officer	General Manager's Office
• CFO	Chief Financial Officer	General Manager's Office
• MHR	Manager Human Resources	General Manager's Office
• DID	Director Infrastructure and Development	Infrastructure and Development
• EMC	Environmental Management Coordinator	Infrastructure and Development
• MWWSS	Manager Waste, Water and Sewerage Services	Infrastructure and Development
• MDP	Manager Development and Planning	Infrastructure and Development
• MCI	Manager Civil Infrastructure	Infrastructure and Development
• AM	Asset Manager	Infrastructure and Development
• EMCS	Executive Manager Corporate Services	Corporate Services
• CCDE	Coordinator Community Development and Engagement	Corporate Services
• CTI	Coordinator Technology and Information	Corporate Services
• TPOO	Tourism Promotion and Operations Officer	Corporate Services
• RMSO	Risk Management and Safety Officer	Corporate Services
• EMACC	Executive Manager Aged and Community Care	Aged and Community Care
• MMG	Manager McMaugh Gardens Aged Care	Aged and Community Care
• MCC	Manager Community Care	Aged and Community Care



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Executive Manager Corporate Services</i>
Reference/Subject:	Report 6 – Representations to State and Federal Governments - Economic Support to Uralla Shire Businesses

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.4	Provide strong representation for the community at the regional, state and federal levels
Activity:	4.1.4.1	Maintain effective partnerships and advocacy activities

SUMMARY:

This report provides confirmation of actions taken in which Council sought funding from the State and Federal Governments as per resolution X08.02/20.

OFFICER'S RECOMMENDATION:

That Council receive and note the report.

BACKGROUND:

At its Extraordinary Meeting held 4 February 2020, Council discussed a Motion submitted by Councillors Toomey and Crouch in relation to the economic impacts of the Do Not Drink alert and reparations to the Uralla Shire food and beverage businesses negatively impacted by elevated levels of arsenic in the Uralla town water supply. In its discussions, Council considered how it could recompense to the local food and beverage businesses in Uralla which had undertaken additional expenses due to the Do Not Drink alert, such as connecting coffee machines to bottled water.

Following discussion of the Motion, Council resolved in part (**X08.02/20**): *"That the General Manager ... provide a report to the Council at the 24 March 2020 meeting seeking funding from the State and Federal Governments."*

REPORT:

In accordance with Council's resolution, the General Manager wrote to The Hon Adam Marshall MP, Member for Northern Tablelands, and The Hon Barnaby Joyce MP, Member for New England, to seek representation on this matter. At the time of writing this report, responses to this correspondence are yet to be received.

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Council Business Paper – 24 March 2020

KEY ISSUES:

- Local food and beverage businesses in Uralla have reported undertaking additional expenses due to the Do Not Drink alert.
- Council has sought funding from the State and Federal Governments in relation to the economic impacts of the Do Not Drink alert on local businesses.
- Any response received will be provided to Council for its further consideration as soon as practicable.

Prepared by staff member:	Governance and Media Officer
TRIM Reference Number:	UINT/20/2520
Approved/Reviewed by Manager:	Executive Manager Corporate Services
Department:	Corporate Services
Attachments:	Nil



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director Infrastructure & Development
Reference/Subject:	Report 7 - Heritage Advisory Services Summary for March 2020

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 Shire's 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 Council's Heritage Advisor undertaken for March 2020.

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Services Summary for March 2020 be received and noted by Council.

BACKGROUND:

Each month the Heritage Advisory Services Summary is provided to Council for information. The Heritage Advisor's services are offered free to all residents of Uralla Shire so as to facilitate awareness and 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:	Manager Development & Planning
TRIM Reference Number:	UINT/20/2521
Approved/Reviewed by Manager:	Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	Attachment 1 - Heritage Advisor Summary



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HERITAGE ADVISORY MEMO

No. 77

date: 3 March 2020

ITEM 1: Former Courthouse – 9A Hill St, Uralla

In December 2019 Council resolved to:

Schedule a workshop on the possible options and refurbishment requirements for the Uralla Courthouse.

Council's Director of Infrastructure and Development, Terry Seymour, requested that I advise as to:

- a) *the heritage status of the Uralla Court House*
- b) *the historical value of the court house*
- c) *any legal constraints on the redevelopment of the building*

Heritage status of the Uralla Court House:

The property is listed as a heritage item of local significance in Uralla LEP 2012 (I36). The building is also within the Uralla CBD Conservation Area (C003).

The property has also been identified as a heritage item in the Uralla Community Based Heritage Study (Stage 2) 2012 (SHI 2540021).

Historical value of the Court House:

The building was designed by Colonial Architect James Barnet and was constructed in 1885.

From the Office of Environment and Heritage (OEH) Inventory Sheet the Statement of Significance, in part, states:

The courthouse (former) continues to be a definitive statement of the power and status of the law in the 1880s. It is a refined classical core design by Colonial Architect James Barnet, echoing 16th Century Italian influences, built with Uralla red bricks and Uralla granite for the steps. Internally it is well-crafted 19th Century joinery.

As a well-known landmark on its corner location, it makes a major contribution to both streetscapes, as a member of a civic group and an important architectural link with the Central Business District, the post office. Police station complex and the Uralla Railway Station.

Any legal constraints on the redevelopment of the building:

The author is not aware of any legal constraints on the redevelopment of the building other than the standard applications Council would require of any person who wishes to redevelop a site. Any application should be accompanied by a Statement of Heritage Impact.

The basic principles of changes to heritage buildings and heritage sites should be based on the following principles:

- do as much as is necessary and as little as possible,
- an understanding of heritage significance, and
- the level of change should respect the heritage significance of the item or area.

All features of heritage significance should be conserved or reinstated and any unsympathetic alteration should be removed and the original features and elements reconstructed as closely as possible.

Adaptive reuse

There are many examples of former Court Houses being adaptively re-used. Some new uses for these buildings have included professional office space, commercial uses and community museums.

Adaptive reuse of heritage buildings is a change where a new use is introduced as the building has ceased to be used for its original function or is no longer suitable for the original function.

As a guide any adaptive reuse and/or changes to this site and building:

- Should retain the general appearance of the building such that its original role can be readily interpreted.
- Should retain all significant architectural qualities of the building and structure and particularly features that contribute to the streetscape and the heritage significance of the place.
- If significant fabric is unavoidably removed it should be stored on site for possible future reinstatement.
- Should involve minimal change to the significant fabric of the place.
- Should respect significant associations and meaning of the place.
- Must be readily reversible and should not compromise the inherent flexibility of the place and its potential for other uses.
- Where incorporating additions, plant and equipment or services which are required to facilitate adaptive reuse, should be concealed from view within the broader streetscape, and
- Must have regard to the relevant legislation of the **National Construction Code** (NCC) and other relevant Australian Standards.

From the OEH Inventory Sheet the Physical Description is stated as:

Built of brick in Flemish bond, it has a rendered façade with classical features including a pediment portico and cedar joinery internally. Granite steps, a rail and circular entrance led to central large timber doors, and either side high windows with semi-circular upper sashes, same as the fan light over the central door. The roof is high pitch gable clad in corrugated galvanised iron with high brick chimneys, complete with pots, on the east side, on the ridge and north side with external flues. There is decorative brickwork over the windows. The high brick wall on the western side has timber double hung windows. The south eastern corner is enclosed with timber double hung windows with a skillion roof over the verandah.

The smaller extension on the eastern side has a semi-parapet, causing little architectural balance. The large western wall of the holding yard is constructed of brick. There are two court yards; two toilet blocks for male and females.

There is a plaque attached to the front wall reads 'The Honourable Terry Sheahan BA, LLB, MP, Attorney General of New South Wales unveiled this plaque on 7th November 1985 to commemorate the centenary of the Uralla Court House 1885-1985'. At rear are the former stables and a brick garage with single and timber double doors with fibro frontage.

From the OEH Inventory Sheet the Recommended Management is stated as:

- *encourage a more sympathetic perimeter fence*
- *encourage an Asset Maintenance Plan, including detailed inventory of internal fixtures, fittings and finishes*
- *reinstate original details and elements e.g. colour scheme, roof water drainage elements and internal finishes.*



Undated image of former Court House (Hill St)



Hill St frontage

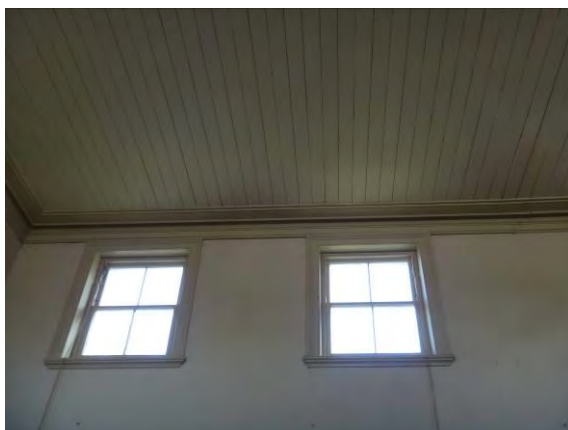


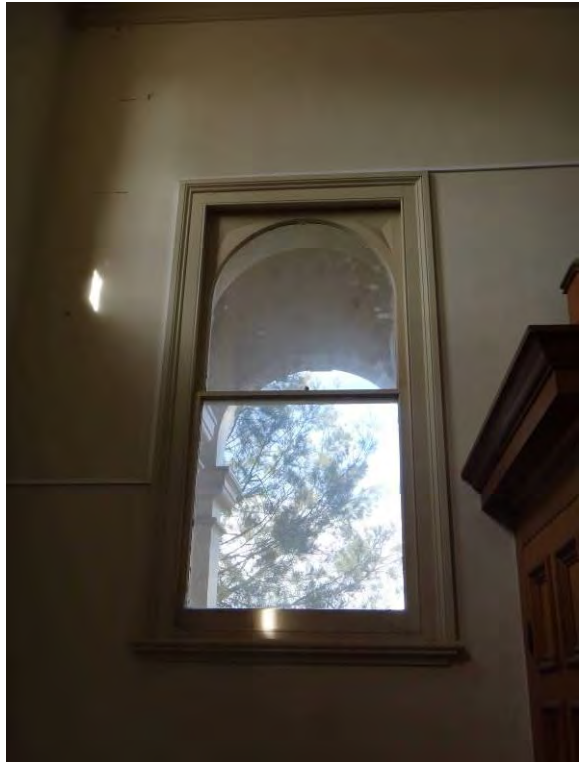
Former stables



Typical external toilet

SIGNIFICANT ELEMENTS OF THE BUILDING FABRIC





FURNISHINGS RELATING TO COURT ACTIVITY



M. McKay



Heritage

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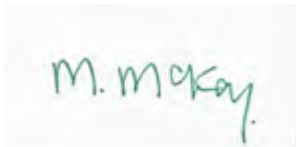
HERITAGE ADVISORY MEMO

No. 77

date: 3 March 2020

ITEM 2: Band Rotunda – Alma Park, Uralla

A Scope of Works (SOW) for refurbishment of the Band Rotunda at Alma Park was prepared. It is believed that the rotunda was constructed in 1938 and opened in 1939.





Heritage

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HERITAGE ADVISORY MEMO

No. 77

date: 3 March 2020

ITEM 3: Next Heritage Advisor visit

The Heritage Advisor's next visit will be 7 April, 2020.

M. McKay



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REPORT TO COUNCIL

Department:	Infrastructure and Development
Submitted by:	<i>Director Infrastructure and Development</i>
Reference/Subject:	Report 8 - Local Drought Stimulus Package

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2	An effective and efficient organisation
Strategy:	4.2.2	Operate in a financially responsible and sustainable manner
Activity:	4.2.2.3	Maximise grant and funding partnership opportunities
Action:	4.2.2.3.1	Identify and seek grant funding opportunities as resources provide for infrastructure and regulation projects or services

SUMMARY:

This report is submitted to seek Council approval to progress the application for funding and commencement of selected projects.

A Drought Stimulus Package of up to \$900,000 has been offered to Uralla Shire Council under the NSW Government's \$170 million Drought Stimulus Package.

The purpose of these packages is to fund a range of projects and initiatives that will facilitate the flow of money through local economies, generate local jobs, support local businesses and assist communities to overcome the negative local economic and related impacts of droughts.

A copy of the grant funding frequently asked questions information sheet is attached (see attachment 1).

OFFICER'S RECOMMENDATION:

That Council:

- 1) Participate in the Local Drought Stimulus Package to undertake community infrastructure improvements, community facility improvements, community events (focused on drought preparedness and resilience), public land improvement, tourism and economic diversification, infrastructure and amenity upgrading and improvement;**
- 2) Adopt the projects, identified in this report noting that the funding is unlikely to extend to all projects in a priority determined by Council.**
- 3) Authorise a committee comprising of the Mayor, the Deputy Mayor (or other selected Councillor), Director of Infrastructure and Development and the General Manager to determine the amount of funding to be attributed to each project after liaison with DPIE Regional NSW Group.**
- 4) Secure the necessary resources to:**
 - a) Scope the necessary works and pricing to support the funding application(s);**
 - b) Assist in the preparation of the funding application;**

- c) *If successful, procure and coordinate the contractors and materials necessary to deliver the works; and*
- d) *Liaise with the stakeholders of the facilities and/or activities to which the funding will be directed.*
- 5) *Wherever possible utilise resources, businesses and suppliers from within the Uralla Shire Council area for works and/or activities delivered in accordance with the program.*
- 6) *Approve the commencement of the works after internal assessment identifies the projects as eligible and prior to the funding agreement being finalised.*

BACKGROUND:

Eligible councils are able to select activities that provide the greatest support to their communities, including infrastructure and other activities. Projects must be in addition to the normal planned activities of the council.

Funding will target infrastructure and other drought relief projects that:

- Provide employment for people whose work opportunities have been impacted by drought
- Stimulate local community spending
- Use local resources, businesses and suppliers
- Provide a long-lasting benefit to communities and the agricultural industries on which they depend

The Local Drought Stimulus Package should be agreed and approved by 30 April 2020. Funding should be fully spent and a final report submitted by 30 June 2021.

REPORT:

Submissions have been requested from Council staff and Councillors.

KEY ISSUES:

- Additional internal staffing resources will be required to finalise the Grant application and procure the contractors and suppliers to undertake the repairs and refurbishments.
- The completion of projects to meet a tight timeframe.
- Projects already completed may be eligible for funding.
- Council has received \$900,000.
- The grant amount will be up to 100% of eligible project costs (grant percentage).

Eligible activities must directly relate to the project and can include:

- repairs, maintenance, upgrading or building new community facilities
- repairs, maintenance, upgrades, construction and fit-out of community spaces
- employing local contractors to undertake repairs and maintenance
- holding events
- undertaking other drought relief activities (including water carting for human consumption) that benefit the community
- development of an Adverse Event Plan

Currently most of the projects have not been fully scoped and most of the estimates are preliminary where detailed costs have not been determined or quotations received.

An allowance in the project costs should be made to fund the external financial auditor likely to be required as part of the funding conditions.

Uralla Shire Council
Council Business Paper – 24 March 2020

The process steps after the projects are prioritised are;

- 1: Council and DPIE Regional NSW Group staff collaborate to identify and develop projects in line with the principles of funding and eligibility requirements set out in this Fact Sheet.
- 2: Council submits a Concept Summary (Attachment A) to regionalnsw.business@dpc.nsw.gov.au
- 3: The Drought Programs Team of the Regional NSW Group reviews and approves the Concept Summary.
- 4: Council submits a Project Plan for each approved project or initiative in Smarty Grants.
- 5: The Regional NSW Group works with Council to develop the Milestone Schedule and Funding Deed.

Council does not currently have the appropriately number of skilled resources to carry forward this program and will likely need to advertise or engage external staff or contractors/consultants to assist in the development and delivery of the programme.

The grant money available (up to \$900,000) through this programme is worth pursuing and will provide for significant community benefit.

A potential list of projects in priority order could be:

Priority	Theme	Project Title	Description	DSP Funding (\$)
1	Building Upgrade	Uralla Swimming Pool	Balance of amenities upgrades/modification	\$90,000
2	Building Upgrade	Bundarra multi-purpose court/s	Upgrade	\$265,000
3	Public building renewal	Uralla Court House	Restore and refurbish the Uralla Court House to make it into a useable historic site	\$250,000
3	Public building renewal	Kingstown Hall	Kingston town hall safety check and revamp	\$30,000
4	Events and Attractions	Thunderbolt Festival	Promote and support a major festival in Uralla that attracts over 4,000 visitors to the weekend event	\$12,000
5	Building Upgrade	Uralla Caravan Park	Upgrades to amenities building/paths-roadway	\$50,000
7	Localised community infrastructure	Bundarra S355	Showers for Emu Crossing Camping area - Construct a shower block and outdoor solar lighting at the Emu Crossing free camp ground	\$30,000
8	Localised community infrastructure	Bundarra S355	Construct entry signs at the three main entrances to Bundarra	\$5,000
9	Localised community infrastructure	Bundarra S355	Bundarra park fitness equipment and accompany list in Bundarra 355 Hall of Arts Committee	\$18,000
10	Building Upgrade	McMaugh Gardens	Finalise outstanding work at McMaugh Gardens - and roof insulation. \$30000	\$30,000

Uralla Shire Council
Council Business Paper – 24 March 2020

Priority	Theme	Project Title	Description	DSP Funding (\$)
11	Digital Community	Uralla CBD Digital upgrade	Install WIFI/visual displays	\$50,000
12	Building Upgrade	USC Library	Library refurbishment - Study rooms, flexible space and technology hub.	\$360,000
13	Building Upgrade	Bundarra S355	Footpath 2. Extension Bundarra -Construct a foot path from the Grace Munro Centre to the park in Dawkins Street and develop the Park with tables and chairs and related facilities.	\$15,000

Total value of projects is \$1,220,000

On the basis of the preliminary estimates, the funding would likely cover the first 11 projects in the list above.

CONCLUSION

A Drought Stimulus Package of up to \$900,000 has been offered to Uralla Shire Council under the NSW Government's \$170 million Drought Stimulus Package.

A potential list of projects is identified in this report. It is recommended that Council identify those projects (in priority order) for funding and procures the resources to deliver projects for the benefit of the community.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Expressions of interest for contractors and suppliers has been advertised on Council's web page, Facebook account and in the newsletter for grant funded projects.
- 2. Policy and Regulation**
Works and events should be undertaken in accordance with the Regulations.
- 3. Financial (LTFP)**
Has the capacity to impact positively on the LTFP through the maintenance to community facilities.
- 4. Asset Management (AMS)**
Will reduce community building AMP renewal requirements.
- 5. Workforce (WMS)**
Additional staff required.
- 6. Legal and Risk Management**
Funding deed
- 7. Performance Measures**
Completion of works by end of June 2021
- 8. Project Management**
Additional staffing or outsourced to consultants.

Prepared by staff member:	Director Infrastructure and Development
TRIM Reference Number:	UINT/19/2752
Approved/Reviewed by Manager:	Director Infrastructure and Development
Department:	Infrastructure & Development
Attachments:	1 - DSP - Local Drought Stimulus Package - Fact Sheet 2 - Project Suggestions Spreadsheet – Drought Stimulus Package 2020

Overview

The NSW Government's \$170 million Drought Stimulus Package aims to mitigate the employment and income impacts of the current drought in regional NSW by delivering economic stimulus. Following the initial investment in fast-tracked local infrastructure projects, further stimulus measures are now being rolled out.

Local Drought Stimulus Packages provide targeted drought affected LGA's with a funding allocation to deliver a range of projects and initiatives.

Objective

To fund a range of projects and initiatives that will facilitate the flow of money through local economies, generate local jobs, support local businesses and assist communities to overcome the negative local economic and related impacts of drought.

Principles of funding

Projects and initiatives funded under Local Drought Stimulus Packages will:

- Be developed and agreed in a collaborative spirit between Councils and the NSW Government;
- Have the primary focus of delivering economic stimulus via a range of local projects, programs and initiatives;
- Be aligned with and support the delivery of key initiatives or projects in Council Community Strategic Plans;
- Target / favour projects that are delivered in smaller towns and villages across an LGA;
- Align with and leverage Commonwealth Drought Communities Program funding and other NSW Government funding where possible/practical;
- Commit to spend funding responsibly but as quickly as possible, with an appropriate timeframe agreed between councils and the NSW Government;
- Fund new or unfunded existing initiatives;
- Leverage existing and proven initiatives where practical;
- Aim to secure the highest possible amount of work for local trades, services and other businesses in the relevant LGA with estimated local expenditure to be reported in funding milestones.

Steps to develop the package

Each package will be developed in partnership between Council and the Department of Planning, Industry and Environment's (DPIE) Regional NSW Group staff. A step-by-step guide for the development of the Local Drought Stimulus Packages is listed below:

- 1: Council and DPIE Regional NSW Group staff collaborate to identify and develop projects in line with the principles of funding and eligibility requirements set out in this Fact Sheet.
- 2: Council submits a Concept Summary (Attachment A) to regionalsw.business@dpc.nsw.gov.au.
- 3: The Drought Programs Team of the Regional NSW Group reviews and approves the Concept Summary.
- 4: Council submits a Project Plan for each approved project or initiative in Smarty Grants.
- 5: The Regional NSW Group works with Council to develop the Milestone Schedule, Funding Deed

Eligible projects

Projects must be expected to:

- contribute to the economic activity of communities/regions; and/or,
- lead to the retention of businesses, services and facilities; and/or
- lead to the employment of LGA-based contractors, services etc.; and
- align with and deliver on Council Community Strategic Plans.

A range of projects and initiatives are eligible for funding. Examples include, but are not limited to:

Theme	Examples of projects	Benefits
Localised community infrastructure	<ul style="list-style-type: none"> • Main street improvement projects, such as CBD beautification, park upgrades etc. 	<ul style="list-style-type: none"> • Targets smaller towns • Support local trades and businesses • Can be rolled out quickly
Public building renewal	<ul style="list-style-type: none"> • Installation of new water tanks and/or water savings and solar systems • Painting and/or repair of public buildings 	<ul style="list-style-type: none"> • Utilises local trades and suppliers • Potential cost-savings in the long-term for Councils
Events and attractions	<ul style="list-style-type: none"> • Community festivals • Sponsorship of regionally significant and/or local events and attractions 	<ul style="list-style-type: none"> • Supports tourism visitation and expenditure in the local community. • Supports existing and recognised festivals and event
Supporting local businesses and skill development	<ul style="list-style-type: none"> • Workforce development activities • Re-skilling programs for local employees • Business advisory and improvement services 	<ul style="list-style-type: none"> • Directly supports local businesses and suppliers • Helps re-skill locally based workers

Ineligible projects

Local Drought Stimulus Package funding cannot be used for:

- payment of salaries for existing staff;
- any expenses that are not an integral part of the project or initiative;
- a Council's core or business-as-usual operations;
- purchases of land, buildings, vehicles or non-fixed capital equipment (e.g. trucks and earthmoving equipment, ICT);
- expenditure incurred prior to the notification to Council that the project or initiative has been approved for funding;
- buy local cards as a form of local economic stimulus.

Timeframe

All Local Drought Stimulus Packages should be agreed and approved by 30 April 2020. Extensions may be granted upon request to the Department of Planning, Industry and Environment.

Funding should be fully spent and a final report submitted by 30 June 2021.

Funding Deed and Milestone Schedules

The Funding Deed will be between the Department of Planning, Industry and Environment and Councils.

Each Funding Deed will include a Milestone Schedule for each approved project or initiative in the package.

Payments

A payment on signing will be front loaded (up to 50%) to facilitate project commencement as soon as possible.

Payments will be dependent on demonstration of successful completion of milestone requirements.

Contact

For more information, please contact your local Regional NSW Group representative or email regionalsw.business@dpc.nsw.gov.au.

Priority	Theme	Project Title	Description	DSP Funding (\$)	Other funding (\$)	Timeframe	Eligible	Link to CSP	Comment
1	Building Upgrade	Uralla Swimming Pool	Balance of amenities upgrades/modification	\$90,000.00	\$115,000	30-Jun-21	Y	Access to and equity of services	Pending part funding from SCCF Round 3
2	Building Upgrade	Bundarra multi-purpose court/s	Upgrade	\$265,000.00		30-Jun-21	Y	Communities that are well serviced with essential infrastructure	
3	Public building renewal	Uralla Court House	Restore and refurbish the Uralla Court House to make it into a useable historic site	\$250,000.00		30-Jun-21	Y	An attractive environment for business, tourism and industry	
3	Public building renewal	Kingstown Hall	Kingston town hall safety check and revamp	\$30,000.00		30-Jun-21	Y	Communities that are well serviced with essential infrastructure	
4	Events and Attractions	Thunderbolt Festival	Promote and support a major festival in Uralla that attracts over 4,000 visitors to the weekend event	\$12,000.00		30-Jun-21	Y	An attractive environment for business, tourism and industry	
5	Building Upgrade	Uralla Caravan Park	Upgrades to amenities building/paths-roadway	\$50,000.00		30-Jun-21	Y		
7	Localised community infrastructure	Bundarra S355	Showers for Emu Crossing Camping area - Construct a shower block and outdoor solar lighting at the Emu Crossing free camp ground	\$30,000.00		30-Jun-21	Y	An attractive environment for business, tourism and industry	
8	Localised community infrastructure	Bundarra S355	Construct entry signs at the three main entrances to Bundarra	\$5,000.00		30-Jun-21	Y	An attractive environment for business, tourism and industry	
9	Localised community infrastructure	Bundarra S355	Bundarra park fitness equipment and accompany list in Bundarra 355 Hall of Arts Committee	\$18,000.00		30-Jun-21	Y	A safe, active and healthy shire	
10	Building Upgrade	McMaugh Gardens	Finalise outstanding work at McMaugh Gardens - and roof insulation? \$30000	\$30,000.00			Y	Access to and equity of services	
11	Digital Community	Uralla CBD Digital upgrade	Install WIFI/visual displays	\$50,000.00		30-Jun-21	Y	An attractive environment for business, tourism and industry	
12	Building Upgrade	USC Library	Library refurbishment - Study rooms, flexible space and technology hub.	\$360,000.00		30-Jun-21	Y	A diverse and creative culture	
13	Building Upgrade	Bundarra S355	Footpath 2. Extension Bundarra -Construct a foot path from the Grace Munro Centre to the park in Dawkins Street and develop the Park with tables and chairs etc	\$15,000.00		30-Jun-21	N	A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained	
13	Building Upgrade	Bundarra S355	Footpath 2. Extension Bundarra -Construct a foot path from the Grace Munro Centre to the park in Dawkins Street and develop the Park with tables and chairs etc	\$15,000.00		30-Jun-21	N	A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained	Funded under normal footpath programs
14	Public building renewal	CVR78 - Council Chambers - Public build maintenance with new chamber floor	Asset Management Plan - Buildings - chamber floor in 2020	\$21,000.00		30-Jun-21	Y	Access to and equity of services	
15	Public building renewal	CVR79 - Community Centre TCS - Solar car park Lighting	Supply and installation of sensor car park lighting towers to replace damaged car park lighting on the Public Uralla Community Centre Building and increase WHS of facility users.	\$19,200.00		30-Jun-21	Y	A safe, active and healthy shire	
16	Public building renewal	Rainwater tanks	Put rainwater tanks on all public buildings (where practicable). New buildings are all required to have rainwater tanks to assist in the management of stormwater and to	\$100,000.00		30-Jun-21	Y	A safe, active and healthy shire	Minimal benefit for spend
17	Public building renewal	Rainwater tanks	(Major tanks at Bundarra and Uralla Depots: \$20,000 each	\$40,000.00		1-Jul-21	Y	A safe, active and healthy shire	
	Public building renewal	Rainwater tanks	Other tanks and plumbing \$5,000 per installation)	\$20,000.00		2-Jul-21	Y	A safe, active and healthy shire	
	Localised community infrastructure	CVR64 - Uralla VIC (Visitor Information Centre) - Park seating and shelter upgrade	Many tourist stop at the Uralla visitor Centre Park due to the accessible amenities and play ground and the installation of three covered picnic tables will allow the tourists and	\$45,000.00		3-Jul-21	Y	An attractive environment for business, tourism and industry	
	Public building renewal	CVR78 - Council Chambers - Public build roof maintenance, monitor refurbishment and new furniture	Works required to upgrade cooling and heating system and upgrade furniture.	\$120,000.00		4-Jul-21	Y	An attractive environment for business, tourism and industry	
		Kentucky Memorial Hall	Airconditioners	\$25,000.00				Access to and equity of services	
		Water Security	Encourage people to consider water security measures at their home or workplace by :	\$150,000			asap	N	A safe, active and healthy shire
		Water Security	- Providing a 12 month break from DA fees associated with tank installations, for the 2020/2021 financial year	\$0				N	A safe, active and healthy shire
		Water Security	- Provide funding support to ZNET to support their Project Officer and the negotiations around bulk tank buying schemes					N	A safe, active and healthy shire
		Water Security	- Provide a subsidy for Uralla Shire tradespeople who are involved in the installation of the tanks anywhere in the Uralla Shire.					N	A safe, active and healthy shire
		Water Security	- Encourage tank water installations for both toilets & washing machines, as well as drinking water.					?	A safe, active and healthy shire
	Events and Attractions	Resolution X11.02/20	Map of the Shire, Social Media promotional video, Travel Writer	\$15,000	(Map already quoted)		asap	N	An attractive environment for business, tourism and industry
			Rocky river school multi purpose courts	?				N	Access to and equity of services
			Mundys lane and Thomas lagoon entry way / drainage / viewing platform	\$20,000.00				Y	An attractive environment for business, tourism and industry
			Plant or plant production for waste at the waste facility	?				N	Growing and diversified employment, education and tourism opportunities
		Bundarra S355	Footpath extension 1 - bundarra - Construct a foot path from the main street to the fire shed/Catholic Church in Oliver Street	\$6,000.00				N	A safe, active and healthy shire
		Bundarra S355	Tree replacement for dead trees Bundarra	\$2,000.00				N	An attractive environment for business, tourism and industry

13. MOTIONS ON NOTICE/QUESTIONS WITH NOTICE



NOTICE OF MOTION

Submitted by:	Cr Natasha Ledger
Subject:	Notice of Motion 1 - Expansion of waste collection services

COUNCILLOR'S MOTION:

That a report be provided for Council's consideration setting out options to increase Council's domestic waste collection service to residential properties not currently serviced. The report shall include but not be limited to a summary of existing residential properties serviced by the curb-side collection of domestic waste and the costs and opportunities to expand the service to additional residential properties/communities either at the curb-side or within communal collection bays.

GENERAL MANAGER'S COMMENT:

Council is currently reviewing its business model for domestic waste collection. As part of this process, Council has engaged a consultancy to provide a report on the Shire's kerbside waste collection services. To date, the consultancy has prepared a draft report, which is currently under review by Council officers. It is recommended that prior to undertaking further research, Council first considers this report, scheduled to be received by Council in the next quarter.

- 14. CONFIDENTIAL MATTERS**
- 15. COMMUNICATION OF COUNCIL DECISIONS**
- 16. CONCLUSION OF THE MEETING**

END OF BUSINESS PAPER