



## **AGENDA & BUSINESS PAPERS**

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

## **ORDINARY COUNCIL MEETING**

### **28 November 2023**

**Commencing at 4:00pm**



#### **Statement of Ethical Obligations**

The Mayor and Councillors are bound by the Oath/ Affirmation of Office made at the start of the Council term to undertake their civic duties in the best interests of the people of Uralla Shire and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the *Local Government Act* or any other Act, to the best of their skill and judgement.

It is also a requirement that the Mayor and Councillors disclose conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with Council's Code of Conduct and Code of Meeting Practice.

Toni Averay

**General Manager**

**AGENDA**

<b>1</b>	<b>OPENING &amp; WELCOME</b> .....	<b>4</b>
<b>2</b>	<b>PRAYER</b> .....	<b>4</b>
<b>3</b>	<b>ACKNOWLEDGEMENT OF COUNTRY</b> .....	<b>4</b>
<b>4</b>	<b>WEBCAST INFORMATION</b> .....	<b>4</b>
<b>5</b>	<b>APOLOGIES &amp; APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS</b> .....	<b>4</b>
<b>6</b>	<b>DISCLOSURE &amp; DECLARATION OF INTEREST/S</b> .....	<b>4</b>
<b>7</b>	<b>CONFIRMATION OF MINUTES</b> .....	<b>5</b>
7.1	Confirmation of Minutes 24 October 2023 Ordinary Meeting .....	5
7.2	Confirmation of Minutes 2 November 2023 Extraordinary Meeting .....	21
7.3	Confirmation of Minutes 10 November 2023 Extraordinary Meeting .....	27
<b>8</b>	<b>URGENT, SUPPLEMENTARY, AND LATE ITEMS OF BUSINESS (INCLUDING PETITIONS)</b> .....	<b>33</b>
<b>9</b>	<b>WRITTEN REPORTS FROM DELEGATES</b> .....	<b>33</b>
	Nil	
<b>10</b>	<b>PUBLIC FORUM</b> .....	<b>33</b>
	Nil	
<b>11</b>	<b>MAYORAL MINUTE</b> .....	<b>33</b>
	Nil	
<b>12</b>	<b>NOTICE OF MOTION/QUESTIONS WITH NOTICE</b> .....	<b>33</b>
	Nil	
<b>13</b>	<b>REPORT OF COMMITTEES</b> .....	<b>34</b>
13.1	Uralla Local Traffic Committee (ULTC) - Minutes of Meeting held 10 October 2023.....	34
13.2	Uralla Township and Environs S355 Committee (UTEC) - Minutes of Meeting held 6 November 2023 .....	48
<b>14</b>	<b>REPORTS TO COUNCIL</b> .....	<b>56</b>
14.1	Councillor Committee Representation .....	56
14.2	Draft Renewable Energy Community Benefit Policy .....	59
14.3	Project Updates - Public Spaces Legacy Program .....	62
14.4	Draft Guidelines for Tree Management.....	65
14.5	Central Northern Regional Library Minutes of Annual General and Ordinary Meeting 8 November 2023 .....	109
14.6	Code of Conduct Statistics 2022 -2023 .....	122
14.7	2022 - 2023 Uralla Shire Council - Annual Report .....	127
14.8	Quarterly Budget Review September 2023-24 (QBRS).....	184
14.9	Monthly Finance Report for October 2023 .....	196
14.10	Monthly Finance Report for September 2023 .....	200
14.11	Loans as at 31 October 2023 .....	204
14.12	Investments at 31 October 2023 .....	205



14.13 Register Resolutions Actions Status as at 22 November 2023 .....207

**15 CONFIDENTIAL MATTERS ..... 218**

Nil

**16 COMMUNICATION OF COUNCIL DECISION..... 218**

**17 CONCLUSION OF MEETING..... 218**

- 1      **OPENING & WELCOME**
- 2      **PRAYER**
- 3      **ACKNOWLEDGEMENT OF COUNTRY**
- 4      **WEBCAST INFORMATION**
- 5      **APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**
- 6      **DISCLOSURE & DECLARATION OF INTEREST/S**

## 7 CONFIRMATION OF MINUTES

### 7.1 Confirmation of Minutes 24 October 2023 Ordinary Meeting

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**Department:** General Manager's Office

**Prepared By:** Executive Assistant

**Authorised By:** General Manager

**Reference:** UINT/23/17060

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**Attachments:** 1. Minutes 24 October 2023 Ordinary Meeting [↓](#)

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#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Goal:** 4. We are an independent shire and well-governed community

**Strategy:** 4.1. Informed and collaborative leadership in our community

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#### RECOMMENDATION

That the Minutes of 24 October 2023 Ordinary Meeting be adopted as a true and correct record.

That the Minutes of 24 October 2023 Ordinary Meeting be adopted with the following amendments as a true and correct record



## **MINUTES** of

### **ORDINARY COUNCIL MEETING**

**Held on 24 October 2023 at 4:00pm**

#### **Attendance at Meeting:**

**Councillors:** Mayor R Bell (Chair)  
Deputy Mayor R Crouch  
Cr T Bower  
Cr S Burrows  
Cr L Doran  
Cr McMullen  
Cr T O'Connor  
Cr L Petrov  
Cr T Toomey

#### **Apologies:**

Nil

#### **Staff:**

Ms Averay, Interim General Manager  
Mr M Raby, Acting Executive Director Infrastructure & Development  
Mr S Williams, Interim Executive Director Corporate & Community  
Mr M Ahammed, Manager Finance & IT  
Ms K Blackwood, Interim Manager, Development & Planning  
Ms L Chalmers, Executive Support Officer, (Minute Clerk)  
Ms W Westbrook, Executive Assistant

## ORDINARY COUNCIL MEETING MINUTES

24 OCTOBER 2023

**CONTENTS**

<b>1</b>	<b>OPENING &amp; WELCOME</b> .....	<b>4</b>
<b>2</b>	<b>PRAYER</b> .....	<b>4</b>
<b>3</b>	<b>ACKNOWLEDGEMENT OF COUNTRY</b> .....	<b>4</b>
<b>4</b>	<b>WEBCAST INFORMATION</b> .....	<b>4</b>
<b>5</b>	<b>APOLOGIES &amp; APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS</b> .....	<b>4</b>
<b>6</b>	<b>DISCLOSURE &amp; DECLARATIONS OF INTEREST/S</b> .....	<b>4</b>
<b>7</b>	<b>CONFIRMATION OF MINUTES</b> .....	<b>5</b>
7.1	Confirmation of Minutes 26 September 2023 Ordinary Meeting.....	5
<b>8</b>	<b>URGENT, SUPPLEMENTARY, AND LATE ITEMS OF BUSINESS (INCLUDING PETITIONS)</b> .....	<b>5</b>
<b>9</b>	<b>WRITTEN REPORTS FROM DELEGATES</b> .....	<b>5</b>
9.1	Mayor's Written Delegate Activity Report - September 2023.....	5
<b>10</b>	<b>PUBLIC FORUM</b> .....	<b>5</b>
	Nil	
<b>11</b>	<b>MAYORAL MINUTE</b> .....	<b>6</b>
11.1	Mayoral Minute - Update on NSW Rural Fires Amendment (Red Fleet) Bill 2023.....	6
<b>12</b>	<b>NOTICE OF MOTION/QUESTIONS WITH NOTICE</b> .....	<b>7</b>
12.1	Notice of Motion -Constitutional Referendum - Updated Executive Advice .....	7
<b>13</b>	<b>REPORT OF COMMITTEES</b> .....	<b>8</b>
13.1	Audit, Risk and Improvement Committee Meeting 21 September 2023 - Summary Report .....	8
<b>14</b>	<b>REPORTS TO COUNCIL</b> .....	<b>8</b>
14.1	Public exhibition of draft policy on Council-related Development Applications - Managing Conflict of Interests.....	8
14.2	Draft Guidelines for Tree Management.....	9
14.3	Project Updates - Public Spaces Legacy Program .....	9
14.4	Draft Public Interest Disclosure (PID) Policy .....	10
14.5	Draft Prudential Compliance Policy .....	10
14.6	Investments at 30 September 2023.....	11
14.7	Loans as at 30 September 2023.....	11
14.8	Register Resolutions Actions Status as at 19 October 2023 .....	11
<b>15</b>	<b>CONFIDENTIAL MATTERS</b> .....	<b>13</b>
15.1	Mayoral Minute - Winterbourne Wind Farm - Staces Road.....	13
8.1	Aged Care Worker wage review .....	13
<b>16</b>	<b>COMMUNICATIONS OF COUNCIL DECISIONS</b> .....	<b>14</b>
15.1	Mayoral Minute - Winterbourne Wind Farm .....	14
8.1	Aged Care Worker wage review .....	15

Page 2

17 CONCLUSION OF MEETING..... 15

UNCONFIRMED

**1 OPENING & WELCOME**

The Chair declared the meeting opened at 4:02pm.

**2 PRAYER**

The Chair recited the Uralla Shire Council prayer.

**3 ACKNOWLEDGEMENT OF COUNTRY**

The Chair read the acknowledgement of country.

**4 WEBCAST INFORMATION**

The Chair advised the meeting was recorded, with the recording to be made available on Council's website following the meeting and reminded the attendees from making defamatory statements.

**5 APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS****LEAVE APPLICATION****RESOLUTION 01.10/23**

**Moved:** Deputy Mayor Robert Crouch

**Seconded:** Cr Sarah Burrows

That Council received notice of leave from Cr Crouch for 28 November 2023.

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

**Against:** Nil

**CARRIED 9/0**

**6 DISCLOSURE & DECLARATIONS OF INTEREST/S**

The Chair advised there were no disclosures.

## 7 CONFIRMATION OF MINUTES

### 7.1 CONFIRMATION OF MINUTES 26 SEPTEMBER 2023 ORDINARY MEETING

#### RESOLUTION 02.10/23

Moved: Cr Leanne Doran  
Seconded: Cr Sarah Burrows

That the Minutes of 26 September 2023 Ordinary Meeting be adopted with the following amendments as a true and correct record:

- a. Note amendment from Cr Doran "Non pecuniary" for Item 14.3, Resolution 15.09/23.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

## 8 URGENT, SUPPLEMENTARY, AND LATE ITEMS OF BUSINESS (INCLUDING PETITIONS)

- 8.1 Late Item - Aged Care Worker wage review (Item to be heard as confidential)

## 9 WRITTEN REPORTS FROM DELEGATES

### 9.1 MAYOR'S WRITTEN DELEGATE ACTIVITY REPORT - SEPTEMBER 2023

#### RESOLUTION 03.10/23

Moved: Mayor Robert Bell  
Seconded: Deputy Mayor Robert Crouch

That Council received the Mayor's Delegate Activity Report for September 2023.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

## 10 PUBLIC FORUM

Nil



**11 MAYORAL MINUTE****11.1 MAYORAL MINUTE - UPDATE ON NSW RURAL FIRES AMENDMENT (RED FLEET) BILL 2023****RESOLUTION 04.10/23****Moved:** Mayor Robert Bell**Seconded:** Cr Bruce McMullen**That Council:**

1. Notes the second reading of the NSW Rural Fires Amendment (Red Fleet) Bill 2023 on 12 October 2023.
2. Thanks Mr Adam Marshall for his continued support for NSW local councils on this issue.
3. Writes to Minister for Local Government, the Hon. Ron Hoenig, to express Council's support for the Private Member's Bill, and to invite Minister Hoenig to visit the Northern New England region to meet with local Mayors to discuss this issue further.

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey**Against:** Nil**CARRIED 9/0**

UNCONFIDENTIAL

**12 NOTICE OF MOTION/QUESTIONS WITH NOTICE****PROCEDURAL MOTION****RESOLUTION 05.10/23****Moved:** Deputy Mayor Robert Crouch**Seconded:** Cr Sarah Burrows**Raise the matter Item 12.1 Constitutional Referendum from the table.****For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Lone Petrov and Tara Toomey**Against:** Crs Leanne Doran, Bruce McMullen and Tom O'Connor**CARRIED 6/3****12.1 NOTICE OF MOTION -CONSTITUTIONAL REFERENDUM - UPDATED EXECUTIVE ADVICE****RESOLUTION 06.10/23****Moved:** Cr Leanne Doran**Seconded:** Cr Tom O'Connor**That Council defers consideration of this item to enable further discussion with officers and community on a proposed referendum question.****For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey**Against:** Nil**CARRIED 9/0**

**13 REPORT OF COMMITTEES****13.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING 21 SEPTEMBER 2023 - SUMMARY REPORT****RESOLUTION 07.10/23****Moved:** Cr Tara Toomey**Seconded:** Deputy Mayor Robert Crouch

That Council receives and notes the summary report of the Audit, Risk and Improvement Committee meeting held 21 September 2023.

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

**Against:** Nil

**CARRIED 9/0****14 REPORTS TO COUNCIL****14.1 PUBLIC EXHIBITION OF DRAFT POLICY ON COUNCIL-RELATED DEVELOPMENT APPLICATIONS - MANAGING CONFLICT OF INTERESTS****RESOLUTION 08.10/23****Moved:** Cr Tom O'Connor**Seconded:** Cr Leanne Doran**That Council:**

- i. Endorses the draft policy 'Council-related Development Applications – Managing Conflict of Interests', and places it on public exhibition for a period of 28 days with the following amendment:
  - a) Add 'the Infrastructure SEPP' to the exclusions under Section 3 Purpose and Scope.
- ii. Receives a further report following the public exhibition period in the event that submissions are received and/or the draft policy is proposed to be amended.
- iii. Authorises the adoption of the policy 'Council-related Development Applications – Managing Conflict of Interests' in the event that no submissions are received and no changes are made.

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

**Against:** Nil

**CARRIED 9/0**

**14.2 DRAFT GUIDELINES FOR TREE MANAGEMENT****RESOLUTION 09.10/23****Moved:** Mayor Robert Bell**Seconded:** Cr Tara Toomey

That Council defers the report to enable Councillors to workshop the draft guidelines before a further report to a future Council meeting.

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

**Against:** Nil

**CARRIED 9/0****14.3 PROJECT UPDATES - PUBLIC SPACES LEGACY PROGRAM****RESOLUTION 10.10/23****Moved:** Cr Leanne Doran**Seconded:** Cr Tom O'Connor

That Council notes the update and status reports for the Rotary Park Project; the Pioneer Park Project; and the Glen Project.

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

**Against:** Nil

**CARRIED 9/0**

**14.4 DRAFT PUBLIC INTEREST DISCLOSURE (PID) POLICY****RESOLUTION 11.10/23**

**Moved:** Deputy Mayor Robert Crouch

**Seconded:** Cr Lone Petrov

**That Council:**

1. Adopts the model Public Interest Disclosure Policy with the following amendment:
  - a. Add 'that engage with or interact with Uralla Shire Council' to the opening statement under Section 3 'Who does this policy apply to?'
2. Notes that the Public Interest Disclosure Policy supersedes the Internal Reporting Policy 2022.

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

**Against:** Nil

**CARRIED 9/0**

**14.5 DRAFT PRUDENTIAL COMPLIANCE POLICY****RESOLUTION 12.10/23**

**Moved:** Cr Tom O'Connor

**Seconded:** Cr Sarah Burrows

**That Council adopts the Prudential Compliance Policy.**

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

**Against:** Nil

**CARRIED 9/0**

**14.6 INVESTMENTS AT 30 SEPTEMBER 2023****RESOLUTION 13.10/23****Moved:** Cr Tim Bower**Seconded:** Cr Tara Toomey

That Council notes the cash position as at 30 September 2023 consisting of cash and overnight funds of \$2,250,387 and term deposits of \$20,768,862 totalling \$23,019,249 of convertible funds, including restricted funds.

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

**Against:** Nil

**CARRIED 9/0****14.7 LOANS AS AT 30 SEPTEMBER 2023****RESOLUTION 14.10/23****Moved:** Cr Tim Bower**Seconded:** Deputy Mayor Robert Crouch

That Council notes the loan position as at 30 September 2023 totalling \$1,457,431.49.

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

**Against:** Nil

**CARRIED 9/0****14.8 REGISTER RESOLUTIONS ACTIONS STATUS AS AT 19 OCTOBER 2023****RESOLUTION 15.10/23****Moved:** Cr Tara Toomey**Seconded:** Cr Sarah Burrows

That Council notes the Resolutions Action Status Report as at 19 October 2023.

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

**Against:** Nil

**CARRIED 9/0**

## ORDINARY COUNCIL MEETING MINUTES

24 OCTOBER 2023

## PROCEDURAL MOTION - BREAK

## RESOLUTION 16.10/23

Moved: Cr Tom O'Connor

Seconded: Cr Tim Bower

The Chair called for a short break at 5:47pm.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

## PROCEDURAL MOTION - RETURN

## RESOLUTION 17.10/23

Moved: Deputy Mayor Robert Crouch

Seconded: Cr Tara Toomey

The Chair reconvened the meeting after a short break at 6:10pm.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

**15 CONFIDENTIAL MATTERS****RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the *Local Government Act 1993*:

**15.1 Mayoral Minute - Winterbourne Wind Farm - Staces Road**

This matter is considered to be confidential under Section 10A(2) - c of the *Local Government Act 1993*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**8.1 Aged Care Worker wage review**

This matter is considered to be confidential under Section 10A(2) - c of the *Local Government Act 1993*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**PROCEDURAL MOTION****RESOLUTION 18.10/23**

**Moved:** Deputy Mayor Robert Crouch

**Seconded:** Cr Tara Toomey

**That Council move into closed session.**

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

**Against:** Nil

**CARRIED 9/0**



**16 COMMUNICATIONS OF COUNCIL DECISIONS**

The Chair communicated the Council decisions from the closed session.

**RESOLUTION 23.10/23**

**Moved:** Cr Tom O'Connor

**Seconded:** Deputy Mayor Robert Crouch

**That resolutions of Closed Session of Council become the resolutions of Open session of Council.**

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

**Against:** Nil

**CARRIED 9/0**

**15.1 MAYORAL MINUTE - WINTERBOURNE WIND FARM****RESOLUTION 24.10/23**

**Moved:** Mayor Robert Bell

**Seconded:** Deputy Mayor Robert Crouch

**That Council supports in principle the proposed alternative route along Staces Road and along the TSR to Thunderbolts Way subject to significant negotiations which will then be brought back to Council for endorsement.**

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

**Against:** Nil

**CARRIED 9/0**

**8.1 AGED CARE WORKER WAGE REVIEW****RESOLUTION 25.10/23**

**Moved:** Cr Tim Bower

**Seconded:** Cr Lone Petrov

**That Council**

1. pre-empt an Annual Wage Review determination of 5.75% for employees engaged under the State Award employee (Local Government Aged, Disability and Home Care (State) Award Employees and the Nurse' (Local Government) Residential Aged Care Consolidated (State) Award 2021 and apply a wage increase in this amount effective from the first pay period in September 2023.
2. note that the budgeted wage increase was 5% and that a budget review will be required at QBRS1 for the additional .75% increase.
3. note that a further wage adjustment will be required in the amount of the AN-ACC funding up-lift and that this will be off-set in the amount of the increased AN-ACC funding.

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

**Against:** Nil

**CARRIED 9/0**

**17 CONCLUSION OF MEETING**

The meeting was closed at 6:50pm.

**7.2 Confirmation of Minutes 2 November 2023 Extraordinary Meeting**

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**Department:** General Manager's Office

**Prepared By:** Executive Assistant

**Authorised By:** General Manager

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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**Attachment:** 1. Minutes 2 November 2023 Extraordinary Meeting [↓](#)

**Goal:** 4. We are an independent shire and well-governed community

**Strategy:** 4.1. Informed and collaborative leadership in our community

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**RECOMMENDATION**

**That the Minutes of 2 November 2023 Extraordinary Meeting be adopted as a true and correct record.**

**That the Minutes of 2 November 2023 Extraordinary Meeting be adopted with the following amendments as a true and correct record**



## **MINUTES** of

### **EXTRAORDINARY COUNCIL MEETING**

**Held on 2 November 2023 at 4:30pm**

#### **Attendance at Meeting:**

**Councillors:** Mayor R Bell (Chair)  
Deputy Mayor R Crouch  
Cr T Bower  
Cr S Burrows  
Cr L Doran  
Cr McMullen  
Cr T O'Connor  
Cr L Petrov  
Cr T Toomey

**Apologies:** Nil

**Staff:** Nil

**CONTENTS**

1 OPENING & WELCOME..... 3

2 PRAYER ..... 3

3 ACKNOWLEDGEMENT OF COUNTRY ..... 3

4 WEBCAST INFORMATION..... 3

5 APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS..... 3

6 DISCLOSURE & DECLARATION OF INTEREST/S..... 3

7 PURPOSE OF EXTRAORDINARY MEETING ..... 3

8 LATE REPORTS/SUPPLEMENTARY/URGENT ITEMS (INCLUDING PETITIONS)..... 3

9 CONFIDENTIAL MATTERS ..... 4

10 COMMUNICATION OF COUNCIL DECISIONS ..... 5

    9.1 To Consider Appointment of a New General Manager for Uralla Shire Council .....5

11 CONCLUSION OF MEETING..... 5

UNCONFIRMED

**1 OPENING & WELCOME**

The Chair declared the meeting opened at 4:30pm.

**2 PRAYER**

The Chair recited the Uralla Shire Council prayer.

**3 ACKNOWLEDGEMENT OF COUNTRY**

The Chair read the acknowledgement of country.

**4 WEBCAST INFORMATION**

The Chair advised the meeting was recorded, with the open components of the meeting to be made available on Council's website following the meeting.

**5 APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**

Nil

**6 DISCLOSURE & DECLARATION OF INTEREST/S**

Nil

**7 PURPOSE OF EXTRAORDINARY MEETING****8 LATE REPORTS/SUPPLEMENTARY/URGENT ITEMS (INCLUDING PETITIONS)**

Nil

**9 CONFIDENTIAL MATTERS****RESOLUTION 01.11/23**

**Moved:** Deputy Mayor Robert Crouch

**Seconded:** Cr Bruce McMullen

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the *Local Government Act 1993*:

**9.1 To consider appointment of a new General Manager for Uralla Shire Council**

This matter is considered to be confidential under Section 10A(2) - a of the *Local Government Act 1993*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

**Against:** Nil

**CARRIED 9/0**

**RESOLUTION 03.11/23**

**Moved:** Cr Tom O'Connor

**Seconded:** Cr Tara Toomey

That Council return to Open Session of Council.

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

**Against:** Nil

**CARRIED 9/0**

## 10 COMMUNICATION OF COUNCIL DECISIONS

The Chair communicated the Council decisions from the closed session.

### RESOLUTION 04.11/23

Moved: Cr Lone Petrov

Seconded: Cr Sarah Burrows

That resolutions of Closed Session of Council become the resolutions of Open session of Council.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

### 9.1 TO CONSIDER APPOINTMENT OF A NEW GENERAL MANAGER FOR URALLA SHIRE COUNCIL

#### RESOLUTION 02.11/23

Moved: Deputy Mayor Robert Crouch

Seconded: Cr Sarah Burrows

That Council authorise the Mayor to enter into negotiations with the recommended candidate for the position of General Manager, Uralla Shire Council, subject to probity and process being completed.

For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

Against: Nil

CARRIED 9/0

## 11 CONCLUSION OF MEETING

The meeting was closed at 4:35.



**7.3 Confirmation of Minutes 10 November 2023 Extraordinary Meeting**

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**Department:** General Manager's Office

**Prepared By:** Executive Assistant

**Authorised By:** General Manager

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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**Attachments:** 1. Minutes 10 November 2023 Extraordinary Meeting [↓](#)

**Goal:** 4. We are an independent shire and well-governed community

**Strategy:** 4.1. Informed and collaborative leadership in our community

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**RECOMMENDATION**

**That the Minutes of 10 November 2023 Extraordinary Meeting be adopted as a true and correct record.**

**That the Minutes of 10 November 2023 Extraordinary Meeting be adopted with the following amendments as a true and correct record**



## **MINUTES** of

### **EXTRAORDINARY COUNCIL MEETING**

**Held on 10 November 2023 at 5:00pm**

#### **Attendance at Meeting:**

**Councillors:** Mayor R Bell (Chair)  
Deputy Mayor R Crouch  
Cr S Burrows  
Cr L Doran  
Cr McMullen  
Cr T O'Connor  
Cr L Petrov

**Apologies:** Cr T Bower  
Cr T Toomey

**Staff:** Nil

**CONTENTS**

1 OPENING & WELCOME..... 3

2 PRAYER ..... 3

3 ACKNOWLEDGEMENT OF COUNTRY ..... 3

4 WEBCAST INFORMATION..... 3

5 APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS..... 3

    5.1 Apologies ..... 3

6 DISCLOSURE & DECLARATION OF INTEREST/S..... 3

7 PURPOSE OF EXTRAORDINARY MEETING ..... 3

8 LATE REPORTS/SUPPLEMENTARY/URGENT ITEMS (INCLUDING PETITIONS)..... 3

9 CONFIDENTIAL MATTERS ..... 4

    9.1 Finalise Recruitment of the General Manager ..... 4

10 COMMUNICATION OF COUNCIL DECISIONS ..... 4

11 CONCLUSION OF MEETING..... 5

UNCONFIRMED

**1 OPENING & WELCOME**

The Chair declared the meeting opened at 5:00pm.

**2 PRAYER**

The Chair recited the Uralla Shire Council prayer.

**3 ACKNOWLEDGEMENT OF COUNTRY**

The Chair read the acknowledgement of country.

**4 WEBCAST INFORMATION**

The meeting was not recorded.

**5 APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS****5.1 APOLOGIES****RESOLUTION 05.11/23**

Moved: Cr Tom O'Connor

Seconded: Cr Leanne Doran

That Council accept apologies from Cr Tara Toomey and Cr Tim Bower.

**For:** Crs Robert Bell, Robert Crouch, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor and Lone Petrov

**Against:** Nil

**Absent:** Crs Tim Bower and Tara Toomey

CARRIED 7/0

**6 DISCLOSURE & DECLARATION OF INTEREST/S**

Nil

**7 PURPOSE OF EXTRAORDINARY MEETING**

To Finalise Recruitment of the General Manager

**8 LATE REPORTS/SUPPLEMENTARY/URGENT ITEMS (INCLUDING PETITIONS)**

Nil.

## EXTRAORDINARY COUNCIL MEETING MINUTES

10 NOVEMBER 2023

**9 CONFIDENTIAL MATTERS****RESOLUTION 06.11/23**

Moved: Cr Leanne Doran  
Seconded: Cr Bruce McMullen

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the *Local Government Act 1993*:

**9.1 Finalise Recruitment of the General Manager**

This matter is considered to be confidential under Section 10A(2) - a of the *Local Government Act 1993*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

**For:** Crs Robert Bell, Robert Crouch, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor and Lone Petrov

**Against:** Nil

**Absent:** Crs Tim Bower and Tara Toomey

**CARRIED 7/0****RESOLUTION 07.11/23**

Moved: Deputy Mayor Robert Crouch  
Seconded: Cr Lone Petrov

That Council return to Open Session of Council.

**For:** Crs Robert Bell, Robert Crouch, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor and Lone Petrov

**Against:** Nil

**Absent:** Crs Tim Bower and Tara Toomey

**CARRIED 7/0****10 COMMUNICATION OF COUNCIL DECISIONS**

The Chair communicated the Council decisions from the closed session.

## EXTRAORDINARY COUNCIL MEETING MINUTES

10 NOVEMBER 2023

**RESOLUTION 08.11/23**

**Moved:** Cr Leanne Doran  
**Seconded:** Cr Sarah Burrows

That resolutions of Closed Session of Council become the resolutions of Open session of Council.

**For:** Crs Robert Bell, Robert Crouch, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor and Lone Petrov

**Against:** Nil

**Absent:** Crs Tim Bower and Tara Toomey

**CARRIED 7/0****9.1 FINALISE RECRUITMENT OF THE GENERAL MANAGER****RESOLUTION 09.11/23**

**Moved:** Cr Bruce McMullen  
**Seconded:** Cr Sarah Burrows

That Council appoint Ms Toni Averay to the position of General Manager, Uralla Shire Council and authorise the Mayor and Councillor Bob Crouch to finalise the execution of the Standard Contract of Employment, for General Managers.

**For:** Crs Robert Bell, Robert Crouch, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor and Lone Petrov

**Against:** Nil

**Absent:** Crs Tim Bower and Tara Toomey

**CARRIED 7/0****11 CONCLUSION OF MEETING**

The meeting was closed at 5:08pm.

**8 URGENT, SUPPLEMENTARY, AND LATE ITEMS OF BUSINESS (INCLUDING PETITIONS)**

**9 WRITTEN REPORTS FROM DELEGATES**

Nil

**10 PUBLIC FORUM**

Nil

**11 MAYORAL MINUTE**

Nil

**12 NOTICE OF MOTION/QUESTIONS WITH NOTICE**

Nil

## 13 REPORT OF COMMITTEES

### 13.1 Uralla Local Traffic Committee (ULTC) - Minutes of Meeting held 10 October 2023

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<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Prepared By:</b>	<b>Executive Support Officer Infrastructure &amp; Development</b>
<b>Authorised By:</b>	<b>Interim Executive Director Infrastructure &amp; Development</b>
<b>Reference:</b>	UINT/23/15376

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<b>Attachments:</b>	1. Agenda and Business Paper - Uralla Local Traffic Committee - Tuesday, 10 October 2023 <a href="#">↓</a>
	2. Minutes - Uralla Local Traffic Committee Meeting - 10 October 2023 <a href="#">↓</a>

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#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2. We drive the economy to support prosperity
	4. We are an independent shire and well-governed community
<b>Strategy:</b>	1. We have an accessible inclusive and sustainable community
	2.3. Communities that are well serviced with essential infrastructure
	4.1. Informed and collaborative leadership in our community
	4.2. A strategic, accountable and representative Council
	1.2. A safe, active and healthy shire

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#### SUMMARY

The minutes of the Uralla Local Traffic Committee (UTLC) meeting held on 10 October 2023 are presented to Council for endorsement (Attachment 2).

#### RECOMMENDATION

That Council endorses the Minutes of the Uralla Local Traffic Committee (ULTC) meeting held 10 October 2023 and adopts the recommendations from the meeting.

#### REPORT

The Uralla Local Traffic Committee (ULTC) Meeting was held on 10 October 2023. An Agenda and Business Paper was circulated to ULTC members (Attachment 1).

The Committee made the following recommendations:

#### 6.1 SPEED ZONE REVIEW - GOSTWYCK ROAD

##### RECOMMENDATION

1. That the Uralla Local Traffic Committee endorse the proposed Speed Zone changes as follows.
2. The 50km/h speed zone will extend 630m east along Gostwyck Street
3. The 80km/h speed zone will shift east. Ending at the new 50km/h speed zone and commencing 400m east of the current location.

##### Action:



- a) Add to above Recommendation 4. Committee recommends that request process is submitted to TfNSW.
- b) TfNSW advised speed zone reviews need to go through TfNSW – as per new guidelines. TfNSW will work with Council officers.
- c) Committee endorsed subject to TfNSW approval.
- d) Information to be sent to TfNSW.

## 6.2 SPEED ZONE REVIEW - WARWICK STREET

### RECOMMENDATION

1. That the Uralla Local Traffic Committee endorse the proposed Speed Zone changes as follows.
2. Reduce the 100km/h speed zone in Warwick Street to 80km/h.
3. Extend the 50km/h speed zone approximately 75m to the north of its existing location. Ending at a location north of the Somerset Close intersection

### Action:

- a) Add to above Recommendation 4. Committee recommends that request process is submitted to TfNSW.
- b) TfNSW to review the whole area given the new subdivision.
- c) TfNSW to liaise with IEDID to schedule inspection of all items discussed from today's Traffic Meeting.

## 6.3 SPEED ZONE REVIEW - PLANE AVENUE

### RECOMMENDATION

1. That the Uralla Local Traffic Committee endorse the proposed Speed Zone changes as follows.
2. Add an 80km/h speed zone starting at the Existing 50km/h and end 320m to the south of its existing location. Ending at a location near the end of the Uralla Golf Club course.

### Action:

- a) TfNSW suggest a '50k ahead' sign be installed on southern end and also pedestrian signs.
- b) Council to review other safety options.

## 6.4 REQUEST FOR PARKING CHANGES BY URALLA CENTRAL SCHOOL P&C ASSOCIATION

### RECOMMENDATION

1. That the Uralla Local Traffic Committee endorse the extension of the 'Kiss and Drop area' 2 car spaces west of the existing zone.
2. That the Uralla Local Traffic Committee endorse the installation of 15 minute parking and locate the parking spot at the western end of the 'Kiss and Drop area'.

### Action:

- a) Committee endorses the proposed changes and notes schools should continue to remind parents through school newsletters regarding safety around school zones.

#### 6.5 FEEDBACK RECEIVED FROM POLICE - PARKING ISSUES AT URALLA CENTRAL SCHOOL

##### RECOMMENDATION

The Committee note the information provided by the Police.

##### Action:

- a) Committee endorses the proposed changes and notes schools should continue to remind parents through school newsletter regarding safety around school zones.
- b) Committee noted information provided by Police.
- c) Committee noted advice by EMCI that Council Officers have reviewed signs and new signs have been ordered.

#### 6.6 EMAIL - OUT OF SESSION CIRCULATION - ROAD OCCUPANCY LICENCE NO 2118310 - THUNDERBOLTS FESTIVAL - 28 OCTOBER 2023

##### RECOMMENDATION

The Committee note the information provided by the Police.

##### Action:

- a) Noted by Committee.
- b) Council notes the Committee endorsed the out of session circulation and approval by TfNSW.

#### 6.7 COUNCIL MEETING 26 SEPTEMBER 2023 - RESOLUTION 06.09/23 AND RESOLUTION 17.09/23 - MINUTES OF THE URALLA LOCAL TRAFFIC COMMITTEE (ULTC)

##### RECOMMENDATION

That the Uralla Local Traffic Committee note Council considered the Uralla Local Traffic Committee Minutes and Resolutions 06.09/23 and 17.09/23.

CARRIED 9/0

##### Action:

- a) Council received minutes and resolutions of Traffic Committee.
- b) Committee noted outcome of council meeting also noted further advice of EMCI that stop signs were currently being installed as further safety measure for King and Maitland.
- c) TfNSW provided advice that TfNSW may be able to assist with design for proposed roundabout at King and Maitland Streets to help minimise design cost.
- d) The Committee also noted advice from EMCI regarding the LRCI Terrible Vale Crossing project that it is unlikely to be covered by funding and a comment regarding this will be placed on Council report for the next Council meeting.
- e) Committee to make King and Maitland Streets a priority.

**6.8 ADVICE FROM ARMIDALE REGIONAL COUNCIL – TRACTOR TREK – NOT PROCEEDING****Action:**

Noted by Committee. TfNSW advised that any future such request should go through the Police.

**6.9 KINGSTOWN ROAD SAFETY AUDIT****RECOMMENDATION**

That the Uralla Local Traffic Committee note the completed Road Safety Audit Report and the successful 2023/24 Black Spot grant funding.

**Action:**

- a) Committee noted confidential attachment sent separately to all committee members.
- b) Committee noted TfNSW can assist with identification of traffic safety audit or any other black spots identified - have contractor available to prepare audit/safety reports.
- c) Committee note confidential attachment as useful reference to inform Council's future Capital Works programming and future grant applications.

**Business Item:**

Committee recalled earlier discussions regarding request to progress another traffic safety audit on next 10 klms on Kingstown Road heading west (Retreat) to Ducats Quarry noting increased quarry and other traffic safety matters.

**Recommendation:** Council officers to follow up.

**CONCLUSION**

That Council endorses the Minutes of the Uralla Local Traffic Committee (ULTC) meeting held 10 October 2023.

## ORDINARY COUNCIL MEETING BUSINESS AGENDA

28 NOVEMBER 2023

## 13.1 Uralla Local Traffic Committee (ULTC) - Minutes of Meeting held 10 October 2023

<b>Department:</b>	Infrastructure & Development	
<b>Prepared By:</b>	Executive Support Officer Infrastructure & Development	
<b>Authorised By:</b>	Interim Executive Director Infrastructure & Development	
<b>Reference:</b>	UJNT/23/15376	
<b>Attachments:</b>	1.	Agenda and Business Paper - Uralla Local Traffic Committee - Tuesday, 10 October 2023
	2.	Minutes - Uralla Local Traffic Committee Meeting - 10 October 2023
<b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b>		
<b>Goal:</b>	2.	We drive the economy to support prosperity
	4.	We are an independent shire and well-governed community
<b>Strategy:</b>	1.	We have an accessible inclusive and sustainable community
	2.3.	Communities that are well serviced with essential infrastructure
	4.1.	Informed and collaborative leadership in our community
	4.2.	A strategic, accountable and representative Council
	1.2.	A safe, active and healthy shire

**SUMMARY**

The minutes of the Uralla Local Traffic Committee (ULTC) meeting held on 10 October 2023 are presented to Council for endorsement (Attachment 2).

**RECOMMENDATION**

That Council endorses the Minutes of the Uralla Local Traffic Committee (ULTC) meeting held 10 October 2023 and adopts the recommendations from the meeting.

**REPORT**

The Uralla Local Traffic Committee (ULTC) Meeting was held on 10 October 2023. An Agenda and Business Paper was circulated to ULTC members (Attachment 1).

The Committee made the following recommendations:

**6.1 SPEED ZONE REVIEW - GOSTWYCK ROAD****RECOMMENDATION**

1. That the Uralla Local Traffic Committee endorse the proposed Speed Zone changes as follows.
2. The 50km/h speed zone will extend 630m east along Gostwyck Street
3. The 80km/h speed zone will shift east. Ending at the new 50km/h speed zone and commencing 400m east of the current location.

**Action:**

- a) Add to above Recommendation 4. Committee recommends that request process is submitted to TfNSW.

## ORDINARY COUNCIL MEETING BUSINESS AGENDA

28 NOVEMBER 2023

- b) TfNSW advised speed zone reviews need to go through TfNSW – as per new guidelines. TfNSW will work with Council officers.
- c) Committee endorsed subject to TfNSW approval.
- d) Information to be sent to TfNSW.

**6.2 SPEED ZONE REVIEW - WARWICK STREET****RECOMMENDATION**

1. That the Uralla Local Traffic Committee endorse the proposed Speed Zone changes as follows.
2. Reduce the 100km/h speed zone in Warwick Street to 80km/h.
3. Extend the 50km/h speed zone approximately 75m to the north of its existing location. Ending at a location north of the Somerset Close intersection

**Action:**

- a) Add to above Recommendation 4. Committee recommends that request process is submitted to TfNSW.
- b) TfNSW to review the whole area given the new subdivision.
- c) TfNSW to liaise with IEDID to schedule inspection of all items discussed from today's Traffic Meeting.

**6.3 SPEED ZONE REVIEW - PLANE AVENUE****RECOMMENDATION**

1. That the Uralla Local Traffic Committee endorse the proposed Speed Zone changes as follows.
2. Add an 80km/h speed zone starting at the Existing 50km/h and end 320m to the south of its existing location. Ending at a location near the end of the Uralla Golf Club course.

**Action:**

- a) TfNSW suggest a '50k ahead' sign be installed on southern end and also pedestrian signs.
- b) Council to review other safety options.

**6.4 REQUEST FOR PARKING CHANGES BY URALLA CENTRAL SCHOOL P&C ASSOCIATION****RECOMMENDATION**

1. That the Uralla Local Traffic Committee endorse the extension of the 'Kiss and Drop area' 2 car spaces west of the existing zone.
2. That the Uralla Local Traffic Committee endorse the installation of 15 minute parking and locate the parking spot at the western end of the 'Kiss and Drop area'.

**Action:**

- a) Committee endorses the proposed changes and notes schools should continue to remind parents through school newsletters regarding safety around school zones.

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**ORDINARY COUNCIL MEETING BUSINESS AGENDA****28 NOVEMBER 2023**

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**6.5 FEEDBACK RECEIVED FROM POLICE - PARKING ISSUES AT URALLA CENTRAL SCHOOL****RECOMMENDATION**

The Committee note the information provided by the Police.

**Action:**

- a) Committee endorses the proposed changes and notes schools should continue to remind parents through school newsletter regarding safety around school zones.
- b) Committee noted information provided by Police.
- c) Committee noted advice by EMCI that Council Officers have reviewed signs and new signs have been ordered.

**6.6 EMAIL - OUT OF SESSION CIRCULATION - ROAD OCCUPANCY LICENCE NO 2118310 - THUNDERBOLTS FESTIVAL - 28 OCTOBER 2023****RECOMMENDATION**

The Committee note the information provided by the Police.

**Action:**

- a) Noted by Committee.
- b) Council notes the Committee endorsed the out of session circulation and approval by TfNSW.

**6.7 COUNCIL MEETING 26 SEPTEMBER 2023 - RESOLUTION 06.09/23 AND RESOLUTION 17.09/23 - MINUTES OF THE URALLA LOCAL TRAFFIC COMMITTEE (ULTC)****RECOMMENDATION**

That the Uralla Local Traffic Committee note Council considered the Uralla Local Traffic Committee Minutes and Resolutions 06.09/23 and 17.09/23.

CARRIED 9/0

**Action:**

- a) Council received minutes and resolutions of Traffic Committee.
- b) Committee noted outcome of council meeting also noted further advice of EMCI that stop signs were currently being installed as further safety measure for King and Maitland.
- c) TfNSW provided advice that TfNSW may be able to assist with design for proposed roundabout at King and Maitland Streets to help minimise design cost.
- d) The Committee also noted advice from EMCI regarding the LRCI Terrible Vale Crossing project that it is unlikely to be covered by funding and a comment regarding this will be placed on Council report for the next Council meeting.
- e) Committee to make King and Maitland Streets a priority.

## ORDINARY COUNCIL MEETING BUSINESS AGENDA

28 NOVEMBER 2023

**6.8 ADVICE FROM ARMIDALE REGIONAL COUNCIL – TRACTOR TREK – NOT PROCEEDING****Action:**

Noted by Committee. TfNSW advised that any future such request should go through the Police.

**6.9 KINGSTOWN ROAD SAFETY AUDIT****RECOMMENDATION**

That the Uralla Local Traffic Committee note the completed Road Safety Audit Report and the successful 2023/24 Black Spot grant funding.

**Action:**

- a) Committee noted confidential attachment sent separately to all committee members.
- b) Committee noted TfNSW can assist with identification of traffic safety audit or any other black spots identified - have contractor available to prepare audit/safety reports.
- c) Committee note confidential attachment as useful reference to inform Council's future Capital Works programming and future grant applications.

**Business Item:**

Committee recalled earlier discussions regarding request to progress another traffic safety audit on next 10 kms on Kingstown Road heading west (Retreat) to Ducats Quarry noting increased quarry and other traffic safety matters.

**Recommendation:** Council officers to follow up.

**CONCLUSION**

That Council endorses the Minutes of the Uralla Local Traffic Committee (ULTC) meeting held 10 October 2023.



## **MINUTES** of

## **URALLA LOCAL TRAFFIC COMMITTEE**

**Held on 10 October 2023 at 10:30 am**

### **Attendance at Meeting:**

<b>Committee:</b>	T Averay	USC (Chair)
	C Fitzsummons	USC
	W Barr	USC
	M Raby	USC
	B McMullen	Councillor
	R Barwell	Local Member Representative
	T Niddrie	TfNSW
<b>Apologies:</b>	A McNeill	Uralla Police
<b>Observers:</b>	R Bell	Mayor
	T Toomey	Councillor



URALLA LOCAL TRAFFIC COMMITTEE MINUTES

10 OCTOBER 2023

**CONTENTS**

**1 OPENING & WELCOME..... 3**

**2 ACKNOWLEDGEMENT OF COUNTRY ..... 3**

**3 APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS /COMMITTEE MEMBERS ..... 3**

**4 CONFIRMATION OF MINUTES – MINUTES REPORT TO COUNCIL MEETING HELD 26 SEPTEMBER 2023..... 3**

**5 LATE REPORT/S..... 3**

**6 REPORTS TO COMMITTEE ..... 3**

6.1 Speed Zone Review - Gostwyck Road .....3

6.2 Speed Zone Review - Warwick Street .....4

6.3 Speed Zone Review - Plane Avenue.....4

6.4 Request for Parking Changes by Uralla Central School P&C Association .....4

6.5 Feedback Received from Police - Parking Issues at Uralla Central School .....5

6.6 Email - Out of Session Circulation - Road Occupancy Licence No 2118310 - Thunderbolts Fesitval - 28 October 2023 .....5

6.7 Council Meeting 26 September 2023 - Resolution 06.09/23 and Resolution 17.09/23 - Minutes of the Uralla Local Traffic Committee (ULTC).....5

6.8 advice from armidale regional council – tracotr trek – not proceeding.....6

6.9 Kingstown Road Safety Audit.....6

**7 GENERAL BUSINESS ITEMS: ..... 6**

**8 CONCLUSION OF MEETING..... 6**

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**URALLA LOCAL TRAFFIC COMMITTEE MINUTES****10 OCTOBER 2023**

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**1 OPENING & WELCOME**

The Chair declared the meeting opened at 10:32 am.

**2 ACKNOWLEDGEMENT OF COUNTRY**

The Chair read the acknowledgement of country.

**3 APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS  
/COMMITTEE MEMBERS**

Alex McNeill – Uralla Police

**4 CONFIRMATION OF MINUTES – MINUTES REPORT TO COUNCIL MEETING  
HELD 26 SEPTEMBER 2023****RECOMMENDATION**

That Council adopts the minutes of the Uralla Local Traffic Committee held 10 August 2023, as a true and correct record.

**Action:**

The Committee adopted the Minutes of the Uralla Traffic Committee Meeting held 10 August 2023.

**5 LATE REPORT/S**

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

**6 REPORTS TO COMMITTEE****6.1 SPEED ZONE REVIEW - GOSTWYCK ROAD****RECOMMENDATION**

1. That the Uralla Local Traffic Committee endorse the proposed Speed Zone changes as follows.
2. The 50km/h speed zone will extend 630m east along Gostwyck Street
3. The 80km/h speed zone will shift east. Ending at the new 50km/h speed zone and commencing 400m east of the current location.

**Action:**

- a) Add to above Recommendation 4. Committee recommends that request process is submitted to TfNSW.
- b) TfNSW advised speed zone reviews need to go through TfNSW – as per new guidelines. TfNSW will work with Council officers.
- c) Committee endorsed subject to TfNSW approval.
- d) Information to be sent to TfNSW.

## URALLA LOCAL TRAFFIC COMMITTEE MINUTES

10 OCTOBER 2023

**6.2 SPEED ZONE REVIEW - WARWICK STREET****RECOMMENDATION**

1. That the Uralla Local Traffic Committee endorse the proposed Speed Zone changes as follows.
2. Reduce the 100km/h speed zone in Warwick Street to 80km/h.
3. Extend the 50km/h speed zone approximately 75m to the north of its existing location. Ending at a location north of the Somerset Close intersection

**Action:**

- a) Add to above Recommendation 4. Committee recommends that request process is submitted to TfNSW.
- b) TfNSW to review the whole area given the new subdivision.
- c) TfNSW to liaise with IEDID to schedule inspection of all items discussed from today's Traffic Meeting.

**6.3 SPEED ZONE REVIEW - PLANE AVENUE****RECOMMENDATION**

1. That the Uralla Local Traffic Committee endorse the proposed Speed Zone changes as follows.
2. Add an 80km/h speed zone starting at the Existing 50km/h and end 320m to the south of its existing location. Ending at a location near the end of the Uralla Golf Club course.

**Action:**

- a) TfNSW suggest a '50k ahead' sign be installed on southern end and also pedestrian signs.
- b) Council to review other safety options.

**6.4 REQUEST FOR PARKING CHANGES BY URALLA CENTRAL SCHOOL P&C ASSOCIATION****RECOMMENDATION**

1. That the Uralla Local Traffic Committee endorse the extension of the 'Kiss and Drop area' 2 car spaces west of the existing zone.
2. That the Uralla Local Traffic Committee endorse the installation of 15 minute parking and locate the parking spot at the western end of the 'Kiss and Drop area'.

**Action:**

- a) Committee endorses the proposed changes and notes schools should continue to remind parents through school newsletters regarding safety around school zones.

## URALLA LOCAL TRAFFIC COMMITTEE MINUTES

10 OCTOBER 2023

**6.5 FEEDBACK RECEIVED FROM POLICE - PARKING ISSUES AT URALLA CENTRAL SCHOOL****RECOMMENDATION**

The Committee note the information provided by the Police.

**Action:**

- a) Committee endorses the proposed changes and notes schools should continue to remind parents through school newsletter regarding safety around school zones.
- b) Committee noted information provided by Police.
- c) Committee noted advice by EMCI that Council Officers have reviewed signs and new signs have been ordered.

**6.6 EMAIL - OUT OF SESSION CIRCULATION - ROAD OCCUPANCY LICENCE NO 2118310 - THUNDERBOLTS FESTIVAL - 28 OCTOBER 2023****RECOMMENDATION**

The Committee note the information provided by the Police.

**Action:**

- a) Noted by Committee.
- b) Council notes the Committee endorsed the out of session circulation and approval by TfNSW.

**6.7 COUNCIL MEETING 26 SEPTEMBER 2023 - RESOLUTION 06.09/23 AND RESOLUTION 17.09/23 - MINUTES OF THE URALLA LOCAL TRAFFIC COMMITTEE (ULTC)****RECOMMENDATION**

That the Uralla Local Traffic Committee note Council considered the Uralla Local Traffic Committee Minutes and Resolutions 06.09/23 and 17.09/23.

CARRIED 9/0

**Action:**

- a) Council received minutes and resolutions of Traffic Committee.
- b) Committee noted outcome of council meeting also noted further advice of EMCI that stop signs were currently being installed as further safety measure for King and Maitland.
- c) TfNSW provided advice that TfNSW may be able to assist with design for proposed roundabout at King and Maitland Streets to help minimise design cost.
- d) The Committee also noted advice from EMCI regarding the LRCI Terrible Vale Crossing project that it is unlikely to be covered by funding and a comment regarding this will be placed on Council report for the next Council meeting.
- e) Committee to make King and Maitland Streets a priority.

## URALLA LOCAL TRAFFIC COMMITTEE MINUTES

10 OCTOBER 2023

**6.8 ADVICE FROM ARMIDALE REGIONAL COUNCIL – TRACOTR TREK – NOT PROCEEDING****Action:**

Noted by Committee. TfNSW advised that any future such request should go through the Police.

**6.9 KINGSTOWN ROAD SAFETY AUDIT****RECOMMENDATION**

That the Uralla Local Traffic Committee note the completed Road Safety Audit Report and the successful 2023/24 Black Spot grant funding.

**Action:**

- a) Committee noted confidential attachment sent separately to all committee members.
- b) Committee noted TfNSW can assist with identification of traffic safety audit or any other black spots identified - have contractor available to prepare audit/safety reports.
- c) Committee note confidential attachment as useful reference to inform Council's future Capital Works programming and future grant applications.

**Business Item:**

Committee recalled earlier discussions regarding request to progress another traffic safety audit on next 10 kms on Kingstown Road heading west (Retreat) to Ducats Quarry noting increased quarry and other traffic safety matters.

**Recommendation:** Council officers to follow up.

**7 GENERAL BUSINESS ITEMS:**

TfNSW enquired if any other work is being done on Bundarra Road corner?

- MCI advised line marking has been done, chevrons have been added.
- EMCI advised 'Reduce Speed' signs were to be installed.
- TfNSW noted bend on Thunderbolts Way, heading towards Bundarra and look for opportunity for TfNSW to work with Council to improve design and funding options to improve the corner safety.

**Action:**

TfNSW to liaise with Council.

**8 CONCLUSION OF MEETING**

The meeting was closed at 11:35am.

Next meeting to be held **Tuesday 12 December 2023 at 10:30am** in Chambers.

### 13.2 Uralla Township and Environs S355 Committee (UTEC) - Minutes of Meeting held 6 November 2023

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<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Prepared By:</b>	<b>Executive Support Officer Infrastructure &amp; Development</b>
<b>Authorised By:</b>	<b>Acting Executive Director Infrastructure &amp; Development</b>
<b>Reference:</b>	UINT/23/16917

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**Attachments:** 1. Minutes - UTEC General Meeting - 6 November 2023 [↓](#)

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#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4. We are an independent shire and well-governed community
<b>Strategy:</b>	4.1. Informed and collaborative leadership in our community
	4.2. A strategic, accountable and representative Council

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#### SUMMARY

The minutes of the Uralla Township and Environs S355 Committee (UTEC) meeting held on 6 November 2023 are presented to Council in Attachment 1 to this report.

#### RECOMMENDATION

**That Council receive the minutes and note the recommendations of the Uralla Township and Environs S355 (UTEC) Committee meeting held 6 November 2023.**

#### REPORT

The Uralla Township and Environs S355 Committee (UTEC) meeting was held on 6 November 2023. Following are the recommendations of the Committee from that meeting:

##### **General Business:**

1. *Uralla Future Planning*
2. *Review Uralla Shire Council Open Spaces Strategy*
3. *Review "U-Watch"*
4. *Review community plans*

**Recommendation:** *UTEC resolved to invite Ms Kate Blackwood (Acting Manager Planning and Development USC) and Mr John Kirko to the next convenient UTEC General Meeting to further discussions*

**Officer comment:** Nil.

##### **5. Report on current projects**

- **Constellations of the South** – *proceeding well (on schedule and on budget). Some engineering to be finalised re installation of sculptures. Confirmed that walking paths will be 'hot mix' rather than gravel.*
- **Courthouse** – *Significant funding remains. Front picket fence to be reinstated as per original details. Scone Court House (repurposed as a theatre) to be visited to gain insight into options.*
- **Pioneer Park** – *Proceeding well. Discussion around the painting of the inset areas on the wall where mosaics will be place in Phase II. AP advised that this may not be the best course of action as this could compromise the ability of mosaics to adhere to the surface. Seating production has been problematic – 3rd contractor has now been engaged.*

- **Opening of projects** - MR advised that consideration is underway to highlight the completion of each project. Timing of any official openings will require liaison with the Funding Partners regarding potential attendance or Ministerial representation.

Funding available to support the Tourist Economy through the CBD of Uralla from OLG (Recovery and Resilience).

**Recommendation:** UTEC resolved to support the development and installation of banners, signage etc based around the endorsed Uralla slogan (recommendation to go to next Quarterly Meeting - see point 14).

**Officer comment:** This refers to Council's recent receipt of an OLG Resilience and Recovery funding grant. Council's grant submission to OLG included an amount of \$80,000 for the project as originally scoped by UTEC in 2022. The project is aligned with the grant goals of increasing economic activity via tourism and local business activity. The slogan referred to is the already endorsed "Find Yourself in Uralla" thematic.

The staff recommendation is that Council note the receipt of \$80,000 from OLG for the purpose of funding this UTEC project, and further note that staff will engage in consultation with UTEC regarding the details of project inclusions.

#### **6. Court House Theatre Facility Proposal**

**Recommendation:** UTEC resolved to support this proposal (see recommendation at point 14).

**Officer comment:** Supported within the bounds of the comments below. The staff recommendation is that Council endorse the Stage 1 elements of Mr Mayo's proposal to the extent that any conflicts with Council's existing endorsed strategy for the courthouse can be resolved and integrated by the Project Manager as work proceeds.

The high-quality and well researched proposal was received from Mr Mayo in his private capacity and is in two stages (Stage 1 and Stage 2). Stage 1 requests Council includes in its current Courthouse refurbishment project a significant focus on enabling the facility to operate, at appropriate times, as a live theatre venue, in addition to other appropriate uses. Stage 1 of the proposal does not envisage exclusivity for theatre use. Stage 2 of the proposal is for the consideration of greater theatre exclusivity at some time in the future.

Stage 1 of the proposal is, in general terms, very highly consistent with Council's existing vision and aims for the refurbished Courthouse to operate as a 'multi-purpose' facility open to many uses with no single area of exclusivity.

#### **7. Maintenance of Traffic Blisters**

**Recommendation:** Previous agreed recommendation to go to next Quarterly Meeting (see point 14) supports issue.

**Officer comment:** Noted. A higher level of maintenance of the traffic blisters in the main street is supported by all parties. However a resource issue still exists which compromises the prospect of consistent delivery of this service. Internally, efforts to resolve the resource issue are continuing. Early discussions with Communities and Justice have occurred regarding the prospect of utilising (monthly) the services of the local Community Service resource for example. For this to proceed there are a number of WHS issues which are yet to be resolved. **Also refer to Officer comment/response below at item 13 b. ii) and iii)**

#### **8. Gal Poles**

**Recommendation:** UTEC resolved that KM should develop a map identifying each and the issue with it for holistic consideration by UTEC to then in turn make recommendation to Council.

**Officer comment:** Noted.

**9. Alma Park Maintenance**

*Recommendation:* Previous agreed recommendation to go to next Quarterly Meeting (see point XX) supports issue.

**Officer comment:** Noted.

**10. "100 Sons" Memorial Avenue Proposal**

*Recommendation:* UTEC resolved to form a subcommittee to develop a detailed plan to engage other sectors of the community and outline anticipated costings and funding sources. Sub Committee to initially comprise of KM, RV, GB, JS, JB.

**Officer comment:** Noted.

**11. Walking Tour Signage**

*KM raised the issue of redundant Walking Tour signage.*

*Recommendation:* TT to follow up with USC.

**Officer comment:** Work Order has been issued.

**12. Email from ZNET re Bus Shelters – 02 Nov 23**

*Recommendation:* P AP to meet with Carol Shantal (President of ZNET) to discuss further.

**Officer comment:** Noted. Council is also reviewing the proposal and would welcome discussions with UTEC post its meeting with ZNet.

**13. UTEC Quarterly Meeting**

*The recommendations from the UTEC Quarterly Meeting are:*

- a. *That Council accept the minutes from the UTEC General Meetings of 02 Oct and 06 Nov 2023*
- b. *That Council resolve to:*
  - i) *Contact the appropriate management authority for NSW State Rail to address the maintenance of railway lands; namely from King Street through to the Uralla Train Station (particularly the seeding of trees within this precinct) and the fencing adjacent to The Glen.*
  - ii) *Provide UTEC a copy of the Schedule of Maintenance for all parks and gardens within the Uralla Township In light of representations regarding the lack of maintenance of parks and gardens around Uralla, (namely but not limited to, Red Cross Rose Gardens in Alma Park, trees in front of the Council Chambers, Library and VIC Gardens etc).*
  - iii) *Provide UTEC a copy of the Schedule of Maintenance of kerbs/gutters in light of reports of increased levels of gravel/debris/weeds clogging kerbs/gutters in the Uralla Township*
  - iv) *Accept UTEC's recommendation to include a theatre space in the development of the Court House facility.*
  - v) *Expend funds as awarded under the OLG – Resilience and Recovery grant to produce banners and signage to be displayed along Bridge Street using the endorsed Uralla slogan as a basis for design.*

**Officer comment:** Addressed point by point below:

a. Noted

- b. i) Recommend further discussion between ADID and UTEC Chair prior to proceeding.  
ii) and iii) Not supported. The maintenance schedules of all work types (including for parks/gardens and kerb/gutter cleaning) are general internal planning documents only, the delivery of which is predicated solely upon resources available at the time, are heavily affected by season and weather, and are strictly limited by available budgets. The current schedules apply the maximum resources available and cannot be increased within the existing limits as described above. There is no



possibility, within existing conditions, to increase servicing in any area without an offsetting lowering of servicing within some other area. **Alternate Officer Recommendation:** That appropriate staff meet with UTEC to conduct a simultaneous trade off (SIMALTO) tabletop exercise to identify where existing service levels for parks maintenance may be potentially reduced in order that a higher level of servicing may be applied within another area. Any results of that exercise could then be presented to Council via a workshop for discussion.

iv) Generally supported consistent with the Officer comments at Item 6.

v) Supported – refer to Officer comment regarding the same issue earlier in this report.

## CONCLUSION

That Council receive the minutes and note the recommendations of the Uralla Township and Environs S355 Committee (UTEC) meeting held 6 November June 2023.

## COUNCIL IMPLICATIONS

### Community Engagement/Communication

Publication of the UTEC meeting agenda on the Council's website. Consultation with the Uralla Township and Environs S355 Committee (UTEC) and referral of Committee minutes to Council.

### Policy and Regulation

Terms of Reference - Uralla Township and Environs s355 Committee - UTEC – 2022

### Financial/Long Term Financial Plan

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

### Asset Management/Asset Management Strategy

Nil.

### Workforce/Workforce Management Strategy

Council staff attend Committee meetings and investigate Committee matters as directed by Council.

### Legal and Risk Management

A Committee constituted under S335(b) of the Local Government Act 1993 (NSW) is covered by Council's insurance policy for public liability.

### Performance Measures

N/A

### Project Management

Project management for any proposed works will be undertaken by Council staff.

# MINUTES



## URALLA TOWNSHIP AND ENVIRONS COMMITTEE (UTEC)

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**Date:** 6<sup>th</sup> November 2023 – General Meeting

**Time:** 04:00 PM

**Meeting called to order by:** Andrew Parker (04:04pm)

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### IN ATTENDANCE:

Andrew Parker AP (Chairperson), Rob Valler RV (Secretary – via Teams), Bob Anderson BA, Rob Bowie RB, Jamie Bryant (Vice President Uralla RSL Sub-Branch – arr 04:14pm) Gai Buchanan GB, Marlene Jacobs MJ, Tony Lashlie TL, Kent Mayo KM, Annie Mayo AM, Mick Raby MR (Acting Director Infrastructure and Development USC- arr 04:11pm/dep 04:30pm), Jim Sinclair (via Teams), Cr Tara Toomey TT.

**APOLOGIES:** Cr Leanne Doran LD, Beth Platford BP, Noelene Porter NP.

### APPROVAL OF MINUTES OF PREVIOUS GENERAL MEETING

**(2<sup>nd</sup> OCTOBER 2023):**

Moved: MJ

Seconded: TI

Carried (with Minor amendment to attendee list)

### MATTERS ARISING FROM PREVIOUS GENERAL MEETING MINUTES:

- Discussion of path design at The Glen (AP)

### GENERAL BUSINESS:

1. Uralla Future Planning
2. Review Uralla Shire Council Open Spaces Strategy
3. Review "U-Watch"
4. Review community plans

**1-4 (As above)**

AP led discussions around UTEC looking at a long-term plan for future requirements of public spaces in Uralla. TT advised UTEC should look at various plans that are in place to inform any discussions (see link to various plans in attachments). UTEC resolved to invite Ms Kate Blackwood (Acting Manager Planning and Development USC) and Mr John Kirko to the next convenient UTEC General Meeting to further discussions.

**5. Report on current projects (MR)**

*Constellations of the South* – proceeding well (on schedule and on budget). Some engineering to be finalised re installation of sculptures. Confirmed that walking paths will be 'hot mix' rather than gravel.

*Courthouse* – Significant funding remains. Front picket fence to be reinstated as per original details. Scone Court House (repurposed as a theatre) to be visited to gain insight into options.

*Pioneer Park* – Proceeding well. Discussion around the painting of the inset areas on the wall where mosaics will be placed in Phase II. AP advised that this may not be the best course of action as this could compromise the ability of mosaics to adhere to the surface. Seating production has been problematic – 3<sup>rd</sup> contractor has now been engaged.

*Opening of projects* - MR advised that consideration is underway to highlight the completion of each project.

Funding available to support the Tourist Economy through the CBD of Uralla from OLG (Recovery and Resilience). UTEC resolved to support the development and installation of banners, signage etc based around the endorsed Uralla slogan (recommendation to go to next Quarterly Meeting - see point 14).

**6. Court House theatre facility proposal**

KM discussed the proposal to include as part of the multi-purpose use of the Court House that consideration be given to include the function of a theatre space. UTEC resolved to support this proposal (see recommendation at point 14)

**7. Maintenance of traffic blisters**

Discussion around traffic blisters lack of maintenance led by KM. TT to follow up with USC re funding/resources as per USC resolution of 27 Sep 22 – 07.09/22. Previous agreed recommendation to go to next Quarterly Meeting (see point 14) supports issue.

**8. Gal poles**

KM again raised the point of gal posts around the township of Uralla. UTEC resolved that KM should develop a map identifying each and the issue with it for wholistic consideration by UTEC to then in turn make recommendation to Council.

**9. Alma Park maintenance**

KM led discussion re maintenance of pots etc Previous agreed recommendation to go to next Quarterly Meeting (see point XX) supports issue.

**10. "100 Sons" Memorial Avenue proposal**

KM led discussion on the development of a Memorial Avenue. JB confirmed that the Uralla RSL Subbranch is supportive of the idea. UTEC resolved to form a subcommittee to develop a detailed plan to engage other sectors of the community and outline anticipated costings and funding sources. Sub Committee to initially comprise of KM, RV, GB, JS, JB.

**11. Walking Tour signage**

KM raised the issue of redundant Walking Tour signage. TT to follow up with USC.

**12. Email from ZNET re Bus Shelters – 02 Nov 23**

AP to meet with Carol Shantal (President of ZNET) to discuss further.

**13. UTEC Meeting space**

All future UTEC meetings will be held in the USC Chambers (booked through Wendy Westbrook). RV to coordinate training of the online meeting system with volunteers from UTEC (MJ, RB) and USC.

**14. Recommendations for next UTEC Quarterly Meeting**

The recommendations for the next UTEC Quarterly Meeting are:

- a. That Council accept the minutes from the UTEC General Meetings of 02 Oct and 06 Nov 2023
- b. That Council resolve to:
  - i) *Contact the appropriate management authority for NSW State Rail to address the maintenance of railway lands; namely from from King Street through to the Uralla Train Station (particularly the seeding of trees within this precinct) and the fencing adjacent to The Glen.*
  - ii) *Provide UTEC a copy of the Schedule of Maintenance for all parks and gardens within the Uralla Township In light of representations regarding the lack of maintenance of parks and gardens around Uralla, (namely but not limited to, Red Cross Rose Gardens in Alma Park, trees in front of the Council Chambers, Library and VIC Gardens etc).*
  - iii) *Provide UTEC a copy of the Schedule of Maintenance of kerbs/gutters in light of reports of increased levels of gravel/debris/weeds clogging kerbs/gutters in the Uralla Township*
  - iv) *Accept UTEC's recommendation to include a theatre space in the development of the Court House facility.*
  - v) *Expend funds as awarded under the OLG – Resilience and Recovery grant to produce banners and signage to be displayed along Bridge Street using the endorsed Uralla slogan as a basis for design.*

**NEXT MEETINGS:**

Next Quarterly Meeting: Monday 4<sup>th</sup> December 2023 - 6pm, Uralla Shire Council Chamber

Next General Meeting: Monday 8<sup>th</sup> January 2024 – 4pm Uralla Shire Council Chamber

Meeting Closed: 05:23pm

**ATTACHMENTS:**

<https://www.uralla.nsw.gov.au/Council/Our-Council/Integrated-Planning-and-Reporting>

## 14 REPORTS TO COUNCIL

### 14.1 Councillor Committee Representation

<b>Department:</b>	<b>Corporate &amp; Community</b>
<b>Prepared By:</b>	<b>Interim Executive Director Corporate &amp; Community</b>
<b>Authorised By:</b>	<b>General Manager</b>
<b>Reference:</b>	UINT/23/16238

#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	1. We have an accessible inclusive and sustainable community
	4. We are an independent shire and well-governed community
<b>Strategy:</b>	1.4. Access to and equity of services
	4.1. Informed and collaborative leadership in our community

#### SUMMARY

The purpose of this report is for Council to consider the delegates to committees /panels for the remainder of the current term of office. Given the relatively short period between now and the end of term and allowing for the caretaker period, this report recommends that the current arrangements remain in place until the end of the current term.

#### RECOMMENDATION

**That delegates appointed to each of the committees on 25 January 2022 remain appointed in their respective committees until the end of term.**

#### REPORT

The following delegates were elected to the relating committees/panels in the Ordinary Meeting of December 2021 – resumed on 25 January 2022:

Audit Risk and Improvement Committee	Cr Toomey <del>Cr O'Connor</del> <i>NOTE : By resolution 19.04/23 Council elected Cr Toomey as the Councillor representative to the Audit Risk and Improvement Committee</i>
Community Grants Panel	Cr Petrov Cr Burrows Cr O'Connor
Central Northern Regional Library	Cr Petrov
Arts North West Strategic Advisory Council (SAC)	Cr Toomey General Manager (alternate)
Community Safety Precinct Committee	Mayor
Country Mayors Association	Mayor
Local Traffic Committee	Cr McMullen
Mid North Weight of Loads	General Manager

New England Joint Organisation	Mayor
New England Weeds Authority	Cr Bower
Northern Joint Regional Planning Panel	General Manager Cr Crouch (Panel Member) Cr McMullen (Alternate)
New England Regional Energy Zone Reference Group	Deputy Mayor General Manager
Winterbourne Wind Farm Community Consultative Committee	Cr Crouch
Thunderbolt Energy Community Consultative Committee	Cr Burrows
GM Performance Review Committee	Mayor Deputy Mayor Cr Burrows
Rural Fire Service Liaison Committee	Cr Crouch General Manager
S355 Uralla Township Environs Committee	Cr Toomey Cr Doran
S355 Bundarra Hall Committee	Cr Doran Cr Crouch

Given the relatively short period between now and the end of term and allowing for the caretaker period it is suggested that the current arrangements stand.

#### **CONCLUSION**

Council is asked to continue the tenure of the elected delegates for the remainder of the current term.

#### **Community Engagement/Communication**

Informing only – letters to committees; update Council's Website.

#### **Policy and Regulation**

*The Local Government Act 1993*

*The Code of Meeting Practice 2021*

#### **Financial/Long Term Financial Plan**

The involvement of Councillors on committees and panels does not impact on budgets.

#### **Asset Management/Asset Management Strategy**

Not Applicable

#### **Workforce/Workforce Management Strategy**

Not applicable

#### **Legal and Risk Management**

The risk in terms of participating on Committees has been assessed as low. The participation of Councillors on committees can also provide a level of governance that may otherwise be absent

**Performance Measures**

Not Applicable

**Project Management**

Not Applicable



**14.2 Draft Renewable Energy Community Benefit Policy**


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<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Prepared By:</b>	<b>Manager Development &amp; Planning</b>
<b>Authorised By:</b>	<b>General Manager</b>
<b>Reference:</b>	UINT/23/17197

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Goal:</b>	3.	We are good custodians of our environment
<b>Strategy:</b>	3.1.	To preserve, protect and renew our beautiful natural environment
	3.2.	Maintain a healthy balance between development and the environment

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**SUMMARY**

Council has developed a Statement of Expectations with other New England Renewable Energy Zone (NEREZ) stakeholders regarding community benefits and development conditions for renewable energy development. The Renewable Energy Community Benefit Policy is intended to facilitate the implementation of this Statement of Expectations.

Council resolved at its meeting of 26 September 2023 to place the Draft Renewable Energy Community Benefit Policy on public exhibition for community comment. The policy was exhibited from 3 October 2023 until 31 October 2023 and one submission was received in support.

It is recommended that Council now adopts the Renewable Energy Community Benefit Policy.

**RECOMMENDATION**

**That Council adopts the Draft Renewable Energy Community Benefit Policy.**

**REPORT**

Council staff continue to make submissions on State Significant Development Applications lodged with the NSW Government for renewable energy developments, including requests to negotiate community benefits via planning agreements with proponents.

With the benefit of the past few years of experience dealing with NSW Government planning policy, EnergyCo and developers, it is considered the appropriate time for Council to adopt a policy position in relation to negotiating benefit sharing arrangements with developers.

The objectives of the Draft Framework are to promote benefit sharing strategies associated with the development of renewable energy projects in the Uralla Shire Council Local Government Area that:

- secure off-site benefits for the community so that renewable energy development delivers a net community benefit;
- ensure that the wider community share in the benefits resulting from renewable energy development in the LGA; and
- ensure that the costs and benefits of renewable energy development will be equitably distributed within the community and inter-generationally.

The Renewable Energy Community Benefit Policy outlines a clear position from Council that the minimum community benefit threshold is 1.5% of the capital investment value of the development. Projects that do not deliver community benefits at or above this threshold are likely to be considered not in the public interest and by extension Council could object to these developments on public interest grounds.

The Policy provides flexibility in terms of the public purpose for which community benefit funds will be applied given that Council will be negotiating on a project by project basis over the coming decade. The Policy also provides for some general governance terms and foreshadows that Council will seek to ensure that the benefits of renewable energy projects do not accrue only to a particular section of the community or only for this generation at the exclusion of future generations.

The Policy will work in parallel with site specific infrastructure upgrades to roads or other infrastructure necessary for a development to proceed. These types of infrastructure requirements are predominantly addressed through specific conditions of consent.

The Policy will not prevent a renewable energy developer/provider from continuing to separately establish goodwill community grant programs outside the planning system.

### **CONCLUSION**

The Draft Renewable Energy Community Benefit Policy is recommended for adoption.

### **COUNCIL IMPLICATIONS**

#### **Community Engagement/Communication**

The Draft Policy was placed on public exhibition for a period of 28 days. One submission was received in support of the draft.

#### **Policy and Regulation**

The Renewable Energy Community Benefit Policy will provide Council with a basis for negotiating and managing community benefit funds associated with renewable energy projects.

#### **Financial/Long Term Financial Plan**

Budget Area: Planning and Development

Funding source: Nil

Budget reference: Nil

#### **Asset Management/Asset Management Strategy**

Nil

#### **Workforce/Workforce Management Strategy**

Nil

#### **Legal and Risk Management**

The Renewable Energy Community Benefit Policy provides clear guidance for the community and developer around how community benefit arrangements will be negotiated and managed.

The absence of an adopted policy position for community benefit sharing arrangements may reduce Councils ability to negotiate community benefit arrangements.

#### **Performance Measures**

Nil

**Project Management**

Executive Director Infrastructure & Development

**14.3 Project Updates - Public Spaces Legacy Program**


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<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Prepared By:</b>	<b>Manager Projects</b>
<b>Authorised By:</b>	<b>General Manager</b>
<b>Goal:</b>	<ol style="list-style-type: none"> <li>1. We have an accessible inclusive and sustainable community</li> <li>2. We drive the economy to support prosperity</li> </ol>
<b>Strategy:</b>	<ol style="list-style-type: none"> <li>1.2. A safe, active and healthy shire</li> <li>1.3. A diverse and creative culture that celebrates our history</li> <li>2.3. Communities that are well serviced with essential infrastructure</li> </ol>

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**SUMMARY**

The purpose of this report is to provide Council with the current status and outlook for the three (3) Public Spaces Legacy Program (PSLP) grant funded projects being undertaken by Council; namely:

- The Rotary Park Upgrade;
- The Glen Upgrade (including Constellations of the South); and
- The Pioneer Park Upgrade.

**RECOMMENDATION**

**That Council note the update and status reports for the Rotary Park Project; the Pioneer Park Project; and the Glen Project.**

**REPORT****Project updates**

Councillors note, this status update report was current on 16 November 2023.

**PSLP Project 1 - Rotary Park Upgrade** – The Rotary Park Upgrade Project has reached Practical Completion and is now open to the public. A budgeted solution has been identified regarding the previously raised caravan parking issue. The bottom garden/traffic island will be reduced in size to allow for three additional parking bays.

**PSLP Project 2 - Pioneer Park Upgrade** – Project construction continues with the first stage of the spiral path now completed. The second stage is under way. Seating plans have been altered and foundations laid. Copyright License Agreements and universal gift card rewards have been executed with the selected students. Students are being invited to lay their artwork into Stage 3 of the path on 6 December.

**PSLP Project 3 - The Glen Upgrade (including The Constellations of the South)**

**Infrastructure** – Designated parking bays with wheel stops have been installed to the car park, with supply issues delaying the completion of the disabled bay.

More granite boulders are due to be placed around the facility to inhibit problem campers and keep unauthorised vehicles inside the road reserve.

Both culvert crossings have been completed. Lead in pathways have been completed for the connection of The Glen to Rotary Park, with a formalised crossing of Barleyfields Rd earmarked for the Stage II plan.

The construction of the pathway which will link the car park culvert at The Glen to the existing lead-in path at Barleyfields Rd (Rotary Park) has commenced and will be asphalted when the Rotary Park caravan parking extension takes place. This will complete the new pathway works.

Signage for the Glen indicating the walking route to the toilet facilities at Rotary have been ordered. The wheelchair accessible BBQ electrical works are scheduled. The information shelter refurbishment has commenced, with the "Advertising Uralla" content second draft underway.

**Constellations of the South** – This component involves the delivery of eight (8) Artwork sculptures. The Stargazer sculpture has been installed. The Spire is now scheduled for installation early December. The other sculptures from local artists and fabricators are progressing at various stages with most over 50% complete.

#### **Funding and reporting**

Council officers are continuing to work with the Department of Planning and Environment (DPE) to ensure the requirements of the funding agreement are met.

#### **CONCLUSION**

The PSLP Projects are either complete (Rotary Park) or proceeding at pace (The Glen and Pioneer Park). The target completion dates for The Glen and Pioneer Park have been formally extended to 31 December for practical completion and occupancy by 31 January 2024. The PSLP expenditures for each project remain healthy and within the budgetary limits with reasonable contingency allocations still in place.

Significant physical advances have been made for both remaining project sites.

This report recommends that Council note the current status of the PSLP Projects.

#### **COUNCIL IMPLICATIONS**

##### **Community Engagement/Communication**

Significant community and key stakeholder consultation has been undertaken to this point and it is the project delivery team's intention to maintain a high level of communication with all parties into the future.

##### **Policy and Regulation**

Uralla Shire Council Procurement Policy, NSW Local Government Act and Regulations.

##### **Financial/Long Term Financial Plan**

All three projects are being undertaken via capital funding from the NSW Government, therefore the draw on Council's capital resources is negligible. However, all three assets will have new and higher 'replacement costs' following their enhancements. That will result in higher than previous annual depreciation figures in Council's Annual Financial Statements. There may be some additional increases to Council's annual operating and maintenance budgets.

##### **Asset Management/Asset Management Strategy**

The renewal and refurbishment work undertaken on each of the three project sites will effectively establish three new and upgraded (more high value) assets, each with a new lifespan. Once completed, the finished assets will be accounted for, at their new higher replacement costs, on Council's Asset Register and the resultant future operating and maintenance costs defined in Council's Buildings Asset Management Plan.

##### **Workforce/Workforce Management Strategy**

To achieve deliverables expected under the funding deeds, some elements of works at the Glen have been undertaken internally by Civil Infrastructure staff, having no bearing on usual maintenance works.

**Legal and Risk Management**

All current work on the projects is in accordance with Council resolutions. Project budgets are being closely managed.

**Performance Measures**

Council is currently compliant with the performance measures issued with the Funding Deed from the Grant Partner.

**Project Management**

The Projects are being effectively delivered via contracted resources, with some input from the Civil Infrastructure workforce, under Council supplied project management, costed through the funding.

**14.4 Draft Guidelines for Tree Management**

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<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Prepared By:</b>	<b>Acting Manager Environment &amp; Waste</b>
<b>Authorised By:</b>	<b>Acting Executive Director Infrastructure and Development</b>
<b>Reference:</b>	UINT/23/14850

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<b>Attachments:</b>	1. Draft Guidelines - Tree Management - October 2023 <a href="#">↓</a>
	2. Policy - Tree Management for Council Managed Land - May 2023 <a href="#">↓</a>

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Goal:</b>	3. We are good custodians of our environment
<b>Strategy:</b>	3.1. To preserve, protect and renew our beautiful natural environment
	3.2. Maintain a healthy balance between development and the environment

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**SUMMARY**

The purpose of this report is to enable Council to establish Guidelines for Tree Management.

These guidelines have been developed to support the implementation of the **Tree Management Policy for Council Managed Land 2023** that Council resolved in its meeting on 23 May 2023 to lay on the table (Resolution 11.05/23).

The guidelines will provide a framework to protect, promote and nurture trees in our streets and open spaces. An abbreviated Councillor Workshop on the draft guidelines was held on 20 November 2023.

**RECOMMENDATION****That Council:**

- 1. Endorses the draft 'Guidelines for Tree Management' and places it on public exhibition for a period of 56 days.**
- 2. Receives a further report following the public exhibition period in the event that submissions are received and/or the draft Guidelines for Tree Management are proposed to be amended.**
- 3. Authorises the adoption of the 'Guidelines for Tree Management' in the event that no submissions are received and no changes are made.**
- 4. Notes that the Tree Policy has been previously exhibited, has been recommended for adoption but remains 'Laid on the Table'.**
- 5. Authorises the adoption of the Tree Policy upon the adoption of the Guidelines for Tree Management.**

**REPORT**

The effective and informed management of streets and green spaces within the Shire's urban areas is essential to protect people and property.

Good planning, species selection and appropriate maintenance are vital for safe and manageable streets, roadsides and open spaces that will provide aesthetic, physical, environmental and ecological benefits to the community. It is Council's role to manage these trees in a safe, effective and efficient manner to provide maximum benefits to the community. However, the lack of documented guidelines for tree management can lead to inappropriate tree planting, including planting inappropriate tree species in the wrong locations without full consideration of maintenance requirements and the possible impacts to infrastructure and public safety.

The attached draft report provides information on:

- Criteria for selection of tree species
- Preferred tree species and a selection matrix
- Guidelines for planting, pruning and removal of trees on Council-managed land
- Procedure for removal of roadside vegetation.
- Tree planting and pruning/removal request forms

The proposed guidelines under the draft report are meant to enhance good planning, species selection, and the planting and protection of trees in Council's streets and open spaces.

**CONCLUSION**

This report recommends that Council seeks community feedback on the Draft Guidelines for Tree Management. Given the proximity of the end of year holiday season it is recommended that the guidelines be exhibited for an extended period of 56 days (twice the stipulated 28 day minimum period).

**COUNCIL IMPLICATIONS****Community Engagement/Communication**

28 days public exhibition and consideration of community feedback.

**Policy and Regulation**

*USC Draft Tree Management Policy for Council Managed Land (UINT/21/13767)*

*State Environmental Planning Policy (Biodiversity and Conservation SEPP) 2021*

*Biodiversity Conservation Act 2016*

*Local Land Services Amendment Act 2016.*

*Biosecurity Act 2015*

*AS 4373-2007 Pruning of Amenity Trees*

*Environmental Planning and Assessment Act 1979*

*Environmental Planning and Assessment Regulation 2000*

**Financial/Long Term Financial Plan**

Nil

**Asset Management/Asset Management Strategy**

The guideline provides a framework for effective management of Council tree assets.



**Workforce/Workforce Management Strategy**

Nil

**Legal and Risk Management**

Nil

**Performance Measures**

Effective management of trees and planting of the right trees in the right locations within Uralla Township.

**Project Management**

Department of Infrastructure and Development.



## **Guidelines for Tree Management**

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**2023**



**Table of Contents**

**1. Introduction ..... 3**

    1.1. Background ..... 3

    1.2. Purpose of the tree management guidelines ..... 3

**2. Tree Species Selections ..... 4**

    2.1. Selection criteria ..... 4

    2.2. Tree Species list..... 4

**3. Trees on Council-managed Land..... 6**

    3.1. Tree Preservation Legislation and Tree Management..... 6

    3.2. Tree planting ..... 6

    3.3. Street Tree Planting by Residents ..... 7

    3.4. Street tree pruning..... 8

    3.5. Requests for removal of a Tree..... 8

**4. Guidelines for Roadside Vegetation removal..... 10**

**5. Appendices..... 13**

    5.1. Appendix 1: List of preferred tree and shrub species..... 13

    5.2. Appendix 2: Detailed Tree/shrub selection matrix..... 26

    5.3. Appendix 3: Street Tree Planting Request Form..... 30

    5.4. Appendix 4: Application Form to Prune/Remove Tree(s)..... 32



## 1. Introduction

### 1.1. Background

Trees are an essential component within our streetscapes and open spaces providing a range of benefits to the community by cooling our towns, providing shade, supporting habitat, and providing important amenity values. However, trees can also present a risk to people and property by branches falling and potentially entire trees falling due to old age, poor structure, or other defects. Council and community recognise that climate change and population growth present unique challenges and threats to maintaining canopy cover.

The need to manage the streets and green spaces within the Shire's urban areas is essential, not only to protect people and property, but also to maintain their health and longevity.

Good planning, species selection and appropriate maintenance are vital for safe and manageable streets, roadsides and open spaces that will provide aesthetic, physical, environmental, and ecological benefits to the community. It is Council's role to manage these trees on behalf of the community in a safe, effective and efficient manner to provide maximum aesthetic, physical and psychological benefits to all.

### 1.2. Purpose of the tree management guidelines

These guidelines have been developed to support the implementation of the **Tree Management Policy for Council-Managed Land 2023** and provide a framework to protect, promote and nurture trees in our streets and open spaces.

These guidelines should be read in conjunction with the principles and definitions in the Tree Management Policy for Council-Managed Land 2023 and relevant legislation.

The following principles apply:

- » "Planting the right tree, for the right location" with consideration given to their whole of life maintenance requirements and the possible impacts to private and Council infrastructure, and public safety;
- » Species selection is based on careful consideration to the environmental, social, and historic character of individual urban areas;
- » Protection and retention takes precedence during the assessment of development applications, delivery of infrastructure, performing maintenance activities and when assessing event applications likely to cause impact to public trees;
- » Achieving a sustainable urban forest takes into consideration the possible conflict between trees, community expectations and the built environment;
- » Sustaining tree population entails implementing an appropriate tree removal/replacement programs that ensure the tree resource is continually managed; and
- » Management of trees shall be in line with relevant legislative requirements and best management practices.



## 2. Tree Species Selections

### 2.1. Selection criteria

As most trees in the streets and parks within Uralla Shire will occupy their planting sites for many years, a carefully considered selection of the site and tree species is vital. The basic principle in tree selection is the **right tree for the right place** with due consideration given to aesthetic/design requirements, biological criteria (i.e. tolerances) and functional criteria (management issues). Given the land diversity across the Shire there is not one overall 'perfect' tree, therefore the most successful course is to match the planting site limitations with the right tree for that site.

Species of trees are selected based on:

- » **Biological requirements** relate to a tree's ability to tolerate the existing climate and urban conditions. The species selected should have high tolerance levels that will allow establishment and sustained growth while producing desired benefits with low management inputs. It also relates to available root space to sustain the potential tree size.
- » **Ecological issues** include selecting plants that do not have the potential to become woody weeds and impact on natural systems.
- » **Functional and spatial issues** include the tree's ability to be pruned so as to provide required clearances. It also relates to the tree's root system and its limited impact on adjacent infrastructure. Certain species have been identified as more problematic than others in causing pavement damage.
- » **Aesthetic issues** consider the ability for trees to enhance the visual amenity of a streetscape or area, without negative impact to surrounding infrastructure.
- » **Health considerations.** Species selection will utilise trees that have no known or low levels of toxic or allergenic characteristics.
- » **Tree longevity** is also considered as the longer a tree is allowed to grow in a site the greater the benefits to the landscape and return on initial investment the trees will have.
- » **Native and indigenous species** will be used appropriately considering the pervading landscape context of open space and streets where the landscape is dominated by like vegetation or where there is strong community support.
- » A mix of exotic, native or indigenous tree species can be found in many areas of open space throughout Uralla Shire. Future tree planting may continue to maintain this mixed theme or, based on community support, reinforce a particular tree species theme.

### 2.2. Tree Species list

Council's **preferred street and open spaces tree species list** (see Appendix 1) was developed to ensure trees are selected to suit the site conditions. Council acknowledges the selection of appropriate tree species requires careful consideration of several factors, including:



- 
- » Availability and suitability of the species for the location;
  - » Suitability of the species within the context of the existing character of the street and neighbourhood, local landscape, and infrastructure;
  - » Structural integrity of the tree species;
  - » Immediate and potential future impact on overhead and underground services;
  - » Ability to maintain clear sight lines and lines of travel for vehicles and pedestrians;
  - » Potential for roots to cause damage to existing infrastructure both public and private;
  - » Proximity of the tree to, and the type of, building/dwelling (considering the size of the tree when mature);
  - » Structure and habit of the mature tree;
  - » Maintenance requirements; and
  - » Expected life of the tree.



### 3. Trees on Council-managed Land

#### 3.1. Tree Preservation Legislation and Tree Management

Council is responsible for the management and maintenance of all trees on all Council-managed land, including those that may have been planted previously by residents on Council verges.

Trees and vegetation in the Uralla Shire Council are protected under the:

- » State Environmental Planning Policy (Biodiversity and Conservation SEPP ) 2021,
- » the Biodiversity Conservation Act 2016, and
- » Local Land Services Amendment Act 2016.

The **Biodiversity and Conservation SEPP** regulates proposed tree and vegetation removal that is not associated with a development but still requires a permit from Council.

Tree management on rural properties (which are not managed by Council) that are zoned as below is administered by the Local Land Services under the under the **Local Land Services Amendment Act 2016**. :

- » RU1-Primary Production
- » RU2-Rural Landscape

#### 3.2. Tree planting

Trees are planted in streets where opportunities exist due to the removal of dead or diseased trees, where there are gaps in established avenues, and where residents have requested that trees be planted.

The following criteria need to be applied to the decision-making process during tree replacement:

- » If the trees are actively causing problems (such as lifting road surfaces or becoming an environmental nuisance) replacement becomes a priority and will take place on a block by block or street by street basis;
- » Replacement trees need to be of a **similar** character and form to the specimens being replaced to maintain consistency in the streetscape;
- » Existing site conditions such as current road and parking widths as well as kerbing alignments need to be sufficient to sustain healthy growth of the trees;
- » Trees are not to be located where private overhanging trees will significantly reduce their health, vigour or shape or where foliage from the mature street tree will impinge upon traffic signals;
- » Where nature strips do not exist, street trees can be planted within pedestrian areas where a minimum of 1.5m width can be maintained; and
- » No new tree planting shall be undertaken in streets with a pedestrian area less than 2.1m wide, i.e. the distance between the back of kerb and the property boundary.

Urban environments present challenges to establishing and maintaining trees. Space is restricted by overhead and underground utilities and services, the proximity of roads,



footpaths and driveways. Therefore the planting of trees in streets is subject to the Local Government Act 1999, the Electricity Act 1996, the Electricity (Principles of Vegetation Clearance) Regulations 2010 and the Water Industry Regulations 2012. Council plants species which are appropriate for the streetscape and are well suited to local conditions. Thus, the recommended tree planting spacing is as follows:

- Small Trees, <7m: 5 – 10 m centres
- Medium trees, 7-15m: 10 – 15m centres
- Large Trees > 15m: 15- 20m centres

**Table 1:** Street tree planting clearance

Street feature	Minimum distance from feature
Intersection in residential streets except in quieter residential streets where visibility may not be a problem	15m
Streets intersecting with a main road.	18m
Driveways	2m
Pedestrian crossings – distance from outer edge of crossing on either side	10m
Street lighting pole	5m
Footpaths/Cycle ways – clearance from edge of cycleway path to centre of tree trunk	0.8m
Electrical Power Poles- Essential energy requirement	15 m (or distance equal to tree mature height, whichever is greater)
Water Meter	1.5m
Manholes and storm water inlet pit	1.5m
Utility boxes, hydrants or drainage pits	2m
Stop signs	8m or more if necessary for clear vision
Regulatory signs	Not to block sign

### 3.3. Street Tree Planting by Residents

Council appreciates and supports the activities of residents and community groups who support and assist in tree planting activities across the Shire. Due to the necessity that Council abides by the legislation discussed above, permission from Council should to be sought before planting trees and shrubs within Council-managed nature strips, road reserves, parks or any other public open space.

While planting by residents may be well meaning, problems may arise from plantings that have not undergone adequate planning and assessment. Some issues that may arise from unauthorised planting include:

- » Obscuring vision for vehicle and pedestrian traffic.
- » Inconsistency with Council plantings and plans of management.
- » Future damage to Council and/or private property.
- » Public liability claims and the added difficulty of ongoing maintenance, for example inappropriate species planted near power lines.





Council reserves the right to remove inappropriately planted vegetation. Council may, where deemed appropriate and where possible, facilitate a replanting with more suitable vegetation consistent with Council's policies.

Therefore if you would like to plant a tree on the nature strip or other area of Council-managed land, please complete the **Street Tree Planting Request Form** (*Appendix 3*). Council will assess the application to determine if the site and proposed species is suitable.

#### **3.4. Street tree pruning**

Pruning is an essential component of the effective management of Council's trees. Once trees are established, pruning is the key maintenance process to keep individual trees in a safe and visually appealing condition. This will be achieved through, but not restricted to, the following:

- » Pruning in accordance with the Australian Standard for Tree Pruning, AS 4373 – 2007 (Pruning of amenity trees);
- » Maintain public safety through the removal of structurally unsound limbs;
- » Maintain tree health through the removal of dead or diseased material;
- » Maintain prescribed clearances from services;
- » Maintain prescribed clearances from roads, footpaths and driveways;
- » Ensure traffic safety and visibility of road signs; and
- » Minimise future work requirements through the removal of potential tree species which are known to pose future problems.

Council is responsible for the pruning of all trees on the streets. Residents are not permitted to prune street trees. If you believe a street tree needs pruning, please contact Council's Customer Service team to request staff to check the tree and take appropriate action.

The following issues are not necessarily considered as justifiable reasons to prune trees on Council-managed land, or native vegetation on public land generally:

- » leaf drop into gutters, downpipes, pools, lawn areas, etc;
- » to create an increase natural light if the tree existed prior to the construction of an affected dwelling or an installation of solar appliances;
- » to improve street lighting into private property;
- » to enhance views or reduce the height of trees;
- » to erect a fence or reduce shade created by a tree(s);
- » to reduce fruit, resin or bird droppings falling on cars, driveways or clothing lines
- » in response to minor lifting of driveways and footpaths by the tree roots; and
- » for a potential bushfire control hazard that has not been confirmed by the Council.

#### **3.5. Requests for removal of a Tree**

Trees, whether alive, senescing or dead, have an intrinsic value as habitat and their removal is viewed by Council in the first instance as undesirable. However Council recognises there



will be some circumstances where removal of a tree is necessary. The removal of a tree (other than pest or dangerous trees) will be treated by Council as the option of last resort, with pruning always being preferable to complete removal.

The removal of any tree on Council-managed land whether it is dead, alive, fallen or standing, from Council is prohibited unless you have prior approval.

If you believe the removal of a tree on Council-managed land is required please contact Council's Customer Service team to request a Prescribed Tree Removal Application Form (Appendix 4)

### **Matters for Consideration**

Upon receipt of a Prescribed Tree Removal Form the Council will consider – but not be limited by – the following matters when determining an application to prune/ remove a tree or monitoring needs to be undertaken:

- (a) Risk of personal injury posed by the tree;
- (b) Risk of damage to buildings, structures or services;
- (c) Health, growth habit, stability and structural soundness of the tree;
- (d) The significance of the tree; and
- (e) The contribution of the tree to the surrounding landscape and amenity.

**Council may approve a tree removal request (at no cost to the applicant) in the following circumstances:**

- » the tree poses an unacceptable risk to public safety;
- » the tree is causing a significant impact to public or private property or infrastructure and alternative methods for minimising the impact will not be effective;
- » The tree is structurally poor and/or poses an unacceptable risk to public or private safety and/or has a history of major limb failure;
- » the tree is dead, diseased, damaged, or deformed and cannot be revived to a sustainable condition;
- » the tree is detrimentally affecting the health of a nearby resident, the request is supported by evidence from a medical specialist, the species of tree is uncommon in the vicinity of the applicant's residence and alternative options for managing the issue are not feasible;
- » the tree restricts vision for safe vehicle movement and other alternatives such as effective pruning cannot be achieved;
- » the tree is a pest tree and removal is consistent with Council's established budgetary priorities for the management of pest plants on Council land;
- » tree removal is required to facilitate improvements to Council infrastructure and the infrastructure cannot practicably be redesigned to avoid the need for removal; and
- » the tree is in the location of an approved Council development.



**The following will not be considered as valid reasons for removal of a tree on Council-managed land:**

- a) a leaf drop (into gutters and downpipes, pools, lawns and the like);
- b) to reduce shade or increase natural light if the tree existed prior to the construction of an affected dwelling, establishment of a garden area, or installation of solar appliances;
- c) to improve street lighting of private property;
- d) to enhance views;
- e) to reduce fruit, resin or bird droppings on cars, driveways and clothes lines / washing
- f) minor lifting of driveways and paths by tree roots;
- g) to erect a fence;
- h) bushfire hazard control that has not been verified by RFS or Fire & Rescue; or
- i) potential damage to sewer mains unless supported by written expert advice and only where reasonable alternatives are not feasible eg relocation or encasement of main, and the trees causing the damage can be identified.

**Note:** Council's refusal of a tree application will only be reconsidered where satisfactory evidence is supplied by a suitably qualified person.

#### **4. Guidelines for Roadside Vegetation removal**

Trees on rural road corridors (Council-managed land) are managed as part of Council's roadside vegetation assets. Many of these trees provide habitat for wildlife and may often be the only remnant or remaining Indigenous vegetation in the area. The protection of trees is considered as part of maintenance of trees on roadsides.

Due to their ecological importance it is Council's preference that fallen trees in rural road corridors are left in place unless there is an overriding safety issue to do something else (ie they are creating a traffic safety hazard for example). Removal of fallen trees or dead wood from roadsides is therefore not permitted without the express approval of Council.

In Council's own work, the following strategies shall be used in in order to manage biodiversity impacts in road construction projects that involve the removal of vegetation, in order to minimise impacts on fauna and habitats.

##### **Pre-clearing process:**

Pre-clearance process shall be undertaken to check for any threatened flora or fauna species within areas to be cleared and provide adequate safeguard measures to minimise the impact of the clearing on resident fauna. The following shall be undertaken:

- » Environmental assessment to identify known locations of biodiversity features and identifying fauna that have the potential to be disturbed as a result of clearing.
- » Engaging an ecologist to check for the presence of threatened flora and fauna identified in the environmental assessment as likely to occur.



- » Recording details of all hollow-bearing trees, trees containing threatened fauna.
- » Marking habitat features to be protected during construction.
- » Confirming the location of a pre-determined habitat for the release of any fauna encountered onsite.

**Clearing of roadside vegetation:**

Clearing of vegetation has the potential to displace, injure or kill native fauna, including threatened species. USC shall undertake the following steps to minimise the impacts on fauna from loss of habitat as a result of vegetation removal:

- » The hollow-bearing trees (HBT) to be removed shall be clearly marked by spray painting.
- » A licensed wildlife carer/or ecologist shall be present during all habitat removal activities to capture and relocate fauna that may be encountered.
- » Staged habitat removal: All non-hollow bearing vegetation (trees, undergrowth, feed-trees, regrowth and grass) shall be removed prior to the removal of HBT.
- » Identified HBT shall be left for at least 24 hours after removing non-habitat vegetation to allow fauna to escape.
- » An ecologist shall check hollow-bearing trees to ensure they are not used by fauna before felling. Where necessary, fauna may be trapped and relocated to a pre-determined habitat for release.
- » Before felling HBT, the tree trunk shall be tapped using an excavator to scare fauna from the hollows. This will be repeated several times to 'substantially' shake the tree to make the wildlife exit the tree.
- » Habitat trees shall be felled carefully to avoid injury to any fauna remaining in trees.
- » A re-check shall be undertaken after felling HBT to ensure no fauna have become trapped or injured during clearing operations. Any animals that emerge shall be captured, inspected for injury then relocated to a pre-determined nearby habitat.
- » Where HBT trees are taken down in stages, the non-hollow-bearing branches shall be removed before the hollow-bearing branches are removed.
- » The logs of HBT shall be stockpiled separately from other vegetation stockpiles:
  - The logs shall be inspected for fauna immediately before chipping to avoid injury/death to fauna that may be present.
  - Where appropriate, the logs shall be permanently relocated to adjacent habitat areas where it would not be considered a fire hazard. This would provide additional potential habitat for ground-dwelling fauna such as reptiles and small mammals.

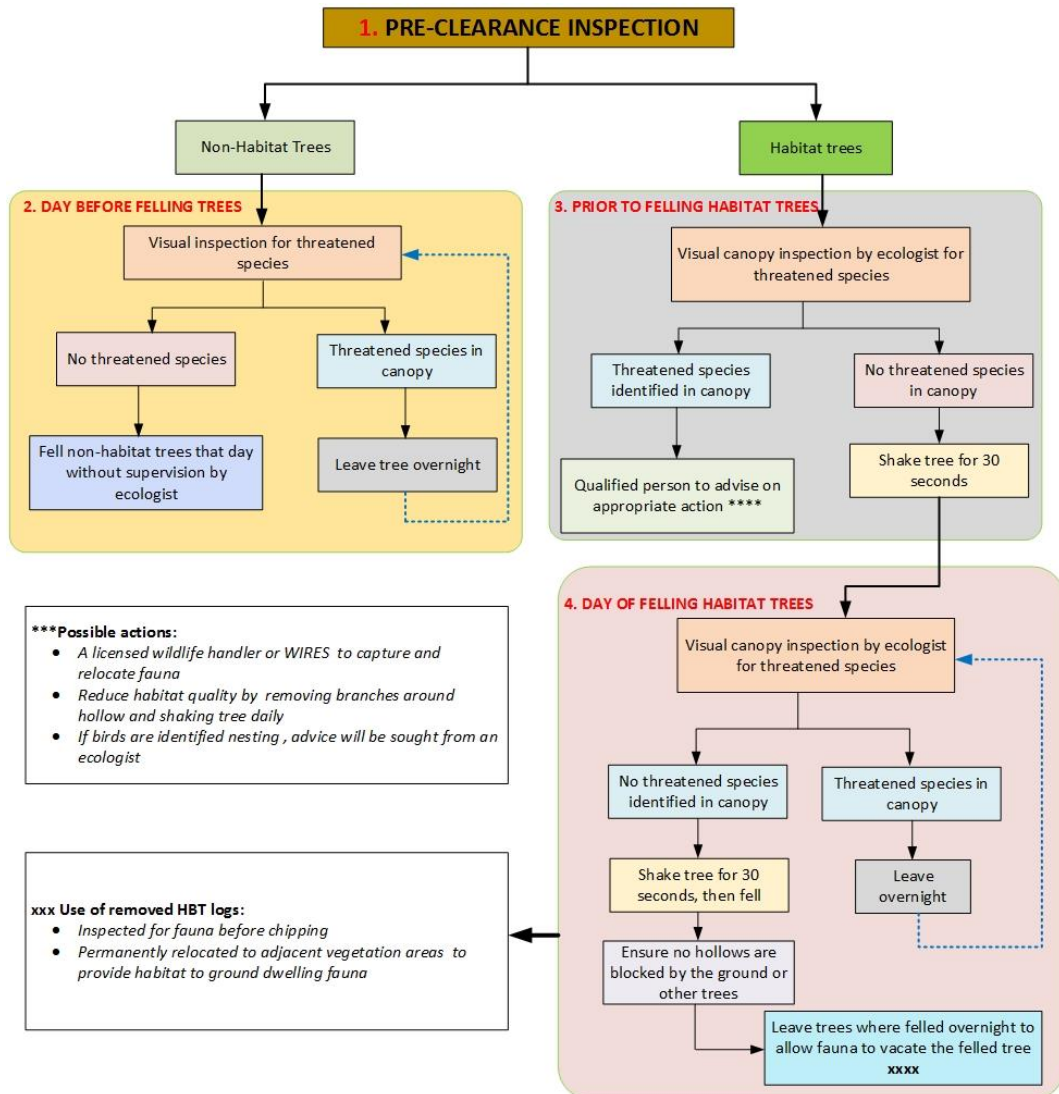






Figure 1: Tree removal procedure



## 5. Appendices





### 5.1. Appendix 1: List of preferred tree and shrub species

#### Deciduous trees with colourful autumn foliage





Species	Common name	Height x width (m)	Description (growth rate, useful life)
<p><i>Fraxinus angustifolia</i></p> 	Narrow leaf ash	20 x 8	Attractive, pyramidal shaped, deciduous tree with handsome, divided, elliptic, mid green leaves that grow in whorls of 3-4 and make for good autumn colouring before they fall.
<p><i>Fraxinus oxycarpa</i> "Raywoodii"</p> 	Claret ash	12 x 12	A good shade tree with beautiful autumn foliage, the Claret Ash is suitable for larger gardens, parks, and street plantings. Has been a very popular landscape tree in Australia for many years.
<p><i>Fraxinus excelsior</i> "Aurea"</p> 	Golden ash	10 x 4	A broad crowned, deciduous tree with golden stems, black buds and bright yellow leaves in summer. It turns wonderful shades of red and brown in autumn.
<p><i>Liquidambar styraciflua</i></p> 	Liquidambar or sweet gum	15 x 15	Large, fast growing deciduous trees, probably best known for their spectacular orange, purple, red or yellow autumn foliage. Require an adequate root run. They are large trees with strong roots which can crack concrete.









Species	Common name	Height x width (m)	Description (growth rate, useful life)
<p><i>Ginkgo bilboa</i></p> 	Maidenhair tree	10 x 8	A tall growing deciduous tree with maidenhair like foliage. The foliage colours golden yellow in Autumn. The female tree bears a plum-like cone with an ill smelling flesh, but the kernel is edible and sweet. Slow growing and requires good soil and plenty of water during summer.
<p><i>Sapium sebiferum</i></p> 	Chinese tallow	8 x 10	A fast growing small to medium tree with a distinct main trunk and grey bark with furrows which run from top to bottom. The green heart shaped leaves change in autumn, displaying a brilliant array of colour in shades of crimson, yellow and orange. This variety starts off as a pyramid shape when young and develops a medium domed crown as it matures.
<p><i>Malus floribunda</i></p> 	Crab apple	5 x 6	A most delightful spring flowering hardy small to medium sized tree with blossoms in white, pink, or red followed by small, green, gold or pink 'apples' Stunning autumn colour in shades of yellow, red, orange and purple.
<p><i>Murraya paniculata</i></p> 	Mock orange	3 x 3	A fast-growing deciduous shrub that has a dense, rounded growth habit. It sports oval, serrated, dark green leaves and features showy, cup-shaped, four-petal flowers in the late spring and early summer. The lovely, fragrant flowers of the mock orange are said to resemble orange blossoms, which is how the shrub got its common name of mock orange. They are rich with nectar.




Species	Common name	Height x width (m)	Description (growth rate, useful life)
<p><i>Cotinus Coggygria</i></p> 	Smoke bush	3 x 2	Deep purple foliage provides a dramatic contrast to the usual green and oat-coloured grasses. Misty pink clouds of flower emerge in late spring to early summer and gracefully waft like puffs of smoke above the dramatic rounded leaves. Spectacular crimson foliage follows in autumn. The unusual almost perfectly matt surface of the leaves makes a striking feature in borders and mixed plantings, offering a unique saturation of colour.
<p><i>Prunus nigra</i></p> 	Flowering plum	5 x 4	A small, ornamental flowering plum with very dark purple summer foliage carried on dark branches. Single pink flowers in spring make a spectacular display. Often used as a striking small foliage contrast tree for smaller gardens or as a street tree. Well-known and has been commonly used as a street tree.
<p><i>Prunus serrulate</i></p> 	Japanese flowering cherry	10 x 8	Medium tree with a broad vase-shaped crown that droops somewhat with overhanging branches when older. The smooth bark is brownish-green, twigs reddish-brown. The young leaves are bronze coloured and emerge at the same time as the flowers. In the summer the leaves turn dark green with a somewhat bluish-green underside. The autumn colour is yellow to orange. It flowers abundantly from late April to early May, producing double pure pink flowers. For parks, public gardens avenues and streets.
<p><i>Acer rubrum</i></p> 	Lipstick maple	12 x 9	An upright deciduous tree with a rounded canopy of thick green leaves that turn bright orange to deep crimson in late autumn. Leaves stay green longer than other varieties, but the seasonal display is worth the wait. Great choice for either a specimen planting, mass planted as a bold avenue or as a shady street tree.





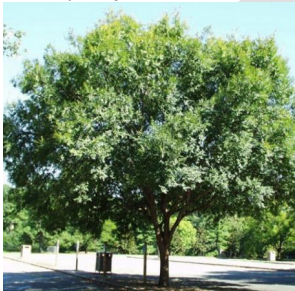



Species	Common name	Height x width (m)	Description (growth rate, useful life)
<p><i>Acer palmatum</i></p> 	Japanese maple	4 x 2	Well known for its beautiful array of colours throughout the year, with its green foliage turning into a stunning crimson red in the autumn before falling. Through the Winter it makes up for its lack in foliage with its greyish-purple bark that stands out. It has a good tolerance to most soil types and conditions once established. Although it prefers a cooler position making it frost tolerant with moist, well-drained soils.
<p><i>Acer platanoides</i></p> 	Crimson Sentry	7 x 4	Upright branching, compact dense and broadly columnar. Has dark purple leaves in spring, turning greenish in summer and golden autumn colouring. Slow to moderate growth rate
<p><i>Fraxinus Americana</i></p> 	White Ash	11 x 8	This is a fast-growing, large deciduous tree with nice canopy suitable for a shade cover. Foliage is a combination of dark green on top of the leaf and lighter green underneath. In autumn, leaves turn a range of yellow, orange or bronze autumnal colours. The tree is oval-shaped when young, becoming more rounded with age, with upright spreading branches
<p><i>Quercus coccinea</i></p> 	Scarlet oak	12 x 8	A highly ornamental, fast-growing, deciduous Oak which has an open, wide spreading habit. It is more rounded than Pin Oak with larger foliage showcasing a brilliant display of colour in autumn when the leaves turn an intensely vivid scarlet colour before falling. Spring sees glossy green, deeply lobed new foliage and acorns produced can take up to two years to mature starting off green and turning pale brown with a deep cap covering them by half. Young bark is relatively smooth and grey, darkening with maturity.



Species	Common name	Height x width (m)	Description (growth rate, useful life)
<p><i>Nyssa sylvatica</i></p> 	Tupelo	15 x 8	A stunning tree best known for its rich autumn display and highly ornamental barks. Popular as a specimen tree for parks and gardens. Conical growth habit, becoming rounded with age. Tolerates poorly drained and moderately wet sites, but best in a well-drained, moist, acid soil. Intolerant of compacted soils, high pH and high atmospheric pollution. A relatively slow growing species,
<p><i>Quercus palustris</i></p> 	Pin Oak	14 x 8	A fast-growing deciduous tree with shiny, deeply lobed dark green leaves. In autumn, foliage turns bronze with occasional red coloured leaves and tends to stay attached to the shoots until the new spring growth begins. Conical in shape, it has a strong leader which over time develops a loose spreading canopy. The bark of the young tree is smooth, but by middle age develops more texture. As the tree matures, it forms a distinctive structure whereby upper branches point upwards, middle branches are horizontal and lower branches droop.
<p><i>Pyrus calleryana</i></p> 	Flowering pear	12 x 7	This pear takes up very little space making it a perfect selection for small gardens and tight spaces. Gorgeous early white spring blossom appears in profusion, forming a dense carpet of snow as it falls. Thick, glossy green leaves create a lush summer feel and transition through autumn, memorable for its vibrant hues from orange to red. Trees bear tiny inedible pear-like fruits mostly hidden by the foliage. It has a neat vertical form and is popular for its adaptability to a wide range of urban conditions, including poor soils, drought, pollution and compaction. A beautiful specimen or deciduous hedge with year-round attributes. Medium growth rate.
<p><i>Platanus orientalis</i> "digitat"</p> 	Oriental Plane	20 x 10	This is a large tree that has dark finely pointed green leaves with five lobes. It has a large trunk that has attractive coloured grey to white bark. It produces insignificant flowers in Spring followed by brown fruits.







Species	Common name	Height x width (m)	Description (growth rate, useful life)
<p><i>Quercus rubra</i></p> 	<p>Red oak</p>	<p>20 x 9</p>	<p>Fast-growing, long-lived deciduous tree. Well structured, this tree grows straight and tall, developing a solid trunk and rounded top with age. Bark is grey brown in colour and foliage is broad and glossy. In its native area, where winter temperatures are quite low, the dark green foliage turns a vibrant red colour. Leaves will be more likely to turn a maroon-red colour before falling. Due to its broad crown, this tree makes an excellent street or park tree, where there is adequate space for it to show-off all its autumn charm. It grows well in most soils. With a little regular irrigation, it will grow relatively quickly</p>
<p><i>Pistacia chinensis</i></p> 	<p>Chinese pistache</p>	<p>8 x 6</p>	<p>This lovely small, deciduous tree has a moderate growth rate and great autumn colour in shades of orange, yellow and red. Bark is dark grey with shallow furrows and this variety is capable of withstanding relatively harsh conditions. A fantastic feature tree in parks and gardens. Great for street planting. Provides shade for shade loving plants to grow undergrowth.</p>
<p><i>Ulmus parvifolia</i></p> 	<p>Chinese Elm</p>	<p>18 x 15</p>	<p>Structurally upright when young, becoming ovate with age forming lustrous dark green foliage and a dense large crown providing good shade. A very adaptable tree capable of growing well in a wide variety of sites. Performs best in moist, well drained soils, but will tolerate some dryness as well as wet sites. Perfect for Shade tree, large properties</p>
<p><i>Koelreuteria paniculata</i></p> 	<p>Golden rain tree</p>	<p>10 x 10</p>	<p>A deciduous tree with pinnate, green foliage that turns golden/yellow in autumn. It bears terminal clusters of long, yellow flowers that hang down from the branches in early summer giving it its name of Golden Rain. The flowers mature to papery, pinkish/brown pods that contain pea sized seeds. The bark of the trunk is furrowed. It can be quite spectacular when established but responds best to hot summers, dry autumns, and cold winters.</p>












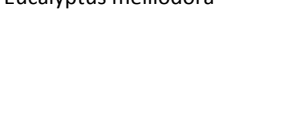
**Favoured natives:**

Species	Common name	Height x width (m)	Description (growth rate, useful life)
<p><i>Acacia baileyana</i></p> 	Cootamundra wattle	6 x 4	This is a very fast-growing small tree with beautiful grey feathery foliage and bright yellow flowers in late winter. The flowering is often so prolific that can hide the foliage. The colour and texture of the leaves is a year-round feature. This species does tend to seed itself, so it is best not to plant it near areas of natural bushland to prevent it from establishing feral populations, however, in urban areas it makes a magnificent small street tree. Relatively short lived.
<p><i>Acacia implexa</i></p> 	Hickory wattle	10 x 6	Medium tree with a bushy crown has very dark coloured and rough bark, more so at the base smoother above. Leaves are light green, drooping and sickle shaped. Flowering occurs irregularly (influenced by rainfall), generally in warmer months with pale yellow ball shaped flowers. Distinctive twisted seed pods follow
<p><i>Acacia fimbriata</i></p> 	Fringed wattle	6 x 4	An evergreen, short trunked tree with a dense foliage cover of soft, light green, linear leaves. It flowers in mid-winter and spring, producing masses long cylindrical spikes of fluffy, butter yellow, globular flowers. It responds well to regular pruning to keep it tidy and compact. This tree is great as a fast-growing screen because of its dense foliage. This Acacia will have a useful life of about 8-12yrs.
<p><i>Nothofagus gunnii</i></p> 	Fagus beech	6 x 6	A tangled deciduous shrub or small tree with a thick shrubby appearance. The leaves are alternate, simple, and ovate, with rounded teeth on the margins and show a distinct "concertin" shape. They are bright green, turning yellow, then sometimes brilliant red, in autumn. The plant has separate male and female flowers that can occur on the same tree. Both male and female flowers are small and inconspicuous.







Species	Common name	Height x width (m)	Description (growth rate, useful life)
<p><i>Hakea laurina</i></p> 	Pincushion hakea	5 x 5	<p>A small tree with spectacular globular red flower heads with protruding white styles which mainly flower during autumn and early winter. Often grown as a screening shrub that is very hardy and tolerant of frost and drought conditions.</p> <p>The leaves of are dark green, long, and narrow, and have a slightly serrated edge.</p>
<p><i>Eucalyptus torquate</i></p> 	Coral Gum	12 x 10	<p>Small to medium spreading native tree with rough grey to black bark on the trunk and larger branches. The bark flakes rather than peels. Leaves are lanceolate and grey-green in colour. Flowers are large and normally coral-pink in colour.</p> <p>Prefers well-drained soils and can withstand dry conditions.</p> <p>Good for planting in gardens and streets</p>
<p><i>Acacia filicifoli</i></p> 	Fern-leaved Wattle	6 X5	<p>An erect shrub or tree which has smooth grey or dark brown bark which develops fissures as it ages. The smaller branches are more or less cylindrical with fine, longitudinal ridges. Each head of flowers consists of fifteen to thirty individual yellow to bright yellow flowers from July to September.</p>



Species	Common name	Height x width (m)	Description (growth rate, useful life)
Acacia melanoxylon 	Blackwood	7 x 4	Prefers higher rainfall, grows on wide range of soils, provides excellent windbreak good shade, does not inhibit grass growth. Attractive feature or shade tree in broad streetscapes, reserves, and parks. Not suitable for narrow streetscapes, under power lines or close to pipes or drains. Long lived and does not shed limbs as frequently as some eucalypts and other acacia species. Attracts birds, native butterflies and insects, caterpillar food plant.
Angophora floribunda 	Rough-barked Apple	15 x 15	Provides reasonable wind break. A worthwhile stately tree for inclusion in parks or street scapes. Generally short trunked with low branches when grown out in the open. <b>Not prone to limb drop</b> , however does not like to be pruned heavily since this will encourage poor branch attachment. Develops an interesting branching habit with age, becoming gnarled and twisted.
Casuarina cunninghamiana 	River Oak	20 x 15	Very ornamental, excellent soil binder. Frost hardy. Prefers moist environment (creek banks) but will tolerate dry periods.
Eucalyptus blakelyi 	Blakel's Red Gum	20 x 5	Medium-sized tableland red gum tree commonly found in swampy creek lands. Typically has a smooth bark, sometimes with accumulated rough bark at the base in varying shades. Pink to white flowers from October to December.
Eucalyptus melliodora 	Yellow Box	18 x 10	The "yellow" refers to the sapwood colour and the "box" to the non-peeling, finely matted bark texture. It is a well-behaved street tree with a good silhouette and, when the nectar flow starts, fragrant. Reasonably







Species	Common name	Height x width (m)	Description (growth rate, useful life)
			ornamental, excellent shade tree with deep root systems and does not inhibit grass growth. The flowers (Nov-Jan) are a major source of nectar for apiarists.
<p data-bbox="276 689 571 719">Eucalyptus nova-anglica</p> 	<p data-bbox="592 689 738 741">New England Peppermint</p>	<p data-bbox="778 689 855 719">20 x 12</p>	Endangered species isolated to the New England Tablelands having been heavily impacted by New England Dieback syndrome. Can tolerate heavy frosts and cold conditions. Often located in lower slopes within drainage channels or adjacent to waterways on fertile, deep soil. Flowering occurs between February and May, with fruit held in the canopy for 6 to 12 months or more. Produces nectar for bees and is a known food source for koalas. Common in creek lands.
<p data-bbox="276 1077 571 1106">Eucalyptus pauciflora</p> 	<p data-bbox="592 1077 738 1128">Snow Gum or White Sally</p>	<p data-bbox="778 1077 855 1106">10 x 8</p>	A hardy and drought-tolerant evergreen tree that is known for its distinctive, mottled white and grey bark. A popular choice for landscaping and garden design due to its attractive, multi-coloured bark and striking appearance. Provides excellent shade cover. It is also commonly used as a windbreak or screen plant, as it can tolerate strong winds and harsh conditions. Hardy and drought tolerant. Requires little to no maintenance once established, except for occasional pruning to maintain its shape or remove damaged or dead branches.
<p data-bbox="276 1496 571 1525">Eucalyptus viminalis</p> 	<p data-bbox="592 1496 738 1576">Manna gum, Ribbon gum, White Gum</p>	<p data-bbox="778 1496 855 1525">30 x 15</p>	A straight tree with rough bark on the trunk and the larger branches. The bark on the upper part of the tree peels away in long "ribbon" which can collect on the branches and surrounding ground. The leaves are the favoured food of Koalas. The sap has a high sugar content which makes it a food for tree dwelling marsupials such as the Yellow-bellied and Sugar Gliders. Provides good shelter and windbreak





### Native Shrub Species

Species	Common name	Height x width (m)	Description (growth rate, useful life)
<p><i>Acacia rubida</i></p> 	Red-stemmed Wattle	2 x 2	Very common creek land species, very hardy. Cream/yellow flowers from August to October. Valuable ornamental, particularly conspicuous during winter when stems are reddish. Severe pruning after flowering benefits plants.
<p><i>Acacia amoena</i></p> 	boomerang wattle	3 x 2.5	The shrub has an erect to spreading habit and has reddish brown branchlets. It blooms between July and December and produces inflorescences with bright to pale yellow flowers. The spherical flower heads contain six to twelve bright golden flowers with dark brown bracteoles.
<p><i>Callistemon sieberi</i></p> 	Alpine or River Bottlebrush	3 x 2	An attractive, easy to grow plant which could be used in as a screen or informal hedge or as part of a mixed border. It is fast growing with fine soft foliage and a showy flower display which attracts nectar feeding birds. It will tolerate drought, neglect and hard frosts Flowering is prolific and long lasting, occurring from November to March. Very common creek land species, suitable for poorly drained soils.
<p><i>Callistemon citrinus</i></p> 	Crimson Bottlebrush	4 x 3	Evergreen shrub with arching branches clothed with lance-shaped leaves that emerge coppery before maturing to grey-green. The special attraction of bottle brush is its habit of flowering twice a year if well-watered. The main flowering season is from early November, but its autumn flowers are even more welcome from the end of March. The brilliant red looks fresh in late summer heat waves and warm in early winter.








Species	Common name	Height x width (m)	Description (growth rate, useful life)
<p><i>Callistemon pungens</i></p> 	Prickly Bottlebrush	4 x 3	Distinct shrub or small tree ranging from 2-5 m tall. The leaves are 2-3 cm long with a pungent tip 1-2 mm long. The flower spike is 5-6 cm long and 2.5-4.5 cm in diameter. The species is characterised by its purple stamens and small, pungent leaves.
<p><i>Bursaria spinosa</i></p> 	Blackthorn	3 x 2	Produces abundant small white flowers through Summer. It is usually grown as a small to medium shrub for garden and landscape settings. The flowers are sweetly perfumed, making this shrub a lovely feature plant, and its hardiness makes it a good choice for garden and landscape use. Low maintenance and fast-growing, it performs best in well-drained soil and will thrive in conditions from full sun to partial shade. Yearly pruning will prevent it becoming leggy. Great for attracting birds as the dense prickly foliage offers a protective shelter.
<p><i>Hakea macrocarpa</i></p> 	Small fruited hakea	2 x 2	Unusual tree/shrub with spiky leaves that are blue green, forming an airy conifer like large plant very quickly. In spring flossy white flowers crowd branches and are showy for several weeks. Full sun and average to poor well drained soil. Drought and frost hardy. Fast growing in youth to its ultimate size. Common near streams and bogs in rocky situations.
<p><i>Leptospermum polygalifolium</i></p> 	Common creek Tea Tree	1 x 1	Ornamental small tree (or shrub) with reddish new growth and dark green small pointy leaves. It grows along watercourses so can tolerate regular water. Useful screen and windbreak. Can be cut for cut flowers and foliage. Plants respond well to pruning so can be clipped to formal or informal hedges. Hardy in most soils and aspects.



## Non-native Trees and Shrubs

Species	Common name	Height x width (m)	Description
Arbutus unedo 	Irish strawberry tree	8 x 3	An evergreen small tree in the Heath family. The showy red edible fruits mature in autumn and have a high sugar content but are rather bland tasting. It is slow-growing and may be trained to show off its interesting peeling bark. It is easy to grow, hardy and tolerates a wide range of soils. Lightly prune back the shoots regularly to maintain an attractive shape.
Lagerstroemia indica 	Crepe myrtle	6 x 6	It is an erect, wide-spreading, multi-stemmed, medium-sized, deciduous, flowering shrub or small tree that grows rapidly. Blooms through summer. Has exfoliating bark, and attractive autumn foliage. The blooms are crepe paper-like flowers in colours of white, pink, mauve, lavender, and purple. The leaves are light green with tinges of red. Excellent street tree.
Photinia robusta 	Many varieties/cultivars including "Red Robin"	3 x 3	A tall shrub that may be regarded as one of the toughest and most vigorous hedging species. Regular trimming is needed to keep Photinia hedges in shape and under control.



**5.2. Appendix 2: Detailed Tree/shrub selection matrix**

Genus	Common Name/s	Tree Size (small= <7m, Medium=7- 15m, Large > above 15m)	Growth Rate	Type and Origin	Habit / Form	Useful Life Expectancy (Short = < 10 years, Medium= 10-30 years, Long > 30 years)	Flowering seasons	Planting location
Fraxinus angustifolia	Narrow leaf ash	Large	Moderate	Deciduous	pyramidal shaped	Long	Autumn	Parks, gardens and street
Fraxinus oxycarpa "Raywoodii"	Claret ash	Medium	Fast	Deciduous	Upright, open canopy	Long	Autumn	Parks, gardens and street
Fraxinus excelsior "Aurea"	Golden ash	Medium	Moderate	Deciduous, Exotic	Rounded, spreading	Long	Autumn	Parks, gardens and streets
Liquidambar styraciflua	Liquidambar or sweet gum	Large	Fast	Deciduous, Exotic	Pyramidal canopy	Long	Autumn	Parks, gardens and street
Ginkgo bilboa	Maidenhair tree	Medium	moderate	Deciduous, Exotic	Open shrubby canopy	Long	Autumn	Street. parks, gardens
Sapium sebiferum	Chinese tallow	Medium	Fast	Deciduous	Irregularly oval, open canopy	Long	Autumn	Gardens and parks where there is space
Malus floribunda	Crab apple	Medium	Moderate	Deciduous, Exotic	Rounded	Long	Autumn	Hedging
Murraya paniculata	Mock orange	Small	Fast	Deciduous, Exotic	Rounded, densely-branched		Autumn	Garden
Cotinus Coggygria	Smoke bush	Small	Slow growing	Deciduous	Open-crown, round	Medium	Autumn	Parks, street, powerlines
Prunus nigra	Flowering plum	Small	Moderate	Deciduous	Rounded crown	Medium	Autumn	Parks, gardens and streets.
Prunus serrulate	Japanese flowering cherry	Medium	Moderate	Deciduous	Broad vase-shaped crown	Medium	Autumn	Larger gardens, streets and parks
Acer rubrum	Lipstick maple	Medium	Medium to Fast	Deciduous	Upright, rounded	Long	Autumn	Gardens and streets
Acer palmatum	Japanese maple	Small	Medium to Fast	Deciduous	Rounded to broad-rounded	Long	Autumn	Larger parks, gardens and wide streets
Quercus coccinea	Scarlet oak	Medium	Medium to Fast	Deciduous	Open, wide spreading	Long	Autumn	Street and Parks
Nyssa sylvatica	Tupelo	Medium	Medium	Deciduous	Upright, conical	Long	Autumn	Parks or open areas
Quercus palustris	Pin Oak	Large	Fast	Deciduous	Conical in shape	Long	Autumn	Gardens and tight spaces



Genus	Common Name/s	Tree Size (small= <7m, Medium=7- 15m, Large > above 15m)	Growth Rate	Type and Origin	Habit / Form	Useful Life Expectancy (Short = < 10 years, Medium= 10-30 years, Long > 30 years)	Flowering seasons	Planting location
<i>Pyrus calleryana</i>	Flowering pear	Medium	Fast	Deciduous	Upright, Oval or Rounded Shape	Medium	Autumn	Excellent park and shade tree, and can be used in streets
<i>Platanus orientalis</i> "digitat"	Oriental Plane	Large	Fast	Deciduous	Pyramidal to rounded	Long	Autumn	Nice shade, park or streets
<i>Quercus rubra</i>	Red oak	Large	Fast	Deciduous	Upright, rounded	Long	Autumn	Street, Powerlines
<i>Koelreuteria peniculata</i>	Golden rain tree	Medium	Slow growing	Deciduous, Exotic	open branching and rounded	Long	Autumn	Street, Powerlines
<i>Acacia baileyana</i>	Cootamundra wattle	Small	Fast	Deciduous	wide-spreading	Medium	Autumn	Parks, Street
<i>Acacia implexa</i>	Hickory wattle	Small	Fast	Deciduous	Arching	Long	Autumn	Hedge
<i>Acacia fimbriata</i>	Fringed wattle	Small	Fast	Deciduous	globe-shaped	Medium	Autumn	Parks and gardens
<i>Nothofagus gunnii</i>	Fagus beech	Small	Fast	Deciduous	Thick shrubby appearance.	Medium	Autumn/Winter	Street and hedge
<i>Hakea laurina</i>	Pincushion hakea	Small	Fast	Deciduous	Dense, Round	Long	Spring	Creek areas
<i>Acacia filicifoli</i>	Fern-leaved Wattle	Small	Fast	Native	Erect shrub	Medium	Winter/Spring	wide streets and parks
<i>Acacia melanoxylon</i>	Blackwood	Medium	Fast	Native	Upright and spreading	Medium	Spring/Summer	Parks
<i>Angophora floribunda</i>	Rough-barked Apple	Medium	Fast	Native	Domed	Medium		Hedging
<i>Casuarina cunninghamiana</i>	River Oak	Large	Fast	Native	pyramidal	Long	Autumn	River banks to stabilise soils
<i>Eucalyptus blakelyi</i>	Blakel's Red Gum	Medium	Moderate	Native	V-shaped canopy	Long	Spring/Summer	Parks and gardens
<i>Eucalyptus melliodora</i>	Yellow Box	Large	Moderate to slow	Native	oval-shaped	Long	Summer	Parks and gardens
<i>Eucalyptus pauciflora</i>	Snow Gum or White Sally	Medium	Slow	Native	Spreading	Long	Summer and autumn	street tree, parks and gardens
<i>Eucalyptus viminalis</i>	Manna gum, Ribbon gum, White Gum	Large	Fast	Native	Open crown	Long	Spring	Hedge

Guidelines for Tree Management

27



Genus	Common Name/s	Tree Size (small= <7m, Medium=7- 15m, Large > above 15m)	Growth Rate	Type and Origin	Habit / Form	Useful Life Expectancy (Short = < 10 years, Medium= 10-30 years, Long > 30 years)	Flowering seasons	Planting location
Acacia rubida	Red-stemmed Wattle	Small	Fast	Native	Erect	Medium		Hedge
Acacia amoena	boomerang wattle	Small		Native	Erect	Medium	Spring, Summer	Creek land and poorly drained soils
Callistemon sieberi	Alpine or River Bottlebrush	Small	Fast	Native	Rounded	Long	Spring	Screen or informal hedge
Callistemon citrinus	Crimson Bottlebrush	Small	Slow	Native	Domed	Long	Spring and summer	Hedge, gardens
Callistemon pungens	Prickly Bottlebrush	Small		Native	Bushy	Long	Summer	Garden and landscape
Bursaria spinosa	Blackthorn	Small to medium	Fast	Native	Narrow to rounded	Long	Summer	Hedging and screening
Leptospermum polygalifolium	Common creek Tea Tree	Small	Fast	Native	Twiggy canopy	Long	Spring	Hedge
Acacia rubida	Red-stemmed Wattle	Small	Fast	Native	Erect to bushy	Long	summer	Screening
Callistemon sieberi	Alpine or River Bottlebrush	Small	Fast	Native	Dense	Long	Autumn	Hedge
Callistemon citrinus	Crimson Bottlebrush	Small	Slow	Native	Rounded	Long	Spring and Summer	Hedge, screen plant or street tree.
Callistemon pungens	Prickly Bottlebrush	Small	Fast	Native	Rounded	Long	Summer	Garden and landscape
Bursaria spinosa	Blackthorn	Small	Fast	Native	Oval or wedge- shaped	Long	spring and summer	Garden and landscape
Leptospermum polygalifolium	Common creek Tea Tree	Small	Slow	Native	Rounded	Long	Autumn	Excellent screen, informal hedge or windbreak
Arbutus unedo	Irish strawberry tree	small	Slow to moderate	Evergreen, Non native	Well-rounded dense canopy	Long	summer	Small gardens or parks along borders for screening



Genus	Common Name/s	Tree Size (small= <7m, Medium=7- 15m, Large > above 15m)	Growth Rate	Type and Origin	Habit / Form	Useful Life Expectancy (Short = < 10 years, Medium= 10-30 years, Long > 30 years)	Flowering seasons	Planting location
Lagerstroemia indica	Crepe myrtle	Small	moderate	Evergreen, Non native	Erect, wide-spreading	Long	Spring	Hedge for wider verges, nature strips, parks and reserves.
Photinia robusta	Many varieties/cultivars including "Red Robin"	Small	Fast	Evergreen, Non native	Domed	Long	Spring	Hedge
Acer platanoides	Crimson Sentry	Medium	Slow-moderate	Deciduous, Non native	Upright branching	Long	Summer and Autumn	Streets, parks and gardens
Fraxinus Americana	White Ash	Medium	Fast	Deciduous, Non native	Upright, rounded	Long		Street, parks and gardens
Pistacia chinensis	Chinese pistache	Medium	Moderate	Deciduous, Non native	upright oval, rounded	Long	-	Street, parks and gardens
Ulmus parvifolia	Chinese Elm	Large	Moderate	Deciduous, Non native	vase-shaped and spreading canopy	Long		Perfect for Shade tree in large spaces
Eucalyptus torquate	Coral Gum	Small-Medium	Moderate	Native	Spreading	Long	-	Gardens and streets



**5.3. Appendix 3: Street Tree Planting Request Form**



**STREET TREE PLANTING REQUEST FORM**

Use this form to seek council’s approval to plant a tree at verge of your property.

**Part 1: Applicant Details**

1.1 Applicant Details	
Applicant Name:	Phone:
Property Address:	Mobile:
Email Address:	Signature:
Date:	

**Part 2: Tree Details**

**1. Who will supply and plant the tree/s**

- Council to supply and plant tree(s)
- I will supply and plant my own tree(s) as per the preferred species list by Council
- Other (specify):.....

**2. Tree Preference**

No.	Preferred tree names

**3. Proposed Planting location**

Complete sketch of property, showing location of proposed nominated tree/s, street names and property address. Trees must be numbered clearly.



**Part 3: Access Details**

Do you need the inspecting officer to contact you for an appointment or to make special arrangements for access into your property - e.g. locked gate, dogs, you wish to be present?

No  A Council officer will inspect the tree planting sites after application

Yes  Please provide details of the person we need to contact to make an appointment.

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**Part 4: Office Use Only**

<input type="checkbox"/> <b>Approved</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Refused</b></span>	
Name :	
Position:	
Signature :	Date: _____

**Comments by Approval officer:**





**5.4. Appendix 4: Application Form to Prune/Remove Tree(s)**



**Application to Prune/Remove Tree(s)**

Use this form to request an inspection for approval under State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017

**Part 1: Applicant Details**

1.1 Applicant Details			
Applicant Name:		Phone:	
Address:		Mobile:	
Email Address:		Signature:	
Date:			

1.2 Address of property where tree(s) is located	
Address:	
Suburb :	Post code:
Lot/Dp No.	

**Part 2: TREE INFORMATION – Attach sheet if additional space is required?**

Tree no.	Remove or prune	Type of tree	Approx. Height (m)	Reason (choose from options A)

**Options A:** (1. Structural Damage, 2.Plumbing problems, 3. Obstruction/Views, 4. Overhanging Residence, 5. Overhanging Neighbours, 6. Overhanging Wires, 7. Disease, 8.Dying 9. Dangerous)

Other (please specify.....)

**Complete sketch of property, showing location of nominated tree/s, street names and property address. Trees must be numbered clearly.**



*(To clarify the identification of tree/s to be assessed, where possible mark those trees on-site with ribbon/tape to assist the tree officer undertaking the inspection)*

SIGNIFICANT TREES		
1. Are any of the trees listed as an Environmental Heritage Item?	yes	No
2. Are any of the trees listed on Koala Tree Register?	Yes	No

SUPPORTING DOCUMENTATION		
What additional relevant documentation of photographs supports of the application?		
1. Arborist report	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Plumber's report	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Structural engineers report indicating damage to property	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Other (Specify):-		

ACCESS DETAILS
Do you need the inspecting officer to contact you for an appointment or to make special arrangements for access into your property - e.g. locked gate, dogs, you wish to be present? No <input type="checkbox"/> A Council officer will inspect the tree works once the completed form has been registered. Yes <input type="checkbox"/> Please provide details of the person we need to contact to make an appointment.
Contact Person: _____ Phone: _____

**OFFICE USE ONLY**

Inspection notes		
Tree number and type	Determination	Comment



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# **Tree Management Policy for Council-managed Land 2023**

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Version 1.0



*Tree Management Policy for Council-managed Land 2023*

## Document Control

<b>Document History</b>		Tree Management Policy for Council-managed Land 2023
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*Tree Management Policy for Council-managed Land 2023*

**TABLE OF CONTENTS**

**1. Introduction .....1**

**2. Purpose.....1**

**3. Scope .....1**

**4. Policy Objectives .....2**

**5. Link to Community Strategic Plan .....2**

**6. Tree Management.....2**

    6.1 Tree Planting .....2

    6.2 Tree Protection.....3

    6.3 Tree Pruning .....3

    6.4 Tree removal and replacement.....3

**7. Related Policy Material .....4**

**8. Definitions .....5**

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## *Tree Management Policy for Council-managed Land 2023*

### **1. Introduction**

Uralla Shire is fortunate to be home to a diverse array of flora and fauna. These ecological assets are an intrinsic part of our regional environment, attracting visitors and new residents to the Shire.

Council is committed to the protection and enhancement of trees in the Shire area.

The Council views trees as an intergenerational resource that is essential to the health and well-being of our community. They have a historical element within our streetscapes and are intrinsically linked to the character of our rural/urban environment.

Trees, especially indigenous species, can also provide biodiversity value to an area and support a range of local fauna species. They also play a vital ecological role by providing habitat, moderating temperature extremes, storing carbon and improving air quality. Scientific research supports the view that the establishment of trees and vegetation is a cost-effective means to deliver environmental services.

The management of Uralla Shire's trees and bushland is an explicit role in Council operations, involving consideration of urban infrastructure, aesthetic qualities and historic neighbourhood characteristics. The management of urban vegetation often involves consultation between staff and the community for the delivery of services.

This policy establishes the principles by which Council will manage the trees across the Shire. It seeks to maintain and improve trees and vegetation for social, recreational, environmental, ecological, scientific and economic benefits, while balancing these values with Council's duty of care obligations for the prevention of property damage or injury to persons.

The policy provides a framework for vegetation management including, but not limited to, maintaining, planting replacing and where necessary removing trees and other vegetation.

### **2. Purpose**

- This policy is intended to provide guidance and direction for planting, protection, management and maintenance of trees located on streets, roads, reserves and public open spaces managed by Uralla Shire Council.
- The policy will provide a basis for informed decision making, documentation and standardised processes to ensure consistency in the management of the trees on Council managed land.

### **3. Scope**

The Policy applies to all trees on Council's operational land, nature strips, land managed through the Public Reserve and Crown Reserve system for which an individual management plan does not apply, Council-managed parks and gardens, sporting grounds, car parks, memorial parks, and cemeteries.

The policy does not extend to trees and vegetation on private land.



## *Tree Management Policy for Council-managed Land 2023*

### **4. Policy Objectives**

- a) To preserve the historical and ecological values of the trees in land areas managed by Council to the benefit of the health and wellbeing of the Uralla Shire community.
- b) Maintain best-practice tree management and maintenance standards.
- c) Maintain the amenity and attractiveness of the streetscapes in our towns and villages.
- d) Increase public awareness regarding the best practice of tree management and encourage the public to cooperate with Council in its care and maintenance.
- e) Ensure that vegetation on public land is maintained to minimise the chances of damage or injury to persons and/or property.
- f) Enhance Uralla Shire Council's reputation within the community as a steward and manager of trees.

### **5. Link to Community Strategic Plan**

This policy has the following link to the Council's Community Strategic Plan 2022-2031:

- Strategy 3.1 - To preserve, protect and renew our beautiful natural environment
- Strategy 3.2 - Maintain a healthy balance between development and the environment

### **6. Tree Management**

The management and maintenance standards of Council's tree assets shall be guided by the following principles:

#### **6.1 Tree Planting**

- Council will proactively undertake tree planting on road reserves, streets, open spaces and other Council-managed lands by seeking to:
  - Maintain and enhance the local biodiversity.
  - Enhance the appearance of the built environment.
  - Provide planting which requires minimum maintenance.
  - Ensure planting is selected which considers Council's long term maintenance obligations.
  - Ensure planting near property does not increase the bushfire threat.
- Where practical, Council shall replace trees after they have died or been removed.
- Tree planting shall be scheduled to allow for optimum seasonal conditions that are conducive to the long-term survival of trees.
- Residents shall be required to first seek and obtain permission from Council before planting trees and shrubs within Council-managed open space environments and roadsides.
- Individual tree requests by residents must be fully assessed by the Manager Environment for suitability before approval by the Council.



### ***Tree Management Policy for Council-managed Land 2023***

- Unauthorised plantings on Council owned or managed land may be removed due to safety, amenity, maintenance or infrastructure impacts concerns and the expense of the removal being the responsibility of the planter.

#### **6.2 Tree Protection**

- Uralla Shire Council will give priority to the protection of trees in all aspects of the Council's development, construction, temporary works and all other activities that may affect tree health.
- Protection of Council managed trees is to be considered during civil works or maintenance activities that can affect trees.
- Retaining of trees will be a key consideration in applications for new developments or in implementation of new projects.
- Costs associated with private works that impact on trees will be borne by the person/s undertaking the works.
- Council shall endeavour to protect and control all visible/known weeds, pests and diseases that pose a threat to the tree health.
- Inspections of council-owned and managed tree sites shall be undertaken routinely and logged, with frequency based on the risk level of each site.
- Customer requests that identify any trees posing an immediate risk to public safety will be actioned as soon as reasonably possible.

#### **6.3 Tree Pruning**

Once a street tree is established, pruning is the major ongoing maintenance required to manage risk to the public and maintain tree health:

- Council shall be responsible for pruning all trees as required that are located on Council managed land.
- Council will undertake street and park tree pruning to improve tree health, structure and to provide nominal clearances for pathways, roads, buildings and other essential infrastructure.
- Residents are not permitted to prune or remove Council trees. The Council will investigate unauthorised tree pruning and may pursue enforcement action in a form of penalties for non-compliance.

#### **6.4 Tree removal and replacement**

- Council may approve the removal of dead, dying or potentially dangerous trees to ensure public safety, to protect property and infrastructure, or to facilitate approved development and infrastructure improvements. Dead trees that may not be deemed dangerous yet providing habitat in hollows for wildlife may not be approved for removal.
- Council may remove unauthorised plantings, at the expense of the person/s who planted them without permission.
- Residents may submit a request for a tree to be considered for removal due to safety or other concerns. A written request must be submitted to Council for a tree within Council-owned land or outside the resident's property to be considered for removal.





### ***Tree Management Policy for Council-managed Land 2023***

- It is an offence for a person to cut, saw, poison or remove any tree or shrub on any land under the care, control and management of the Council.

## **7. Related Policy Material**

**Uralla Shire Open Space Strategy 2018:** The strategy provides an extensive analysis of the Shire's green networks, pedestrian accessibility and shade amenity provisions to determine where opportunities lie to support and bolster the overall network.

**Uralla Shire Roadside Vegetation Management Policy 2013:** The Policy provide the framework for Council management of vegetation on rural road corridors.

**National Parks and Wildlife Act 1974** - protected fauna and plants.

**New South Wales Heritage Act 1977** - sites under conservation and orders, relics.

**Threatened Species Conservation Act 1995** – endangered ecological communities, critical habitat, endangered and vulnerable species, key threatening processes, recovery plans.

**Rural Fires Act 1997** - authorised removal of fire hazards.

**Noxious Weeds Act 1993** - clearing of noxious weeds.



*Tree Management Policy for Council-managed Land 2023*

**8. Definitions**

<b>Council Tree Asset</b>	Any tree planted or self-sown within a road reserve, open space area or roadside within the Uralla Shire local government area. Referred to as tree or trees in this Policy.
<b>Amenity</b>	That which gives pleasure by being aesthetically attractive, affording comfort, sustaining life and health or creating a sense of well-being.
<b>Biodiversity</b>	The variety of all life forms: plants, animals, microorganisms, their genes; and the terrestrial, marine and freshwater ecosystems of which they are apart.
<b>Dead</b>	A tree that is no longer capable of performing any of the following processes: <ul style="list-style-type: none"> <li>a) Photosynthesis via its foliage crown (as indicated by the presence of moist, green or other coloured leaves);</li> <li>b) Osmosis (the ability of the roots system to take up water);</li> <li>c) Turgidity (the ability of the plant to hold moisture in its cells);</li> <li>d) Epicormic shoots (the production of new shoots as a response to stress, generated from buds under the bark or from a lignotuber – at ground or underground stem).</li> </ul>
<b>Dying</b>	A tree that is exhibiting any of the following symptoms: <ul style="list-style-type: none"> <li>a) Permanent leaf loss in both deciduous and evergreen plants;</li> <li>b) Permanent wilting (the loss of turgidity which is marked by drying out of stems, leaves and roots);</li> <li>c) Shedding of the epidermis (bark dries out and peels off to the beginning of the sapwood).</li> </ul>
<b>Habitat</b>	Trees and other vegetation that have the potential of hosting or supplying food for nesting birds, arboreal marsupials and/or bats. Trees are also capable of supplying habitat in order to support the growth of locally indigenous or endemic epiphytic plants. ‘Habitat’ trees include dead trees.
<b>Native species</b>	Species which occur naturally within the Uralla Shire landscape.
<b>Nature strip</b>	A piece of publically owned land between the boundary of private property and the road/street.
<b>Urban forest</b>	The collection of trees, shrubs, groundcovers and wetlands on public, private and institutional land within a defined urban area.

#### 14.5 Central Northern Regional Library Minutes of Annual General and Ordinary Meeting 8 November 2023

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<b>Department:</b>	<b>Corporate &amp; Community</b>
<b>Prepared By:</b>	<b>Executive Support Officer</b>
<b>Authorised By:</b>	<b>Interim Executive Director Infrastructure &amp; Development</b>
<b>Reference:</b>	UINT/23/16602

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<b>Attachments:</b>	1. Minutes of the Central Northern Regional Library AGM - 8 November 2023 <a href="#">↓</a>
	2. Minutes of the Central Northern Regional Library Ordinary Meeting - 8 November 2023 <a href="#">↓</a>

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#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	1. We have an accessible inclusive and sustainable community
<b>Strategy:</b>	1.4. Access to and equity of services

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#### SUMMARY

This report presents the Minutes from the Central Northern Regional Library (CNRL) Annual General Meeting and Ordinary Meeting held 8 November 2023.

The report summarises the key issues from the minutes.

#### RECOMMENDATION

**That in relation to the report “Central Northern Regional Library Minutes of Annual General and Ordinary Meeting 8 November 2023”, Council:**

- a) receive and note the minutes of the Annual General Meeting of the Central Northern Regional Library held on 8 November 2023;
- b) receive and note the minutes of the Ordinary Meeting of the Central Northern Regional Library held on 8 November 2023;
- c) approve the amended Uralla Shire Council contribution for 2022/2023
- d) approve the proposed Uralla Shire Council contribution for 2023/2024

#### REPORT

The Central Northern Regional Library (CNRL) is a resource sharing arrangement formed under Section 12(1) of the Library Act. The Regional Library is made up of six (6) Councils; Gwydir Shire Council, Liverpool Plains Shire Council, Narrabri Shire Council, Tamworth Regional Council, Uralla Shire Council and Walcha Council. Tamworth Regional Council is the Executive Council for CNRL

Being part of a regional library service has advantages for all member Councils. These advantages include:

- the ability to achieve economies of scale through cost sharing and combined purchasing;
- access to wider resources including:
  - larger collections both physical and digital;

- refreshed stock through continual stock rotation;
- shared library management software (catalogue and circulation);
- the ability to provide equitable services for customers over wider service areas;
- the provision of shared learning programs and events for the community;
- shared and consistent policies and procedures; and
- greater capacity to employ professional staff and share expertise.

The model also encourages relationship building with regional communities and between Councils.

### AGM and Ordinary Meeting of 8 November 2023

The CNRL Annual General Meeting (AGM) and Ordinary Meeting were held in the Goonoo Goonoo room at the Lands Building, 25 Fitzroy Street, Tamworth on 8 November 2023. Minutes of the AGM are **ATTACHED as annexure**.

Cr Catherine Redding from Narrabri Shire Council was re-elected as the CNRL Chair and Cr Judy Coates from Tamworth Regional Council was re-elected as Deputy Chair.

The Annual Report for 2022-2023 and the Annual Financial Statements for 2022-2023 were received and noted at the meeting.

Minutes of the Ordinary Meeting are **ATTACHED**, refer **ANNEXURE 2**. In the Ordinary Meeting, the Manager's report included information about:

- a Macquarie University and State Library of NSW research project to explore the digital future of multicultural services and collections. Tamworth has been selected as a study site.
- Library infrastructure grant applications that have been submitted by CNRL, Tamworth Regional Council and Walcha Council.
- usage of the new STEM kits (275 loans in the first 11 weeks)
- *Freedom to Read and Policy Framework for NSW*
- updates to the *Central Northern Regional Library Regional Resources Policy* that include:
  - 2021 Census statistics
  - changes to the *Request for Review of Library Resources* form
  - updated list of policies, statements and guidelines
  - The Library Council Guideline
  - addition of the *Speech Language Pathology Collection* and the *STEM Kits* to the library resources list
- the upcoming 75<sup>th</sup> anniversary of the formation of the regional library service (which will occur in 2025).

The quarterly report for September 2023 was received and noted.

A report outlining changes in population and a one-off increase in state funding in the current year was presented. It was recommended that CNRL continue with the same current year budget as presented in November 2022 but with reduced Council per capita contribution from \$13.20 per capita to \$13.00 per capita.

A draft 2024-25 CNRL budget was presented to the Committee. The budget has been prepared on an estimated \$2.85 per capita subsidy and a \$13.10 per capita Council contribution.

Delegates from across the region reported on the initiatives happening in their local library service.

**CONCLUSION**

Uralla Shire Council is supportive of the services that CNRL can supply to the Uralla community.

**COUNCIL IMPLICATIONS****Community Engagement/Communication**

Central Northern Regional Library conducted a User Survey in August 2023.

The results of the survey were presented at the CNRL Ordinary Meeting of 8 November 2023.

**Policy and Regulation**

Nil

**Financial/Long Term Financial Plan**

Current year Council contributions were revised downwards from \$13.20 to \$13.00 per capita. Based on a population of 5,883 the Uralla Shire Council contributions at \$13.20 were estimated at \$77,656 for 2023-24. Uralla population is now 5980 and with the revised contribution rate of \$13.00 the 2023-24 contribution is \$77,740.

Because of population growth for the region as a whole, CNRL will be able to achieve the 2023-24 budget with a lower per capita contribution.

2024-25 Council contributions at \$13.10 per capita are estimated at \$78,338.

**Asset Management/Asset Management Strategy**

Nil.

**Workforce/Workforce Management Strategy**

Nil

**Legal and Risk Management**

Nil

**Performance Measures**

Compliance with Service Level Agreement.

**Project Management**

Librarian / Executive Director Infrastructure & Development



**CENTRAL NORTHERN REGIONAL LIBRARY (CNRL)  
ANNUAL GENERAL MEETING  
Wednesday 8 November 2023  
Lands Building, Goonoo Goonoo Room  
25 Fitzroy Street Tamworth 2340**

**MEETING MINUTES**

**Attendees:**

**Committee Councillors**

Cr. Catherine Redding – Narrabri Shire Council  
Cr. Lone Petrov – Uralla Shire Council  
Cr. Catherine Egan – Gwydir Shire Council  
Cr. Paul Moules – Liverpool Plains Shire Council  
Cr. Aurora Reilly – Walcha Council

**Staff**

Kay Delahunt – Tamworth Regional Council  
Shiralee Franks – Tamworth Regional Council  
Scott Pollock – Narrabri Shire Council  
Ruth Neave – Liverpool Plains Shire Council  
Steve Williams (via zoom) – Uralla Shire Council  
Megan Pitt – Tamworth Regional Council  
Jonathan Stilts – Tamworth Regional Council  
Amanda Williams – Uralla Shire Council  
Naomi Radford – Narrabri Shire Council  
Gail Phillipott – Gwydir Shire Council

**Meeting opened:** 2.00pm

**1. Acknowledgement of Country – Cr Catherine Redding**

*"I would like to acknowledge the Kamilaroi, the Dhunghutti people and the Anawain people who are the Traditional Custodians of the lands on which Central Northern Regional Library operates. I would like to pay respect to Elders past and present, and extend that respect to other Aboriginal and Torres Strait Islander Peoples living in and visiting our Region"*

**2. Apologies**

Cr. Yvonne Wynne – Liverpool Plains Shire Council  
Carmen Southwell – Gwydir Shire Council

**Motion:** That apologies are accepted

**Moved:** Cr. Catherine Egan      **Seconded:** Scott Pollock

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Tamworth Regional Council • Walcha Council • Uralla Shire Council • Liverpool Plains Shire Council  
• Narrabri Shire Council • Gwydir Shire Council

### 3. Minutes of previous meeting – 16 November 2022

**Motion:** That the minutes from the previous Annual General Meeting of the Central Northern Regional Library, dated 16 November 2022, be accepted as a true and accurate record.

**Moved:** Cr. Judy Coates                      **Seconded:** Cr. Catherine Egan

### 4. Business arising from previous minutes

No matters raised.

### 5. Election of Central Northern Regional Library Chairperson

Kay Delahunt declared positions vacant and called for nominations.

**Nominated:** Cr. Catherine Redding                      **Nominated by:** Cr. Catherine Egan

No further nominations – nomination accepted.

Cr. Catherine Redding was declared CNRL Chairperson.

### 6. Election of Central Northern Regional Library Deputy Chairperson

**Nominated:** Cr. Judy Coates                      **Nominated by:** Cr. Catherine Redding

No further nomination – nomination accepted.

Cr. Judy Coates was declared Central Northern Regional Library Deputy Chairperson.

### 7. Presentation of Central Northern Regional Library (CNRL) Annual Report 2022/23

Kay Delahunt spoke to the report.

Question asked re: stock and new stock from Liverpool Plains Shire Council and Narrabri Council – Kay Delahunt clarified the difference between the two.

**Motion:** That the CNRL Annual Report of 2022/23 be received and noted.

**Moved:** Cr. Paul Moules                      **Seconded:** Cr. Lone Petrov

### 8. Annual Financial Statement 2022/23

**Motion:** That the Annual Financial Statement be received and noted.

**Moved:** Amanda Williams                      **Seconded:** Cr. Lone Petrov

### 9. General Business

No further business

**Next AGM:** 13 November 2024

**Meeting closed:** 2:16pm



**CENTRAL NORTHERN REGIONAL LIBRARY (CNRL)  
ORDINARY MEETING  
Wednesday 8 November 2023  
Lands Building, Goonoo Goonoo Room  
25 Fitzroy Street Tamworth 2340**

**MEETING MINUTES**

**Attendees:**

**Committee Councillors**

Cr. Catherine Redding – Narrabri Shire Council  
Cr. Lone Petrov – Uralla Shire Council  
Cr. Katherine Egan – Gwydir Shire Council  
Cr. Paul Moules – Liverpool Plains Shire Council  
Cr. Aurora Reilly – Walcha Council

**Staff**

Kay Delahunt – Tamworth Regional Council  
Shiralee Franks – Tamworth Regional Council  
Scott Pollock – Narrabri Shire Council  
Ruth Neave – Liverpool Plains Shire Council  
Steve Williams (via zoom) – Uralla Shire Council  
Megan Pitt – Tamworth Regional Council  
Jonathan Stilts – Tamworth Regional Council  
Amanda Williams – Uralla Shire Council  
Naomi Radford – Narrabri Shire Council  
Gail Phillipott – Gwydir Shire Council

**Meeting opened:** 2.18pm

**1. Acknowledgement of Country – Cr Catherine Redding**

*"I would like to acknowledge the Kamilaroi, the Dhunghutti people and the Anawain people who are the Traditional Custodians of the lands on which Central Northern Regional Library operates. I would like to pay respect to Elders past and present, and extend that respect to other Aboriginal and Torres Strait Islander Peoples living in and visiting our Region"*

**2. Apologies**

Cr. Yvonne Wynne – Liverpool Plains Shire Council

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Tamworth Regional Council • Walcha Council • Uralla Shire Council • Liverpool Plains Shire Council  
• Narrabri Shire Council • Gwydir Shire Council



Carmen Southwell – Gwydir Shire Council

**Motion:** That apologies are accepted

**Moved:** Cr. Katherine Egan

**Seconded:** Scott Pollock

### 3. Minutes of previous meeting – 5 July 2023

**Motion:** That the minutes from the previous Ordinary Meeting of the Central Northern Regional Library, dated 5 July 2023, be accepted as a true and accurate record.

**Moved:** Scott Pollock

**Seconded:** Cr. Judy Coates

### 4. Business arising from previous minutes

No matters raised.

### 5. Manager's Report

Kay Delahunt spoke to the Manager's report.

#### 5.1 Macquarie University Study

The State Library of NSW is partnering with Macquarie University on a research project to explore the digital future of multicultural services and collections. Tamworth (CNRL) has been selected as a study site and Macquarie University researchers will visit the library.

#### 5.2 Grant applications

2023-24 Public Library Infrastructure Grants applications submitted by CNRL, Tamworth Regional Council and Walcha Council.

#### 5.3 STEM Kits usage

Jonathan Stilts spoke to the usage of STEM kits in branches. During the first eleven weeks that the kits were available for borrowing, 275 items were loaned.

#### 5.4 Freedom to collect and read – policy framework for NSW public libraries

The State Library of NSW and ALIA have put together information outlining the relevant law and policy for NSW public libraries. The CNRL Regional Resources Policy has been updated to include this information and an updated form to request a review of library resources.

#### 5.5 Public Libraries Consultative Committee (PLCC)

The PLCC meeting minutes of 28 June 2023 are attached for delegates information.

#### 5.6 Indyreads Summer Book Club

The State Library of NSW is hosting the 3<sup>rd</sup> Indyreads Summer Book Club from the 1<sup>st</sup> December 2023 to the 15<sup>th</sup> February 2024. This year's book is "Funny Ethnics" by Shirley Le.

#### 5.7 The Sydney Writers Festival (SWF)

CNRL has once again been offered streaming session of the festival next year Friday 24 May 2024 to Sunday 26 May 2024.

### 5.8 75<sup>th</sup> Anniversary of our Regional Library Service in 2025

The Namoi Regional Library Service was inaugurated on 1<sup>st</sup> September 1950. September 2025 will mark 75 years for the Regional Library Service. It is proposed that the anniversary be marked with some fanfare.

### 5.9 SPUN Conference

Sarah Dean and Jacob Simmons attended the SPUN Conference in late October.

**Motion:** That in relation to the Manager's Report: (i) the report be received and noted (ii) the updated Regional Resources Policy (November 2023) be approved.

**Moved:** Cr. Paul Moules                      **Seconded:** Ruth Neave

Cr. Paul Moules suggested future changes to policies could be put in a different colour to highlight which parts have changed.

## 6. Quarterly Report for September 2023

Questions from report:

- Ruth Neave - Can the statistics be broken down by other factors like gender, age groups, etc? Kay Delahunt confirmed this can be done by branch. Please contact Kay for further information.
- Naomi Radford – is ULibrary a trial or ongoing? How can you see how many titles there are? Megan Pitt confirmed ULibrary is ongoing. Megan will get back to Naomi Radford re: how many titles on ULibrary.
- Cr. Catherine Redding – commented all the reports are comprehensive.

**Motion:** That the Quarterly Report for September 2023 be received and noted.

**Moved:** Scott Pollock                      **Seconded:** Cr. Lone Petrov

## 7. CNRL User Survey Report

CNRL conducted an online library user survey during the month of August 2023. The report for each council area was presented at the meeting. There were 311 responses across the region.

Observations relating to the survey report included:

- Naomi Radford – was a difficult survey. Difficult because it was long and difficult because it was only available online. They have an older demographic and didn't want their details online.
- Kay Delahunt – will have more targeted surveys in the future. Can separate between CNRL and branches.
- Ruth Neave – people are over surveyed, over consulted. Good idea to show the community what comes from the survey. Eg. This initiative was as a result of the ... survey.
- Cr. Paul Moules asked Ruth Neave about the Werris Creek opening on a Saturday survey. Ruth Neave said that was a separate survey and it was decided it was not

worth the cost given the low number of people visiting on a Saturday morning. The money could be better used elsewhere, eg. For more programming.

**Motion:** That the CNRL Survey Report be received and noted.

**Moved:** Cr. Katherine Egan

**Seconded:** Cr. Paul Moules

## 8. Revised Current Year Council Contributions

Changes to population and State funding distribution in the current year mean that CNRL has additional income in the budget. It is recommended that the CNRL current year budget remain as per the budget presented at the November 2023 meeting but that the Council per capita component of the contributions be adjusted to \$13.00 per capita. Invoices for current year CNRL contributions will be issued in February 2024.

**Motion:** That in relation to the report 'Revised Current Year Council Contributions' the CNRL Committee consider the revised current year Council Contributions and provide written comments to Tamworth Regional Council by 15 January 2024.

**Moved:** Cr. Katherine Egan

**Seconded:** Cr. Paul Moules

## 9. Draft Budget

The report was provided as background to the 2024-2025 Draft Budget.

**Motion:** That in relation to the report on CNRL budgets the CNRL Committee; (i) Receive and note the Budget versus Actual Report for 2022-23 (ii) Receive and note the Movements in Cash Reserves as at 30 June 2023 (iii) Consider the draft budget for 2024-2025 and, in accordance with the requirements of the CNRL Regional Library Agreement, provide written comments to Tamworth Regional Council by 15 January 2024.

**Moved:** Amanda Williams

**Seconded:** Cr. Lone Petrov

## 10. General Business

No matters raised.

## 11. Delegates Reports

### Narrabri Library News:

Library programs, outreach and events:

- Early literacy programs - Baby Rhyme Time, Storytime, 1,000 Books Before School, held in all Shire branches. Over 60 children registered for 1000 Books Before School program
- Adult programs - Book Groups, Brain Training, Knitting & Device Advice bookings on request
- Spring School Holiday activities in all shire branches - Paper Spring Posey craft and Paws to Read to Bobby. Paws to Read to Bobby is a reading program with Bobby the golden retriever for neurodivergent children and adults. It was a wonderful experience for all involved

- Interactive Mini Science Fair held at Narrabri and Wee Waa Libraries during Science Week August 2023. We showcased two new Microscopes, purchased with a grant from the National Backyard Cricket

- Young Einstein's Science Club in Narrabri (weekly) and Wee Waa (monthly). This is run after school during the school term and has expanded to include running this program at Boggabri OOSH monthly

- STEM programs held in Bellata, Pilliga and Gwabegar primary schools; and beginner STEM in preschools

- Home Library Services to Boggabri, Narrabri, Wee Waa, Bellata, Gwabegar and Pilliga.

Collaboration and partnerships to extend our reach:

- Collaboration with local disability services to provide weekly craft programs and visits to their premises for Storytime and music. New collaboration with Life Without Barriers

- Collaboration with preschools to run Storytime and beginner STEM activities

- Collaborating with Bellata, Pilliga and Gwabegar primary schools to run STEM workshops

- Collaboration with Hunter New England Health to facilitate Dolly Parton's Imagination Library registrations. We have over 250 babies registered since the program began in Jan 2022

Leadership and PD to improve provision of library services

- Approval given for an Aboriginal Identified PPT library position

- Programs Officer attended the Little Bang training day run by Children's Discovery at Parkes Library

- Two staff (Nar and WW) attended the Readers Advisory two-day training at the SLNW in August

- All permanent staff completed the online Indyreads, and the Gale Books and Author database webinars

- New furniture for Wee Waa Library – two lounges and a study table

### **Gwydir Library News**

Gail Phillpott back on board – all programs back up and running.

### **Tamworth Library News**

- Dementia Friendly status for Tamworth Library

- Richard Glover author talk – over 100 people attended

- Midday Movie 12 months anniversary celebration

- ALIA journal article on the Community Hub coming out next issue

### **Liverpool Plains Shire Council Library News**

From July to October, visitation at each library was as follows:

- Quirindi – 5356

- Werris Creek – 2650

Attendance at events was as follows:

- Quirindi – 363

- Werris Creek – 194

### **LPSC Use of technology:**

- Both Quirindi and Werris Creek libraries engage with users through Gacebook. Total increase in followers from July – October:

- Quirindi – 10.5%
- Werris Creek – 4.3%

- Online holiday activities from State Library NSW were shared through both Facebook pages

- Afternoon Tech sessions continued each month, and in October a webinar was delivered by NSW Government/ID Support NSW, to participants at both Werris Creek and Quirindi. This was arranged by LPSC staff, and 12 people attended.

Innovative projects:

- A Home Library partnership has been started with GoCo Care. Library staff arrange books and other borrowable materials, and GoCo volunteers will complete the deliveries. 2 deliveries have been completed so far, and the program will now be formally launched, initially to residents of Quirindi and Werris Creek with an option to extend to other villages.

- As part of volunteer induction completed by LPSC HR, an information session was delivered regarding Digital Volunteering. This was prepared in conjunction with State Library NSW and delivered to 5 participants, on a Saturday morning.

**LPSC Community Access:**

- At the end of October both Werris Creek and Quirindi Library hosted Hearing Australia to provide free hearing tests to members of the community.

- Tech Savvy Seniors funding has been received, with programs due to run in February/March 2024 at Quirindi, Werris Creek, and Willow Tree.

- St Joseph's Primary School Quirindi visited the library in August for Book Week.

- In September, Werris Creek Library hosted the Indyreads Online Author Talk, with catering provided by Friends of Werris Creek Library. 7 people attended.

- Two pop-up playgroups were held in partnership with TFSS – 27 children attended in total. Another pop-up playgroup is scheduled for November, to celebrate World Nursery Rhyme Week.

**LPSC Research and development activities undertaken by library staff:**

- Two staff completed six hours each of Reader's Advisory Training delivered by Libraries Alive through State Library NSW.

- Two staff have enrolled and commenced Adult Literacy Tutoring courses with TAS TAFE (one self-funded, one LPSC funded).

- One staff member completed 'Suicide Prevention in Seniors' training, delivered by Anglicare (in own time).

Local community projects or displays:

- Winter and Spring school holiday activities were held at both libraries and off-site at Blackville Public School (x2) and Wallabadah Public School.

- Both Friends of Quirindi Library and Friends of Werris Creek Library continue to be active with activities such as LEGO club, Learn from a Local, Family History Workshops, and Card Making Workshops.

**LPSC Building enhancements or expansion projects:**

- Plans and quotes are being finalised for the refurbishment of Werris Creek Library, with completion expected around March 2024.

Introduction of new collections and/or formats:

- Spark! Discovery Boxes have been received and are due to be launched mid-November (purchased with a Backyard Cricket grant).

**LPSC Significant service changes:**

- In July, council approved a permanent change to hours at Quirindi Library, removing the lunch-time closure. This added 5 hours per week to the library service. The trial of Saturday opening did not proceed due to usage.

### **Walcha Library News**

- Public Library Infrastructure Grants – opened in August 2023. Identified – opportunity to improve the library building and add additional functionality to the space. The application has been started with most quotes obtained. This grant is for work to be carried out from July 2024.
- Outreach and library promotional activities have allowed Walcha Library to engage with the community. They include: The notice board in the library window regularly being updated with library and community information and events. Staff have continued to use a systematic and measured approach to the use of social media to engage with the community.
- Social media, the popularity of the Walcha Library Facebook page has increased with 350 followers. Staff have continued to use the systematic approach to ensure the content was engaging, useful and an effective use of staff time.
- The puzzle library loans remain steady with an increase in regular borrowers and children’s puzzle loans since the relocation of the children’s puzzles to the children’s area. The stocktake process was completed at the Walcha Library and the RFID stocktake system was returned to CNRL headquarters for another branch to use.
- The library kept the display for the National Science Week, with many adult non-fiction and children’s science non-fiction books and STEM kits being reviewed and borrowed by visitors.
- Storytime in the Park. This session was very popular with children and parents and daycare educators engaged in a series of story books, songs, and dance activities, using puppets, musical bells and a ‘Conga’ line dance around the park. This was followed by a wind-mill making activity, given the windy day it was a popular activity.
- Housebound library services are arranged with Riverview, Elizabeth Cross Wing at the Walcha Hospital and our housebound members who receive deliveries. Library volunteer once again helped staff to prepare the collection hand-picked for the Riverview residents and a number of housebound individuals.
- The number of members and visitors using the library facilities for study related purposes remain steady. The free wifi and study areas are utilised for study, and work purposes. A number of members have regularly used the library for tutoring. There are also a number of members seeking reliable internet and somewhere to have video conferences, telehealth appointments and interviews.
- Drop in IT support and assistance is mostly provided for those using eLibrary apps, but also include smart phone and tablet assistance with a handful of members.
- Aurora to send to me

### **Uralla Library News**

Steve Williams:

- Increasing activation of the Uralla Library space and membership
- Enjoyed reading the Annual Report
- Interesting to see what other branches are doing
- Appreciate the passion of staff
- Survey – good to look at other ways of running them

Amanda Williams:

- Have a good volunteer assisting in the library

- School holiday activities going well
- All regular groups going well

**12. Next Ordinary Meeting:** 14 February 2024

**Meeting closed:** 3:31pm

**14.6 Code of Conduct Statistics 2022 -2023**


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<b>Department:</b>	<b>Corporate &amp; Community</b>
<b>Prepared By:</b>	<b>Interim Executive Director Corporate &amp; Community</b>
<b>Authorised By:</b>	<b>General Manager</b>
<b>Reference:</b>	UINT/23/16890

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Goal:</b>	4.	We are an independent shire and well-governed community
<b>Strategy:</b>	4.3.	An efficient and effective independent local government

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**SUMMARY****SUMMARY**

This report provides a statistical summary of Code of Conduct complaints for the period 1 September 2022 to 31 August 2023 in accordance with Sections 11.1 and 11.2 of Council's "Procedures for the Administration of the Code of Conduct 2020". There have been no Code of Conduct Complaints for the reporting period.

**RECOMMENDATION**

That Council provide the Office of Local Government with the Code of Conduct Annual Statistical Report for the period 1 September 2022 to 31 August 2023 by 31 December 2023 noting that there have been no Code of Conduct Complaints for the reporting period..

**REPORT**

Council is required to report annually to the Office of Local Government on Code of Conduct complaint statistics for the period 1 September of the previous year to 31 August of the current year.

Council's Procedures for the Administration of the Code of Conduct 2020 requires:

## Section 11.1

*The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:*

- a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)*
- b) the number of code of conduct complaints referred to a conduct reviewer during the reporting period*
- c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints*
- d) the number of code of conduct complaints investigated by a conduct reviewer during the reporting period*
- e) without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period*
- f) the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and*



- g) *the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.*

## Section 11.2

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

The Code of Conduct statistical summary for the period 1 September 2021– 31 August 2023 proposed to be reported to the Office of Local Government (OLG) is shown in the table below:

	Annual Reporting Requirement Descriptor	Annual Statistic
<b>Number of Complaints</b>		
1.	The total number of complaints <b>received</b> in the period about Councillors and the General Manager under the code of conduct from the following sources	
a	Community	0
b	Other Councillors	0
c	General Manager	0
d	Other Council staff	0
2.	The total number of complaints <b>finalised</b> in the period about Councillors and the General Manager under the Code of Conduct in the following periods	
a	3 Months	0
b	6 Months	0
c	9 Months	0
d	12 Months	0
e	Over 12 months	0
<b>Overview of complaints and costs</b>		
3a	The number of complaints <b>finalised at the outset by</b> alternative means by the General Manager or Mayor	0
b	The number of complaints referred to the <b>Office of Local Government (OLG)</b> under a special complaints management arrangement	0
c	The number of code of conduct complaints <b>referred to a conduct reviewer</b>	0
d	The number of code of conduct <b>complaints finalised at preliminary assessment</b> stage by the conduct reviewer	0
e	The number of code of conduct complaints <b>referred back to the General Manager or Mayor</b> for resolution after preliminary assessment by conduct reviewer	0
f	The number of finalised complaints <b>investigated by a conduct reviewer</b>	0
g	The cost of dealing with complaints via preliminary assessment	0
h	Progressed to <b>full investigation by a conduct reviewer</b>	0

I	The number of finalised complaints investigated where there was found to be <b>no breach</b>	0
J	The number of finalised complaints investigated where there was found to be a <b>breach</b>	0
K	The number of complaints referred by the GM or Mayor <b>to another agency</b> or body such as the ICAC, the NSW Ombudsman, OLG or the Police :	
	ICAC	0
	NSW Ombudsman	0
	Police	0
	Other Agency (please specify)	0
l	The number of complaints being investigated that are <b>not yet finalised</b>	0
m	The <b>total cost</b> of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	0
<b>Preliminary Assessment Statistics</b>		
4	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:	
a	To take no action (clause 6.13(a) of the 2020 Procedures)	0
b	To resolve the complaint by alternative and appropriate strategies (clause 6.13(b) of the 2020 Procedures)	0
c	To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies (clause 6.13(c) of the 2020 Procedures)	0
d	To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police (clause 6.13(d) of the 2020 Procedures)	0
e	To investigate the matter (clause 6.13(e) of the 2020 Procedures)	0
f	Other action (please specify)	0
<b>Investigation Statistics</b>		
5	The number of investigated complaints resulting in a determination that there was no breach, in which the following recommendations were made:	
a	That the council revise its policies or procedures	0
b	That a person or persons undertake training or other education (clause 7.40 of the 2020 Procedures)	0
6	The number of investigated complaints resulting in a determination that there <b>was a breach</b> in which the following recommendations were made:	
a	That the council revise any of its policies or procedures (clause 7.39 of the 2020 Procedures)	0
b	In the case of a breach by the GM, that action be taken under the GM's contract for the breach (clause 7.37(a) of the 2020 Procedures)	0
c	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.37(b) of the 2020 Procedures)	0
d	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that	0

	the matter be referred to OLG for further action (clause 7.37(c) of the 2020 Procedures)	
7	Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2020 Procedures)	0
<b>Categories of misconduct</b>		
8	The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:	
a	General conduct (Part 3)	0
b	Non-pecuniary conflict of interest (Part 5)	0
c	Personal benefit (Part 6)	0
d	Relationship between council officials (Part 7)	0
e	Access to information and resources (Part 8)	0
<b>Outcome of determinations</b>		
9	The number of investigated complaints resulting in a determination that there was a breach in which the council:	
a	Adopted the independent conduct reviewers recommendation	0
b	Failed to adopt the independent conduct reviewers recommendation	0
10	The number of investigated complaints resulting in a determination where:	
a	The external conduct reviewers decision was overturned by OLG	0
b	Council's response to the external conduct reviewers recommendation was overturned by OLG	0
11	Date Code of Conduct data was presented to council	28/11/2023

## CONCLUSION

Council meets its statutory reporting requirements by filing its annual statistical report on Code of Conducts within the Office of Local Government within 3 months of the end of September each year. There have been no Code of Conduct Complaints for the reporting period.

## COUNCIL IMPLICATIONS

### Community Engagement/Communication

Code of Conduct statistics are included in the Annual Report

### Policy and Regulation

Code of Conduct statistical reporting is prepared in accordance with Sections 11.1-11.2 of the Procedures for the Administration of the Code of Conduct 202

### Financial/Long Term Financial Plan

There are no financial implications in presenting the Annual Report. However, complaint management consumes staff resources and on occasion independent investigation costs; as a regulatory authority and service provider Council is required to meet this cost.

**Asset Management/Asset Management Strategy**

Not applicable

**Workforce/Workforce Management Strategy**

The Code of Conduct forms part of the staff and Councillor induction package. Refresher training is provided regularly for all staff.

**Legal and Risk Management**

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

**Performance Measures**

Council meets its statutory deadlines.

**Project Management**

Manager Governance & Customer Service

**14.7 2022 - 2023 Uralla Shire Council - Annual Report**


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<b>Department:</b>	<b>Corporate &amp; Community</b>
<b>Prepared By:</b>	<b>Interim Executive Director Corporate &amp; Community</b>
<b>Authorised By:</b>	<b>General Manager</b>
<b>Reference:</b>	UINT/23/16981

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<b>Attachments:</b>	1. Annual Report 2022-2023 <a href="#">↓</a>
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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Goal:</b>	4. We are an independent shire and well-governed community
<b>Strategy:</b>	4.1. Informed and collaborative leadership in our community
	4.2. A strategic, accountable and representative Council
	4.3. An efficient and effective independent local government

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**SUMMARY**

Council is required, pursuant to s428 of the Local Government Act 1993, to prepare a report on its achievements in implementing its delivery program. The Annual Report must also contain a range of statutory reporting information.

This report presents the Annual Report for the 2022-2023 financial year.

The report is presented in 4 sections:

- Section 1 Overview. This section provides an overview of the Council and corporate structure for the reporting period
- Section 2 Performance reporting. This section provides details of the progress of actions detailed in the 2022-2023 Operational Plan
- Section 3 Statutory Reporting. This section provides the specific reporting details required by the Local Government Act 1993 and associated regulations
- Section 4 – Attachments including the 2022- 2023 GIPA report and the USC statement of Business Ethics.

It is recommended that Council adopt the report.

**RECOMMENDATION**

That Council

- 1. Adopts the 2022 - 2023 Annual report as shown in attachment "A".**
- 2. Submits the adopted 2022 -2023 Annual Report to the NSW Minister for Local Government by 30 November 2023.**
- 3. Publishes the adopted 2022-2023 Annual Report on Councils website and make copies of the reports available at all Council offices and libraries.**

**REPORT**

Under Section 428 of the *Local Government Act 1993*, Council is required to submit its Annual Report to the Office of Local Government on or before 30 November 2023 for the 2022/2023 financial year.

The Annual Report contains the specific content that must be included pursuant Local Government (General) Regulations 2021 with the exception of the 2022/2023 audited financial statements.

Council received an extension in relation to the Audited Financial Statements for the financial year ending 30 June 2023. These will be presented under a separate report.

The legislation does not provide a mechanism to seek an extension of time for the adoption of the annual report. Accordingly, the annual report will be submitted to the Office of Local Government in advance of the audited financial statements.

### **CONCLUSION**

The Annual Report has been prepared in accordance with the Integrated Planning and Reporting Guidelines and meets the Office of Local government reporting requirements.

### **COUNCIL IMPLICATIONS**

#### **Community Engagement/Communication**

Council's Annual Report will be published to the Council website and copies of the reports will be made available at all Council offices and libraries.

#### **Policy and Regulation**

*Local Government Act 1993 (NSW)*

*The Local Government (General) Regulation 2021 (NSW)*

Integrated Planning and Reporting Guidelines (OLG)

#### **Financial/Long Term Financial Plan**

N/A

#### **Asset Management/Asset Management Strategy**

N/A

#### **Workforce/Workforce Management Strategy**

N/A

#### **Legal and Risk Management**

Statutory obligation to prepare an Annual Report.

#### **Performance Measures**

To meet statutory timeframes, the Annual Report 2022-2023 must be prepared and provided to the Minister for Local Government by 30 November 2023.

The Annual Report must also contain the Audited Financial Statements. The Office of Local Government has confirmed that Council has been granted an extension to the submission of the Audited Financial Statements to 20 December 2023 (although it is expected that the Auditor's Report will be issued sooner than this date).

The Office of Local Government advises that the Annual Report cannot contain the Financial Statements if they have not been finalised. Consequently, Council should make relevant comments to this effect in the Annual Report and submit the Financial Statements when they are to hand.

The Audited Financial Statements must also undergo a public exhibition process.

Section 418 of the Act provides that Council must, as soon as practicable after receiving the Auditor's report:

- a) Fix a date for the meeting at which it proposes to present its audited financial reports, together with the Auditor's Reports, to the public, and;
- b) Give public notice of the date so fixed.

The date fixed for the meeting must be at least 7 days after the date on which the notice is given, but not more than 5 weeks after the Auditor's Reports are given to the Council.

The Annual Report should now be adopted and submitted to Office of Local Government to meet the 30 November 2023 deadline. The Audited Financial Statements can be submitted to the Office of Local Government for annexure to the Annual Report as soon as they are to hand.

### **Project Management**

Manager Governance & Service Centre

A large, solid red triangle is positioned in the bottom right corner of the page, pointing towards the top left. It contains the text for the annual report.

**Annual Report**  
**2022-2023**



## Contents

<b>Section 1 – Welcome</b> .....	<b>4</b>
Mayor’s Message.....	4
Overview.....	5
Our Council.....	6
Our Structure.....	13
<b>Section 2 – Performance Reporting</b> .....	<b>14</b>
Integrated Planning and Reporting Framework.....	14
Our Performance.....	15
<b>Section 3 - Statutory Reporting</b> .....	<b>24</b>
Rates Written Off.....	24
Overseas Visits.....	24
Councillor Expenses and Provision of Facilities.....	24
Induction training and ongoing professional development for Mayor and Councillors.....	25
Major Contracts.....	26
Legal Proceedings.....	27
Subsidised Private Works.....	27
Financial Assistance to Others.....	28
General Manager and Senior Staff Remuneration.....	29
Stormwater Management Services.....	30
External Bodies that Exercise Council Functions.....	30
Participation in Corporations, Partnerships, Joint Ventures or Other Bodies.....	30
Equal Employment Opportunity.....	31
Compliance with Companion Animals Act and Regulation.....	32
Contributions & Levies.....	34
Swimming Pool Inspections.....	35
Carers Recognition Act.....	35
Disability Inclusion Act.....	35
Public Interest and Disclosure (PID).....	36
Code of Conduct Reporting.....	37
Financial Management.....	39
Modern Slavery Act 2018 (NSW).....	40
Government Information (Public Access) - GIPA.....	40

<b>Section 4 – Attachments.....</b>	<b>41</b>
A Financial Statements 2022-2023 .....	42
B GIPA Report 2022-2023 .....	43
C Statement of Business Ethics.....	44

## Section 1 – Welcome

### Mayor's Message

Our 2022-2023 Annual Report provides us with an opportunity to share our achievements over the past year, and report against priorities agreed in our 10-year Community Strategic Plan.

While the past year has not been without challenges for our Shire and our Council, I am pleased that we now have in place our new General Manager, Ms Toni Averay, supported by a strong team working to take advantage of many exciting opportunities that present themselves.

I would like to thank my fellow Councillors, our council team, and the community for their participation and support. Together we progress our shared vision for a vibrant economy, and a sustainable quality of life that values our heritage.

Mayor Robert Bell



## Overview

Under the *Local Government Act 1993* (the “Act”), all Councils in New South Wales are required to report on their progress in implementing their Delivery Program.

The content of the Annual Report must be prepared in accordance with the Act as well as *Local Government (General) Regulation 2021*, and must include a copy of the council’s audited Financial Statements.

Once adopted, the Annual Report must be published to the council website.

This Annual Report comprises four sections:

1. Welcome and Overview
2. Performance Reporting
3. Statutory Reporting
4. Attachments:
  - A. Financial Statements 2022-2023
  - B. GIPA Report 2022-2023
  - C. Statement of Business Ethics

## Our Council

Uralla Shire Council is constituted under the Local Government Act and was proclaimed on 5 December 1947, coming into effect on 1 January 1948.

Uralla Shire Council is a large and diverse organisation employing over 160 staff and is responsible for assets in excess of \$300 million, 32 different service areas and an annual operating budget of approximately \$23 million.

The Uralla Shire local government area covers an area approximately 3,230 square kilometres and is home to a permanent resident population of around 5,971 people (2021 census). The township is Uralla, which is located 22 kilometres south of Armidale and 89 kilometres north of Tamworth on the New England Highway.

Other localities in the Uralla Shire local government area include Abington, Arding, Bakers Creek, Balala, Boorolong, Briarbrook, Bundarra, Camerons Creek, Dangarsleigh, Dumaresq, Enmore, Gostwyck, Invergowrie, Kentucky, Kentucky South, Kingstown, Mihi, Rocky River, Salisbury Plains, Saumarez, Saumarez Ponds, Torryburn, Wollun and Yarrowyck.

### Our Vision

In 2031 the Uralla Shire community will be vibrant with a growing economy supporting a sustainable quality of life that values its heritage.

### Our Mission

Uralla Shire Council listens to and facilitates the aspirations of the community.

### Our Values

Council's values lay the foundation for the organisation, the ingrained principles guide us in our actions.

#### Unity

Council is strongest when we work together as a team. Unity is built from a shared vision. The stability of unity comes from the spirit of equality and openness.

#### Safety

Council is required to maintain healthy and safe workplaces. This means that it is important to take care of our own health and safety and that we must not adversely affect the health and safety of others.

#### Commitment to Service

In all of our dealings we will be respectful and treat people with dignity and professionalism. We support collaboration and teamwork, internally and externally, including other agencies.

### **Statement of Business Ethics**

Through our core values and principles we have committed to ensure that in our business dealings, we and the businesses we deal with, act in a transparent, ethical and accountable manner so as to enhance and protect our reputation, as well as safeguarding our culture of integrity and ethical conduct.

We recognise that our reputation is built on trust and this influences how our community and business partners feel about our organisation and the services it provides. This reputation can be tarnished forever by the unethical actions of a few people or even just one person.

This means, among other things, acting honestly, observing a high standard of probity, ethical behaviour and integrity, treating each other and our customers, partners, suppliers and our community fairly and with respect, and being transparent and open in our business processes.

We need to ensure that we all understand the standards expected of us as council officials (Code of Conduct). We also need to ensure that we communicate to our suppliers, contractors and business partners the standards we expect of them if we are to do business with them.

The Statement of Business Ethics is one of the tools we use to communicate this standard of behaviour.

### Mayor and Councillors

For the period July 2022 to 30 June 2023, Uralla Shire Council was governed by the following elected Councillors:

Mayor Robert Bell  
Councillor Tim Bower  
Councillor Sarah Burrows  
Councillor Bob Crouch  
Councillor Leanne Doran  
Councillor Bruce McMullen  
Councillor Tom O'Connor  
Councillor Lone Petrov  
Councillor Tara Toomey

Councillors have a responsibility to:

- Be an active and contributing member of the governing body;
- Make considered and well informed decisions as a member of the governing body;
- Participate in the development of long term plans for the community as required by the Integrated Planning and Reporting framework;
- Represent the collective interests of residents, ratepayers and the local community;
- Facilitate communication between the local community and the governing body;
- Uphold and represent accurately the policies and decisions of the governing body, and
- Make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.

In addition to having special responsibilities as a Councillor, the Mayor can represent Council and exercise urgent policy-making functions between meetings. The Mayor usually acts as spokesperson for Council, carries out certain civic and ceremonial functions, and presides as chairperson during Council meetings. The Council may also delegate other functions to the Mayor.



Left to Right: Cr Lone Petrov, Cr Tom O'Connor, Cr Bruce McMullen, Cr Leanne Doran, Mayor Robert Bell, Deputy Mayor Cr Robert Crouch, Cr Tim Bower, Cr Sarah Burrows, Cr Tara Toomey

Uralla Shire Council consists of two wards:





### Citizenship Ceremonies held by Uralla Shire Council:

Mayor & Councillors	26/7/22	24/11/22	26/1/23	23/5/23
R Bell	✓	✓	✓	✓
T Bower		✓		
S Burrows	✓	✓	✓	✓
B Crouch	✓	✓	✓	✓
L Doran			✓	
B McMullen		✓		✓
T O'Connor	✓		✓	
L Petrov	✓	✓	✓	
T Toomey				

### Council Meetings

Ordinary Council Meetings are held at 4pm on the fourth Tuesday of each month from February to November, on the third Tuesday of the month in December. An Ordinary Council Meeting was called for 24 January 2023. Council meetings are held at the Uralla Shire Council Chambers, located at 32 Salisbury Street, Uralla. Extraordinary Council Meetings are held as and when required and the public is notified via Council's website. Members of the public may attend all Council and Council Committee meetings.

Members of the public may also, at the discretion of the Council in each case, be permitted to address a Council Meeting on a particular issue which is listed on the Business Paper for that meeting.

In 2022-23, Council held twelve (12) Ordinary Meetings and eleven (11) Extraordinary Meetings.

#### Ordinary Meetings - Mayor and Councillors:

Mayor & Councillors	26/7/22	23/8/22	27/9/22	25/10/22	22/11/22	13/12/22
R Bell	✓	✓	✓	✓	✓	✓
T Bower	✓	✓	✓	✓	✓	✓
S Burrows	✓	✓	✓	✓	✓	
B Crouch	✓	✓	✓	✓	✓	✓
L Doran	✓	✓	✓	✓	✓	✓
B McMullen	✓	✓	✓	✓	✓	✓
T O'Connor	✓	✓	✓	✓	✓	✓
L Petrov	✓	✓	✓	✓	✓	✓
T Toomey	✓	✓	✓	✓	✓	✓

Mayor & Councillors						
	24/1/23	28/2/23 Bundarra	28/3/23	26/4/23	23/5/23	27/6/23
R Bell	✓	✓	✓	✓	✓	✓
T Bower	✓	✓	✓	✓	✓	✓
S Burrows	✓	✓	✓	✓	✓	✓
B Crouch	✓	✓	✓	✓	✓	✓
L Doran	✓	✓	✓	✓	✓	✓
B McMullen	✓	✓	✓	✓	✓	✓
T O'Connor	✓	✓		✓	✓	✓
L Petrov	✓	✓	✓	✓		✓
T Toomey	✓	✓	✓	✓	✓	✓

#### Extraordinary Meetings - Mayor and Councillors:

Mayor & Councillors	30/1/23	14/3/23	16/3/23	30/5/23	22/6/23	29/6/23
R Bell	✓	✓	✓	✓	✓	✓
T Bower	✓	✓	✓	✓	✓	✓
S Burrows	✓	✓	✓	✓	✓	✓
B Crouch	✓	✓	✓	✓	✓	✓
L Doran	✓	✓	✓	✓	✓	✓
B McMullen	✓	✓	✓	✓	✓	✓
T O'Connor	✓	✓		✓	✓	✓
L Petrov	✓	✓		✓	✓	✓
T Toomey	✓	✓	✓	✓	✓	✓

### General Manager Workshops and Briefings

In addition to council meetings the General Manager also facilitated 14 workshops and briefings throughout the year to provide councillors with more detailed information on contemporary matters and items in the business agenda.

### Councillors Community Sessions:

Council undertook the following councillor community sessions in 2022-2023:

- 18/08/2022 – Kentucky
- 17/09/2022 – Invergowrie
- 16/10/2022 – Rocky River
- 17/11/2022 - Bundarra
- 1/12/2022 – Alma Park
- 27/04/2023 – Mayor's Youth Forum

## Committees

Council operates a range of Specific Purpose Committees and Section 355 Committees, and is represented by Councillors on a number of External Boards, Committees and Organisations. Council reviews its Committee representation annually and resolves to appoint delegates for the following 12-month period. During 2022-2023, Council was represented by Councillors on two Specific Purpose Committees, thirteen (13) External Boards, Committees and Organisations, and three (3) Section 355 Committees:

Committee	Delegate 2022-2023
<b>SPECIFIC PURPOSE COMMITTEES</b>	
1. Audit, Risk & Improvement Committee *The new ARIC Committee held its inaugural meeting 26 June 2023 with the appointed delegate for 2023-2024 being Cr T Toomey.	Cr T O'Connor Cr T Toomey (2023 -2024)
2. Finance Advisory Committee	
<b>EXTERNAL BOARDS, COMMITTEES &amp; ORGANISATION</b>	
1. Arts North West	Cr T Toomey (Advisory Council) General Manager (Alternate)
2. Central Northern Regional Library	Cr L Petrov
3. Community Safety Precinct Committee	Mayor Bell
4. Country Mayor's Association	Mayor Bell
5. Local Traffic Committee	Cr B McMullen
6. Mid North Weight of Loads	General Manager
7. New England Joint Organisation	Mayor Bell
8. New England Weeds Authority	Cr Bower
9. Northern Joint Regional Planning Panel	General Manager Cr R Crouch (Panel Member) Cr B McMullen (Alternate)
10. New England Regional Energy Zone Reference Group	Deputy Mayor, Cr R Crouch (Sep 2021- June 2022) Mayor (28 June 2022) General Manager
11. Thunderbolt Energy Community Consultative Committee	Cr Burrows
12. Rural Fire Service Liaison Committee	Deputy Mayor, Cr R Couch General Manager
13. New England Bushfire Management Committee	Mayor Bell
<b>S355 COMMITTEES</b>	
1. Bundarra School of Arts Hall Committee	Cr R Crouch Cr L Doran
2. Uralla Township and Environs Committee	Cr L Doran Cr T Toomey
3. Australia Day Committee	Cr Doran Cr S Burrows Cr T O'Connor Cr B McMullen (since 27 September 2022)

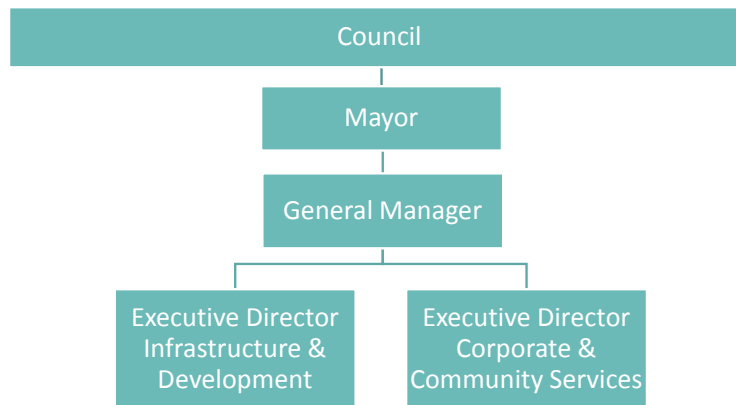
**Our Structure**

**Organisational Structure**

The General Manager is responsible for the efficient and effective operation of Uralla Shire Council and for the implementation, without undue delay, of decisions of the Council.

At the ordinary Meeting of Council held on 28 June 2022, Council resolved to endorse the Workforce Management Strategy. From 11 July 2022, the workforce comprised three (3) directorates; office of the General Manager, Corporate and Community and Infrastructure and Development.

**From 11 July 2022 to 30 June 2023**



## Section 2 – Performance Reporting

### Integrated Planning and Reporting Framework

The Integrated Planning and Reporting (IP&R) framework requires Council to lead the development of long-term plans for our community. Through the IP&R framework, Council must prepare a number of related plans that detail how we intend to deliver services and infrastructure in the short and long term, based on community priorities that have been identified through community consultation and engagement.

Each year Council prepares an Annual Report which includes a copy of our audited financial reports. The Annual Report details our progress in implementing the Delivery Program and the activities we have undertaken to deliver on the objectives of our Community Strategic Plan.

### Community Strategic Plan

The 10-year Community Strategic Plan is the highest-level plan that Council prepares. Its purpose is to identify our community's main priorities and aspirations for the future and to plan strategies for achieving these goals. In doing this, the planning process considered the issues and pressures that may impact the community and the level of resources that will realistically be available to achieve its aspirations. The Community Strategic Plan 2022-2031 contains fourteen (14) goals across the four themes of Society, Economy, Environment and Leadership.



#### Our Society

1. A growing community with an active volunteer base and participation in community events
2. A safe, active and healthy shire
3. A diverse and creative culture that celebrates our history
4. Access to and equity of services.



#### Our Economy

5. An attractive environment for the business sector
6. Grow and diversify employment, through existing and new businesses
7. Communities that are well serviced with essential infrastructure



#### Our Environment

8. To preserve, protect and renew our beautiful natural environment
9. Maintain a healthy balance between development and the environment
10. Avoid, reduce, reuse (repair), and recycle (recover) wastage to minimise waste disposal
11. Secure, sustainable and environmentally sound water-cycle infrastructure and services



#### Our Leadership

12. Informed and collaborative leadership in our community
13. A strategic, accountable and representative Council
14. An efficient and effective independent local government

### **Delivery Program**

The four-year Delivery Program outlines how Council will contribute to achieving the vision set out in the Community Strategic Plan and turns the strategic objectives contained in our Community Strategic Plan into actions. All plans, projects, activities and funding allocations made by Council must be directly linked to the Delivery Program.

Council adopted a new Delivery Program for 2022-2026 at its meeting held on 28 June 2022.

### **Resourcing Strategy**

The four-year Resourcing Strategy outlines how Council will resource the implementation of its Delivery Program through money, assets and people. The Resourcing Strategy comprises the Long Term Financial Plan, Asset Management Plans and a Workforce Management Plan.

### **Operational Plan**

Supporting the Delivery Program is an annual Operational Plan. Adopted by Council each year alongside its annual Budget, the Operational Plan identifies the plans, projects and activities that will be carried out over the financial year covered by the Operational Plan to achieve the commitments made in the Delivery Program.

### **Annual Report**





Within five months of the end of each financial year, Council prepares an Annual Report, which includes a copy of our audited financial reports. The Annual Report details our progress in implementing the Delivery Program and the actions we have undertaken to deliver on our Operational Plan.

## **Our Performance**

In 2022-2023, Council aspired to 236 actions focused on achieving our community's vision across our four key themes of Our Society, Our Economy, Our Environment and Our Leadership. Each year Council sets out an ambitious action plan (that is more actions than will be achievable in a 12 month period) to drive performance and grant funding opportunities. Council would expect to complete or make progress on at least 80% of these actions.

These actions were detailed in the combined 2022-2026 Delivery Program and 2022-2023 Operational Plan, which was adopted by Council at its Ordinary Meeting on 28 June 2022.

A total of 90% of Council's Operational Plan actions for the year ending 30 June 2023 were successfully completed. A number of actions have been carried over to the current financial year for further progression or completion. A small number of projects were put on hold or cancelled due to an inability to raise the necessary grant funding or other factors outside of Council's control. These projects will be revisited when the funding and resources become available.

	<p><b>Our Society - <i>We have an accessible, inclusive and sustainable community.</i></b></p>
	<p>62/65 activities completed successfully</p>
	<p>2/65 activities have been carried over to the current year</p>
	<p>1 activity was cancelled as resourcing did not allow progress</p>

Significant initiatives and achievements		
Action	Status	Annual Comment
<b>Volunteer Strategy</b>	Completed	Council has completed a draft Volunteer Strategy which aims to encourage and provide opportunities for people to connect and participate in the community through meaningful and relevant volunteer roles. Volunteers make an invaluable contribution to the community through a diverse range of activities and programs. The Policy provides a framework for the relationship between Council and Volunteers
<b>Civic reception to thank volunteers</b>	Completed	Volunteers Week in 2022-2023 was celebrated with a Volunteers Afternoon Tea and handing out of Certificates of Appreciation
<b>Revalue Shire based regional fire service assets</b>	Completed	The Rural Fire Service Red Fleet assets were revalued and recognised as part of the financial statements. The recognition of the Red Fleet in Council’s financial accounts remains a contentious issue presenting a significant impact on Councils financial performance. Representations continue at a State level.
<b>Participate in natural disaster mitigation and provide Local Emergency Management Officer (LEMO)</b>	Completed	As part of Council’s ongoing disaster preparedness planning the Executive Director attended the regional Bushfire Management Committee, Local Emergency Management Committee and New England Emergency Management Committee meetings in May and June 2023 as Council's LEMO.
<b>Manage the Service Level Agreement with Central Northern Regional Library</b>	Completed	Council continued its membership with the Central Northern Regional Library Service Level Agreement. Affiliation with CNRL continues to provide our community with access to a broader range of resources and materials.

<b>Purchase and install lockers at the Uralla Library to provide 24 hour secure and weatherproof collection point for members</b>	Completed	Council acquired and installed external lockers at the Uralla library to make it easier for customers to collect and return books outside of normal operating hours.
<b>Aged Care Quality and Safety Commission Audits</b>	Completed	McMaugh Gardens successfully completed the Aged Care Quality and Safety Commission Audits and is now fully accredited until May 2026
<b>Update business case and prepare plans for staged expansion of McMaugh Gardens</b>	Completed	Council commissioned concept designs for the expansion of the facility. A further review of the business case supporting possible expansion is now underway in light of the significant change in the current operating environment under the new aged quality Care standards





### Activities carried forward

Action	Status	Annual Comment
<b>Engage with the community to activate the Old Court House entertainment venue space</b>	C/F to 2023-2024.	Council continued community engagement around the future use of the Old Courthouse venue. There has been positive community participation with a range of proposed future uses under consideration
<b>Construct Accessible toilets at Rotary Park, Uralla</b>	C/F to 2023-2024.	Accessible toilet facilities have been constructed as part of the Rotary Park upgrade. Minor works were outstanding as at the 30/06/2023

### Projects discontinued

Action	Status	Annual Comment
<b>Hold development forums</b>	Cancelled	Council continue to provide a DA planning service to individual developers. The concept of developer forums will be reconsidered in future years.



	<b>Our Economy - <i>We drive the economy to support prosperity</i></b>
 ACTION COMPLETE	40/44 activities completed successfully
 ROLLED INTO NEW DELIVERY PROGRAM	2/44 activities have been carried over to the current year
 NO LONGER UNDERTAKING THIS ACTION	1 activity was cancelled as resourcing did not allow progress

Significant initiatives and achievements		
Action	Status	Annual Comment
<b>Provide the opportunity for Uralla Shire businesses to promote their products and services at the Uralla Shire Visitors Information Centre on a booking basis</b>	Completed	Visitor Information Centre staff contacted local businesses throughout the year to confirm current details on the local interactive map. Further invitations have been issued to businesses to display goods/information at the Visitor Information Centre.
<b>Actively lobby for opportunities and benefits from the NEREZ</b>	Completed	Council has engaged proactively with the Department of Planning, Energy Co and Department of Environment, the Local Member and Ministers to advocate for social, environmental and economic outcomes for the community with the development of the New England Regional Energy Zone. Council considered planning agreement terms proposed by two wind farm developments (Winterbourne Wind and Thunderbolt Energy).
<b>Promote Council owned industrial land sites</b>	Completed	A RFQ process was completed to engage an agent to market the land. Marketing has commenced
<b>Undertake sealed road rehabilitation/renewal in accordance with Transport Asset Management Plan</b>	Completed	Priority has been given to repairing flood damaged roads under the natural disaster funding which has encompassed the sealed road network across the LGA. The strategy has kept the road network to manageable level within USC normal resource capabilities.





<b>Review and adopt acceptable Level of Services of infrastructure assets in consultation with community, update any changes and measure progress annually</b>	Completed	A Building Asset Management Plan was adopted by Council which will guide the work required to maintain levels of service for our building assets .
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### Activities carried forward

Action	Status	Annual Comment
<b>Develop and implement a Business Plan for the Uralla Caravan Park</b>	C/F to 2023-2024.	The preparation of a business plan for future operation is underway. An interim Park Manager has been engaged pending a RFT for a Park Manager to be completed in 2023-2024. In the meantime Council has undertaken a range of asset upgrade, repairs and improvements at the park
<b>Review and update the Local Environmental Plan to provide desired land use zonings to encourage growth</b>	C/F to 2023-2024.	No Planning Proposals were received during the 2022/2023 period.
<b>Develop and implement Park Maintenance Schedule</b>	C/F to 2023-2024.	Park Maintenance continues to prioritise major events such as Anzac Day, Thunderbolts Festival.

### Projects discontinued

Action	Status	Annual Comment
<b>Pursue Grant funding to develop a printable Uralla Shire map</b>	Cancelled/ not achievable	Council continues to seek funding to produce a printable Uralla shire map

	<b>Our Environment - <i>We are good custodians of our environment</i></b>
 ACTION COMPLETE	25/34 activities completed successfully
 ROLLED INTO NEW DELIVERY PROGRAM	8/34 activities have been carried over to the current year
 NO LONGER UNDERTAKING THIS ACTION	1 activity was cancelled as resourcing did not allow progress

### Significant initiatives and achievements


Action	Status	Annual Comment
<b>Collaborate with community and interested stakeholders on strategic vegetation management</b>	Completed	Collaborated with Z-NET greening Uralla Volunteers and the Landscape Foundation of Australia (LFA) in planting trees at various streets and open spaces within Uralla Township. Council submitted a successful grant application in collaboration with ZNET, LFA and Southern New England Landcare and UNE Dynamic Lagoons team.
<b>Investigate increased recycling opportunities in public spaces (eg Return and Earn)</b>	Completed	Uralla Bowling Club commenced earn and return service. Successfully partnered with ZNET to raise awareness about recycling to reduce contamination levels in recycling bins. Council continued to sell recycled materials.
<b>PROJECT: Complete field investigations for Groundwater drilling</b>	Completed	Drilling to identify potential future water sources to improve water security for the Shire was completed, final report has been sent to Department for review before presentation to Council.

### Activities carried forward

Action	Status	Annual Comment
<b>Establish environmental indicators and update annual environmental trends</b>	C/F to 2023-2024.	Work continues on compiling a checklist of Environmental Indicators to be reported in the State of the Environment Report An update of annual environmental trends is to be undertaken in FY 2023-2024.

<b>Implement and maintain Crown Land Plans of Management</b>	C/F to 2023-2024.	A final review of Crown Land Plans of Management is being undertaken before submission to Crown Lands and Public Exhibition.
<b>Draft a street tree master plan for Uralla and Bundarra</b>	C/F to 2023-2024.	Preparation of a draft Master plan was commenced. Further action has been incorporated into the 2023-2024 Operational Plan.
Review plant investment to extend the life of the landfill	C/F to 2023-2024.	RFQ for a long-term waste strategy and a master plan for Uralla landfill has been placed on Tenderlink, closing end of July. The proposed action will be completed in the 2023-2024 FY.
Develop a Uralla Master Plan including a Filling plan and a Post Closure Plan	C/F to 2023-2024.	Project scope expanded and carrying into 2023-2024.
Progress the Integrated Water Cycle Management (IWCM) Plan for bulk water, water security, demand projections, demand management and delivery capacity	C/F to 2023-2024.	Resource constraints hampered progress on this project however ongoing efforts continue in 2023-2024.
Roll out new integrated water and sewer telemetry system for Uralla and Bundarra	C/F to 2023-2024.	Roll out efforts have been carried forward to 2023-2024.

<b>Projects discontinued</b>		
<b>Action</b>	<b>Status</b>	<b>Annual Comment</b>
Commence preparation of a draft Climate Change Policy	Cancelled/ not achievable	Unable to progress in 2022-2023 due to resource limitations – removed from 2023-2024 action plan by Council resolution 05.05/23

	<b>Our Leadership</b> - <i>We are an independent shire and well-governed community</i>
	90/93 activities completed successfully
	3/93 activities have been carried over to the current year

### Significant initiatives and achievements

Action	Status	Annual Comment
<b>Coordinate Audit Risk and Improvement Committee</b>	Completed	Audit Risk and Improvement Committee formed in conjunction with Walcha Council. First meeting of the new committee was held 26 June 2023
<b>End of Financial Year Statements completed</b>	Completed	2022 completed. Unqualified audit result.
<b>Review organisational structure and implement a structure that is fit for current services / service standards</b>	Completed	Following consultation with Council as part of the preparation of the new workforce Management Strategy, during 2022-2023 a formal change management consultation process was undertaken on the proposed structure changes. Over the year, multiple meetings and communication processes enabled the General Manager to make decisions and finalise the new structure including associated administrative actions and recruitment.
<b>Review and update Asset Management Plan renewals program</b>	Completed	Throughout 2022-2023 Council reviewed and updated the following Asset Management Plans: <ul style="list-style-type: none"> <li>• The Transport Asset Management Plan</li> <li>• Water Asset Management Plan</li> <li>• Wastewater Asset Management Plan</li> <li>• Stormwater Asset Management Plan</li> </ul>
<b>PROJECT: Renovate the Customer Services foyer to be more accessible and efficient</b>	Completed	Council has completed the customer service refurbishment project. The open plan design facilitates staff safety and promotes responsive service. The area now incorporates a private meeting room.
<b>Promote Council activities</b>	Completed	Council continues to publish the monthly newsletter and promote its Website & Facebook pages which are vital links for the community to know what is happening at Council.

<b>Organisation wide desktop service review and benchmarking to assess service levels and costs so that the need for savings/efficiencies and additional revenue can be assessed</b>	Completed	Council completed a desk top service review of all services to benchmark assessed service levels against comparable Councils. The report was presented to 21 March 2023 Finance Advisory Committee.
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<b>Activities carried forward</b>		
<b>Action</b>	<b>Status</b>	<b>Annual Comment</b>
Transfer IT service to a shared service arrangement	C/F to 2023-2024.	Council continues to progress the transfer of managed services to a new provider. The new platform will "go-live" in February 2024. The new managed services will significantly improve the functionality of Council's IT framework
Establish cross-functional Asset Management Team as per Asset Strategy	C/F to 2023-2024.	This project will be rolled over to the next financial year for completion once the new Asset Manager is appointed.

<b>Projects Discontinued</b>		
<b>Action</b>	<b>Status</b>	<b>Annual Comment</b>
Establish a council intranet		This will be provided through the new managed service provider arrangement that will "go-live" February 2024

## Section 3 - Statutory Reporting

### Rates Written Off

#### Local Government (General) Regulation – Clause 132

Pension rebates granted during the 2022-2023 financial year:

- General - \$91,084.65
- Water - \$28,464.89
- Sewer - \$25,993
- Domestic Waste Management - \$37,740.52

An amount of \$11,719 was written off as rates and charges during the year.

### Overseas Visits

#### Local Government Act 1993 – Section 428(4)(b); Local Government (General) Regulation 2021 – Clause 217(1)(a)

There were no overseas visits in 2022-2023.

### Councillor Expenses and Provision of Facilities

#### Local Government (General) Regulation 2021 – Clause 217(1)(a1)

Council has adopted a Policy, last reviewed in 28 June 2022, regarding the payment of expenses and the provision of facilities for Councillors. All fees and expenses are paid in accordance with that Policy.

By resolution 17.06/22, the Mayoral allowance for 2022-2023 was set at \$20,952. An equipped office with fixed telephone is provided for the Mayor adjacent to the Council Chambers. Councillors, including the Mayor, are paid an annual meeting fee of \$11,628 each, which is paid in equal monthly instalments regardless of whether or not meetings have been attended.

In addition to the above fees, the Council paid \$22,434.23 for the expenses of, and the provision of facilities to Councillors in relation to their civic functions. The detailed breakdown of these expenses, must be reported in accordance with Clause 217(1)(a1), is provided below:

Expense	Value
Dedicated Office Equipment	-
Telephone Calls and internet costs	\$3,008.77
Conferences and Seminars	\$10,888.38
Training and Skills Development	-
Interstate Travel	\$1,059.21
Subscriptions	\$702.50
Catering	\$4,617.67
Other travel expenses	\$2,157.70
Overseas Visits	-
Expenses of Spouses, Partners or Accompanying Persons	-
Childcare	-
<b>TOTAL</b>	<b>\$22,434.23</b>

**Induction training and ongoing professional development for Mayor and Councillors**

Local Government (General) Regulation 2021 – clause 186 (a) (b)

The Mayor and councillors participated in the following professional development programs as part of the resolution 24.10/22:

Professional Development	Planning for Non-Planners Part 1	Planning for Non-Planners Part 2	Understanding Local Government Finance for Councillors	Business Excellence In Local Government	Free Online Webinars (Participation at the discretion of councillors)	Infrastructure Tours	LGNSW Annual Conference	Country Mayors Association Meetings	
Mayor Bell	✓	✓	<i>Did not proceed</i>	<i>Did not proceed</i>		✓	✓	✓	
Cr Burrows	✓	✓				✓			
Cr Bower	✓	✓				✓			
Cr Crouch	✓	✓				✓			
Cr Doran									
Cr McMullen	✓	✓				✓			
Cr O'Connor	✓	✓				✓			
Cr Petrov	✓	✓				✓			
Cr Toomey	✓	✓				✓			

Local Government (General) Regulation 2021 – Clause 186 (c)

The Mayor and councillors were provided with the following information as part of the ongoing professional development program:

Circulars/seminars/activities	Number
OLG Circulars (link provided to Councillors in weekly bulletin)	online
LGNSW (link provided to Councillors in weekly bulletin)	51
USC Councillors weekly bulletin	50
General Manager Workshops & Briefing Sessions	14



## Major Contracts

### Local Government (General) Regulation 2021 – Clause 217(1)(a2)

Council awarded major contracts, for \$150,000 or more, as set out below:

Project	Name of Contractor	Nature of goods or services supplied	Total amount payable exclusive GST \$
Road Upgrade	Boral	Supply and spraying of emulsion – LGP Contract LGP213-2	900,000
Road Upgrade	Local Government Procurement	Bitumen, Emulsions and Asphalt Materials and Services – GP213-2	\$250,000
Road Upgrade - 2 coat seal – Hawthorne Stage2	Roadwork Industries	Bitumen Overlay - LGP Contract LGP213-2, section 55 exempt	\$235,000
Road Upgrade	Roadwork Industries	Asphalt overlay and deep lift patching services	\$302,862
Road Upgrade - Flood emergency works	Stabilcorp	Lime stabilising pavement - LGP Contract LGP213-2, section 55 exempt	\$1,000,000
Road Upgrade	Stabilcorp	Heavy patching of Kingstown Road, Uralla	\$201,067
Road Upgrade	Stabilcorp	Rehabilitation and widening of Bundarra Road, 1.35km at Barbados Corner	\$400,009.89
Road Upgrade	Stabilcorp	Heavy patching on Arding, Kliendienst and Kingstown Roads, Uralla	\$644,982.03
Fuel Supply	Campbell's Fuel Service	Fuel supply – LGP Contract NPN117, section 55 exempt	\$390,000
Plant	RDO Equipment	Supply 2 x 770GP motor graders	\$1,076,000
Rotary Park refurbishment	Wallace Construction	Upgrade park – toilet block, BBQ and seating, carpark and entry, paths, shaping and turf and plantings	\$648,772
Building Upgrade	Wallace Construction	Resheeting of Courthouse roof	\$242,440
Plant	Westrac Tamworth	Supply CS74B Roller per RFQ1034213 - Resolution 51.12/22	\$235,025.35
Road Upgrade	Stabilcorp	Pavement stabilisation Gostwyck Road	\$230,000
Road Upgrade	Roadwork Industries	Stage 2 Hawthorne dr sealing	\$212,343
Road Upgrade	Stabilcorp	Thunderbolts Way pavement gravel overlay	\$600,000

### Legal Proceedings

#### Local Government (General) Regulation 2021 – Clause 217(1)(a3)

Set out below is a summary of the amounts incurred by the Council during the 2022-2023 financial year in relation to legal proceedings taken by or against the council; total being **\$4,648.18**.

Description	Cost	Status
Heavy Vehicle weight non compliance	\$4,648.18	Finalised

### Subsidised Private Works

#### Local Government (General) Regulation 2021 – Clause 217(1)(a4)

Council makes the following charges for work carried out on private land.

Plant	Council adopts a standard schedule of hire charges for the use of plant on private land. The charge is on the basis of wet hire and is market competitive.
Additional Labour	Direct cost plus 25% for overheads.
Materials	Actual cost plus 25%.

The rates are reviewed annually during the preparation of the Annual Budget and advertised with the Schedule of Fees and Charges attached to the Operational Plan. Council has not carried out any work on private property during the 2022-2023 year except private works orders that have been raised and works charged in accordance with the adopted fees and charges.

### Financial Assistance to Others

#### Local Government (General) Regulation 2021 – Clause 217(1)(a5)

Contributions made to schools and local community groups under Section 356 of the *Local Government Act 1993* were as follows:

<b>Presentation Nights</b>	<b>\$</b>
Uralla Central School	100
Bundarra Central School	100
St Joseph's School	100
Rocky River School	100
Kingstown School	100
Kentucky School	100
<b>Total</b>	<b>600</b>

<b>Community Grants and Donations</b>	
Thunderbolts Festival	12,000
Uralla Arts Lantern Parade	3,000
Rotary Art Show	2,000
Australia Day Activities	2,500
Other Shire events & Community Grants Fund	1,000
Street Stall (Plus overheads)	11,590
Pre-school rent	20,616
Youth Services & NAIDOC	6,600
School presentation nights	800
NIAS	2,000
Bush Bursary	3,000
Arts North West	4,758
<b>Total</b>	<b>69,864</b>

Uralla Shire Council provides local community groups with the use of a small shop, "The Uralla Community Store", located in the main street from which to run fundraising activities such as the sale of raffle tickets, produce, handicrafts and cake stalls. Applications are called for annually with one week per year being allocated to each group.



### General Manager and Senior Staff Remuneration

#### Local Government (General) Regulation 2021 – Clause 217(1)(b-d)(i-v)

The General Manager, Executive Director Infrastructure & Development and Executive Director Corporate & Community were designated as a Senior Staff Members in accordance with the meaning of the *Local Government Act 1993*.

#### General Manager

The total remuneration comprised in the annual remuneration package of the General Manager at the end of the reporting period was as follows:

(i) the total value of the salary component of the package	\$226,722
(ii) the total amount of any bonus payments, performance payments or other payments made to the General Manager that do not form part of the salary component of the General Manager	\$0
(iii) the total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the General Manager may be a contributor	\$23,806
(iv) the total value of any non-cash benefits for which the General Manager may elect under the package	\$12,912.13
(v) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits	\$6069.00
Total:	\$269,509.13

#### Executive Directors

The total remuneration comprised in the remuneration packages of the Executive Director positions at the end of the reporting period was as follows:

(i) the aggregate total value of the salary component of the packages	\$358,674
(ii) the total amount of any bonus payments, performance payments or other payments made to them that do not form part of the salary components of their packages,	\$0
(iii) the total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the Executive Directors may be a contributor	\$ 37,661
(iv) the total value of any non-cash benefits for which the Executive Directors may elect under the package	\$0
(v) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits	\$0
Total:	\$396,335

The Uralla Shire Council employee/worker profile as at 23 November 2022 was:

(i) persons employed by the council on a permanent full-time, permanent part-time or casual basis or under a fixed-term contracts	155
(ii) persons employed by the council as senior staff member	3
(iii) persons engaged by the council, under a contract or other arrangement with the person's employer, wholly or principally for the labour of the person	0
(iv) persons supplied to the council, under a contract or other arrangement with the person's employer, as an apprentice or trainee	0
Total:	158

### **Stormwater Management Services**

#### **Local Government (General) Regulation 2021 – Clause 217(1)(e)**

Council raised \$33,137.50 through the Stormwater Annual Charge in 2022-2023. These funds are utilised to continue the implementation of strategies outlined in Council's Delivery Program.

### **External Bodies that Exercise Council Functions**

Whilst Council has 355 committees that provide advice to council there were no external bodies exercising council functions under delegation.

### **Participation in Corporations, Partnerships, Joint Ventures or Other Bodies**

#### **Local Government (General) Regulation 2021 – Clause 217(1)(a8)**

Council was party to the following partnerships, cooperatives and joint ventures:

- \* Arts North West
- \* Central Northern Regional Library
- \* Country Mayors Association of New South Wales
- \* Local Government New South Wales
- \* New England Weeds Authority
- \* Northern Inland Regional Waste Group
- \* Mid North Weight of Loads Group
- \* Rural Fire Service District/Zone group
- \* Statewide Mutual
- \* StateCover Mutual Ltd

### Equal Employment Opportunity

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Council is an Equal Employment Opportunity (EEO) employer.

Uralla Shire Council is committed to fully utilising the talents and resources of employees and that no employee or job applicant receives less favourable treatment on the grounds of race (including colour, nationality and ethnic or national origin), sex, marital status, pregnancy, physical and intellectual impairment, sexuality, gender or age by conditions or requirements which cannot be shown to be relevant to performance.

Council is committed to promoting equal employment opportunity as governed by Anti-Discrimination law, EEO principles and the *Protected Disclosures Act 1994* for all its employees.

Council includes in its induction process information to raise new staff awareness of policies and procedures relating to EEO.

Council regularly reviews its Training Plan to identify skill gaps, to train and employ appropriate staff, and to promote career progression.

### Compliance with Companion Animals Act and Regulation

Council's activities during the year in relation to enforcing and ensuring compliance with the *Companion Animals Act 1998* are set out below.

<b>Animal Control Services</b>	<b>NUMBER</b>
Total Dogs Seized by Ranger	55
Total Dogs Seized by other persons	7
Dogs Returned to Owner (not impounded)	7
Dogs Uncontrolled in public area (off-leash)	45
Dogs processed through Animal Shelter	48
Dogs Released to owners	24
Dogs Sold	23
Dogs Released to Organisations to re-home	8
Dogs Euthanized – Unable to Rehome (unsuitable)	4
Dogs Euthanized as a result of Dog Attack – Unable to Rehome (unsuitable)	4
Dogs Total Euthanized	8
Cats processed through Animal Shelter	69
Cats Released to owners	4
Cats Rehomed	19
Cats Released to Organisations to re-home	11
Cats Total Euthanized	35
Total Outgoing Animals from Animal Shelter Facility	117
Penalty Infringement Notices Issued – Companion Animals	13
Penalty Infringement Notices Issued – Livestock	0
Reportable Dog Attacks	24
Dangerous Dog Declarations	2
Notice of Intentions to Declare Dog Dangerous	2
Menacing Dog Declarations	0
Notice of Intentions to Declare Dog Menacing	0
Off-Leash Areas in the Shire	2
OTHER ANIMAL MANAGEMENT ACTIVITIES	90
Community Education Programs as required Council Newsletter	Monthly
Community Education & Information as required Council Website	Active
Total animal registrations	68

<b>Strategies the Council has in place to promote and assist the desexing of dogs and cats</b>	
Community Assistance Program with RSPCA New England formal Armidale RSPCA & Armidale Animal welfare league. Assistance with desexing of Dogs & Cats.	
Literature supplied from Office of Local Government & Cat Protection Society NSW advising of desexing & permit requirements & The Good Neighbour Project-cat containment/desexing. All Companion Animal Certificates for Cats are posted with this promotional material.	
Council website & shelter website promoting desexing.	
Enforcement action under sections 10b & 11E Companion Animals Act. Regular search of the Companion Animals Register identifying unregistered animals & non- desexed cats requiring permit. Notice issued under section 10B & 11E of Companion animals Act to owners of non-desexed cats & unregistered animals.	
<b>Strategies in place for complying with the requirement under s64 of the CA Act to seek alternatives to euthanasia for unclaimed animals</b>	
Shared service Armidale Animal Shelter. Armidale shelter advertise all animals available for rehoming & two rehoming agents contacted advising of available animals for rehoming.	
Use of rehoming organisations. No animal surrenders taken by Uralla council unless Ranger has contacted two rehoming agents first. Animals moved owner to rehoming agent if available, Armidale Shelter last resort.	
Animals held past required time limits if rehoming agent collecting, assistance with transport of animals to local shelter to meet rehoming agents.	
List of rehoming agents provided by the Office of Local Government (OLG).	
<b>Lodgement of pound data collection returns with the Office of Local Government (OLG)</b>	
Data lodged NSW Companion Animals Register. Impounding data supplied by Armidale Animal Shelter & Impounding data from Uralla Ranger.	
<b>Lodgement of data about dog attacks with the Office of Local Government (OLG)</b>	
Data lodged NSW Companion Animals Register. Customer Request Management (CRM) reports of dog attack incidents used to provide data.	
<b>EXPENSES 2022-23</b>	
Amount of funding spent on companion animal management and activities.	\$259,289.00
Fund money used for managing and controlling companion animals	\$0



<b>Planning Agreements</b>	
Particulars of compliance with and effect of planning agreements in force during the year	Nil
<b>Contributions &amp; Levies</b>	
Disclosure of how development contributions and development levies have been used or expended under each contributions plan	No contributions or development levies have been used.
<b>Details for projects for which contributions or levies have been used:</b>	
Project identification number and description	N/A
The kind of public amenity or public service the project relates	N/A
Amount of monetary contributions or levies used or expended on project	N/A
Percentage of project cost funded by contributions or levies	N/A
Amounts expended that have been temporarily borrowed from money to be expended for another purpose under the same or another contributions plan	N/A
Value of the land and material public benefit other than money or land	N/A
Whether the project is complete	N/A
<b>Total value of all contributions and levies received during the year</b>	\$126,080.93
<b>Total value of all contributions and levies expended during the year</b>	No contributions or development levies have been used.
Recovery and threat abatement plans – Councils identified in a plan as responsible for implementation of measures included in the plan, must report on actions taken to implement those measures as to the state of the environment in its area.	Council has no recovery or threat abatement plans.

### Swimming Pool Inspections

Details of inspections of private swimming pools. Include the number of inspections that:	
Were of tourist and visitor accommodation	0
Were of premises with more than 2 dwellings	0
Resulted in issuance of a certificate of compliance under s22D of the SP Act	3
Resulted in issuance of a certificate of non-compliance under cl 21 SP Reg	1

### Carers Recognition Act

#### *Carers Recognition Act 2010*

Uralla Shire Council recognises the contribution carers make to the Uralla Shire community. Council's human resources policies fully take the *Carers Recognition Act 2010* into account when these policies are drafted, implemented and reviewed.

Council employees are entitled to use any current or accrued sick leave entitlement to provide care and support to a person whose wellbeing is their responsibility. In cases which require long-term provision of care, the employee is encouraged to discuss arrangements with their supervisor or manager.

### Disability Inclusion Act

#### *Disability Inclusion Act 2014*

Council adopted its four year Disability Inclusion Action Plan (DIAP) at its Ordinary Meeting held 24 May 2022. The document was uploaded to Council's website and sent to Family and Community Services (FACS) and Local Government NSW (LGNSW) on 29 June 2022.

Staff have increased awareness of inclusive and respectful language, with many well advanced in this area. All new staff are advised of the principles of council's DIAP as part of the induction process.

Council continues to install and update signage in line with the changing needs of the community. The new gender neutral, accessible right and left handed toilets and baby change room facilities at Rotary Park are another huge step forward for Uralla Shire Council in the area of inclusion and accessibility. This facility also has lovely accessible paths and a covered area and barbeque catering to people of all abilities.

Additionally a wheelchair accessible pathway now extends almost all the way across Uralla.

### Public Interest and Disclosure (PID)

#### *Public Interest Disclosure Act 1994*

Annual Report on Public Interest Disclosures (PID) 1 July 2022 to 30 June 2023. There were no PID's made in 2022/2023

Number of public officials who made public interest disclosures to Council	0
Number of public interest disclosures received by Council	0
Of the public interest disclosures received by Council, how many were primarily about:	0
• Corrupt conduct	
• Maladministration	0
• Serious and substantial waste	0
• Government information contravention	0
• Local government pecuniary interest contravention	0
Number of public interest disclosures (received by Council since 1 January 2012) that have been finalised in this reporting period	0

Uralla Shire Council applied its internal reporting policy for the duration of 2022-2023. This policy has now been superseded by the Public Interest and Disclosure (PID) policy. The new policy is available for viewing on Council's website. Information is provided to new employees in the Employee Induction Manual.

From March 2023, monthly Code of Conduct conversations have been held in management and staff meetings.

### Code of Conduct Reporting

Sections 11.1 and 11.2 of Council's procedures for the administration of the Code of Conduct 2020 Policy requires a report be provided to Council and the Office of Local Government (OLG) on the following range of complaints statistics within three months of the end of September each year.

For 2022/2023 there were no Code of Conduct matters reported or investigated

	Annual Reporting Requirement Descriptor	Annual Statistic
<b>Number of Complaints</b>		
1.	The total number of complaints <b>received</b> in the period about Councillors and the General Manager under the code of conduct from the following sources	
a	Community	0
b	Other Councillors	0
c	General Manager	0
d	Other Council staff	0
2.	The total number of complaints <b>finalised</b> in the period about Councillors and the General Manager under the Code of Conduct in the following periods	
a	3 Months	0
b	6 Months	0
c	9 Months	0
d	12 Months	0
e	Over 12 months	0
<b>Overview of complaints and costs</b>		
3a	The number of complaints <b>finalised at the outset</b> by alternative means by the General Manager or Mayor	0
b	The number of complaints referred to the <b>Office of Local Government (OLG)</b> under a special complaints management arrangement	0
c	The number of code of conduct complaints <b>referred to a conduct reviewer</b>	0
d	The number of code of conduct <b>complaints finalised at preliminary assessment</b> stage by the conduct reviewer	0
e	The number of code of conduct complaints <b>referred back to the General Manager or Mayor</b> for resolution after preliminary assessment by conduct reviewer	0
f	The number of finalised complaints <b>investigated by a conduct reviewer</b>	0
g	The cost of dealing with complaints via preliminary assessment	0
h	Progressed to <b>full investigation by a conduct reviewer</b>	0
i	The number of finalised complaints investigated where there was found to be <b>no breach</b>	0
J	The number of finalised complaints investigated where there was found to be <b>a breach</b>	0
K	The number of complaints referred by the General Manager or Mayor <b>to another agency</b> or body such as the ICAC, the NSW Ombudsman, Office of Local Government (OLG) or the Police :	
	ICAC	0
	NSW Ombudsman	0
	Police	0
	Other Agency (please specify)	0
l	The number of complaints being investigated that are <b>not yet finalised</b>	0
m	The <b>total cost</b> of dealing with code of conduct complaints within the period made about councillors and the General Manager including staff costs	0

<b>Preliminary Assessment Statistics</b>		
4	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:	
a	To take no action (clause 6.13(a) of the 2020 Procedures)	0
b	To resolve the complaint by alternative and appropriate strategies (clause 6.13(b) of the 2020 Procedures)	0
c	To refer the matter back to the General Manager or the Mayor, for resolution by alternative and appropriate strategies (clause 6.13(c) of the 2020 Procedures)	0
d	To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, Office of Local Government (OLG) or the Police (clause 6.13(d) of the 2020 Procedures)	0
e	To investigate the matter (clause 6.13(e) of the 2020 Procedures)	0
f	Other action (please specify)	0
<b>Investigation Statistics</b>		
5	The number of investigated complaints resulting in a determination that there was no breach, in which the following recommendations were made:	
a	That the council revise its policies or procedures	0
b	That a person or persons undertake training or other education (clause 7.40 of the 2020 Procedures)	0
6	The number of investigated complaints resulting in a determination that there <b>was a breach</b> in which the following recommendations were made:	
a	That the council revise any of its policies or procedures (clause 7.39 of the 2020 Procedures)	0
b	In the case of a breach by the General Manager, that action be taken under the General Manager's contract for the breach (clause 7.37(a) of the 2020 Procedures)	0
c	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.37(b) of the 2020 Procedures)	0
d	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to Office of Local Government (OLG) for further action (clause 7.37(c) of the 2020 Procedures)	0
7	Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2020 Procedures)	0
<b>Categories of misconduct</b>		
8	The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:	
a	General conduct (Part 3)	0
b	Non-pecuniary conflict of interest (Part 5)	0
c	Personal benefit (Part 6)	0
d	Relationship between council officials (Part 7)	0
e	Access to information and resources (Part 8)	0
<b>Outcome of determinations</b>		
9	The number of investigated complaints resulting in a determination that there was a breach in which the council:	
a	Adopted the independent conduct reviewers recommendation	0
b	Failed to adopt the independent conduct reviewers recommendation	0
10	The number of investigated complaints resulting in a determination where:	
a	The external conduct reviewers decision was overturned by the Office of Local Government (OLG)	0
b	Council's response to the external conduct reviewers recommendation was overturned by the Office of Local Government (OLG)	0
11	Code of Conduct data was presented to council on 28 November 2023	

## Financial Management

The annual financial statements for the financial year 2022-2023 comprising the General Purpose Financial Statements, Special Purpose Financial Statements, and the Special Schedules are attached to the Annual Report. These statements included comments from Council's Auditors - The Audit Office of NSW. A condensed overview of Council's financial performance in 2022-2023 and its financial position as of the reporting period are outlined below:

	2022-23	2021-22
	\$000	\$000
<b>Income statement</b>		
Total income from continuing operations	31,413	28,311
Total expenses from continuing operations	27,329	23,555
Net operating result from continuing operations	4,084	4,756
Less: Income received for the purpose of capital grants	5,213	5,771
<b>Net operating result excluding grants received for capital</b>	<b>-1,129</b>	<b>-1,015</b>
<b>Statement of financial position</b>		
Total current assets	30,638	24,893
Total non-current assets	292,974	268,807
<b>Total assets</b>	<b>323,612</b>	<b>293,700</b>
Total current liabilities	14,202	13,474
Total non-current liabilities	6,119	5,488
Total liabilities	20,321	18,962
<b>Total equity</b>	<b>303,291</b>	<b>274,738</b>
<b>Other financial information</b>		
Unrestricted current ratio (times)	3.57	3.45
Operating performance ratio (%)	-1.04%	-2.17%
Debt service cover ratio (times)	12.56	13.46
Rates and annual charges outstanding ratio (%)	12.49%	10.54%
Infrastructure renewals ratio (%)	174.89%	73.09%
Own source operating revenue (%)	45.69%	57.52%
Cash expense cover ratio (months)	14.35	12.9

### **Modern Slavery Act 2018 (NSW)**

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The Modern Slavery Act 2018 requires each Council to publish in its annual report:

- a statement of the action taken by the council in relation to any issue raised by the Anti-slavery Commissioner during the year concerning the operations of the council and identified by the Commissioner as being a significant issue, and
- a statement of steps taken to ensure that goods and services procured by and for the council during the year were not the product of modern slavery within the meaning of the Modern Slavery Act 2018 (NSW).

NSW local councils are required to take reasonable steps to ensure that the goods and services they procure are not the product of modern slavery.

The Anti-slavery Commissioner did not raise any issues concerning Councils operation during 2022-2023. Council was not required to take any action in this regard

Throughout 2022/2023 Council has improved its procurement processes to incorporate specific checks and balances to only procure goods and services that are not the product of modern slavery. Procurement templates have been updated acknowledging the change in legislation and taking further due diligence steps so that goods and services procured by and for Council during the year were not the product of modern slavery within the meaning of the *Modern Slavery Act 2018*.

### **Government Information (Public Access) - GIPA**

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Council is required to provide a report on GIPA each year. GIPA report attached in Section 4.

**Section 4 – Attachments**

- A Financial Statements 2022-2023**
  - B GIPA Report 2022-2023**
  - C Statement of Business Ethics**
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**A Financial Statements 2022-2023**

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Extension has been granted and the Financial Statements 2022 - 2023 will be included in due course.

**B Government Information Public Access (GIPA) Report 2022-2023**

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Government Information (Public Access) Act – Annual Report for Agency Uralla Shire Council

Clause 8A: Details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review

Reviews carried out by the agency	Information made publicly available by the agency
Yes	Yes

Uralla Shire Council continues to review the information that is proactively released on its website. The type of information released relates to major projects, services, policies and planning documentation. The publication of information and documents in relation to these areas has occurred to provide transparency in Council's decision making.

Clause 8B: The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications)

Total number of applications received
31

Clause 8C: The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure)

Number of Applications Refused	Wholly	Partly	Total
	0	0	0
% of Total	0%	0%	

## Government Information (Public Access) Act – Annual Report for Agency Uralla Shire Council

## Schedule 2 Statistical information about access applications to be included in annual report

Table A: Number of applications by type of applicant and outcome\*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Media	0	0	0	0	0	0	0	0	0	0%
Members of Parliament	0	0	0	0	0	0	0	0	0	0%
Private sector business	1	0	0	0	0	0	0	1	2	6%
Not for profit organisations or community groups	0	0	0	0	0	0	0	0	0	0%
Members of the public (by legal representative)	7	0	0	3	0	0	0	5	15	48%
Members of the public (other)	14	0	0	0	0	0	0	0	14	45%
Total	22	0	0	3	0	0	0	6	31	
% of Total	71%	0%	0%	10%	0%	0%	0%	19%		

\* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

## Government Information (Public Access) Act – Annual Report for Agency Uralla Shire Council

Table B: Number of applications by type of application and outcome\*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Personal information applications*	0	0	0	0	0	0	0	0	0	0%
Access applications (other than personal information applications)	22	0	0	3	0	0	0	6	31	100%
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	0	0%
Total	22	0	0	3	0	0	0	6	31	
% of Total	71%	0%	0%	10%	0%	0%	0%	19%		

\* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

## Government Information (Public Access) Act – Annual Report for Agency Uralla Shire Council

Table C: Invalid applications

Reason for invalidity	No of applications	% of Total
Application does not comply with formal requirements (section 41 of the Act)	0	0%
Application is for excluded information of the agency (section 43 of the Act)	0	0%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	0	0%
Invalid applications that subsequently became valid applications	0	0%

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act

	Number of times consideration used*	% of Total
Overriding secrecy laws	0	0%
Cabinet information	0	0%
Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	0	0%
Excluded information	0	0%
Documents affecting law enforcement and public safety	0	0%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%
Privilege generally - Sch 1(5A)	0	0%
Information provided to High Risk Offenders Assessment Committee	0	0%
Total	0	

\*More than one public interest consideration may apply in relation to a particular access application and if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E

## Government Information (Public Access) Act – Annual Report for Agency Uralla Shire Council

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

	Number of times consideration used*	% of Total
Responsible and effective government	0	0%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	0	0%
Business interests of agencies and other persons	0	0%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%
Total	0	

Table F: Timeliness

	Number of applications*	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	25	100%
Decided after 35 days (by agreement with applicant)	0	0%
Not decided within time (deemed refusal)	0	0%
Total	25	

## Government Information (Public Access) Act – Annual Report for Agency Uralla Shire Council

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total	% of Total
Internal review	0	0	0	0%
Review by Information Commissioner*	0	0	0	0%
Internal review following recommendation under section 93 of Act	0	0	0	0%
Review by NCAT	0	0	0	0%
Total	0	0	0	
% of Total	0%	0%		

\*The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review	% of Total
Applications by access applicants	0	0%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0	0%
Total	0	

Table I: Applications transferred to other agencies.

	Number of applications transferred	% of Total
Agency-Initiated Transfers	0	0%
Applicant - Initiated Transfers	0	0%
Total	0	



**C Statement of Business Ethics**

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## Statement of Business Ethics

**2023**

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## INFORMATION ABOUT THIS DOCUMENT

<b>Date Adopted by Council</b>	27/06/2023	<b>Resolution No.</b>	25.06/23
<b>Document Owner</b>	<i>Executive Director Corporate and Community</i>		
<b>Document Development Officer</b>	<i>Manager Governance</i>		
<b>Review Timeframe</b>	<i>4 years</i>		
<b>Last Review Date:</b>		<b>Next Scheduled Review Date</b>	2026

**Document History**

<b>Doc No.</b>	<b>Date Amended</b>	<b>Details/Comments e.g. Resolution No.</b>
<b>0.1</b>	16/06/2023	Proposed draft to be presented to Council 27/06/2023
<i>1.0</i>	<i>27/06/2023</i>	<i>Adopted by Council res 25.06/23</i>

<b>Related Legislation*</b>	<i>Government Information (Public Access) Act 2009 (NSW) (the GIPA Act)</i> <i>Commission Against Corruption (ICAC) Act 1988</i> <i>Privacy and Personal Information Protection Act 1998 (NSW) (PPIP Act).</i> <i>Local Government Act 1993 and Regulations</i> <i>Public Interest Disclosures Act 1994</i>
<b>Related Policies</b>	<i>Internal Reporting Policy 2022</i> <i>Code of Conduct 2020</i> <i>Procedures for the Administration of the Code of Conduct 2020</i>
<b>Related Procedures/ Protocols, Statements, documents</b>	

## Statement of Business Ethics

Through our core values and principles we have committed to ensure that in our business dealings, we, and the businesses we deal with, act in a transparent, ethical and accountable manner so as to enhance and protect our reputation, as well as safeguarding our culture of integrity and ethical conduct.

We recognise that our reputation is built on trust and this influences how our community and business partners feel about our organisation and the services it provides. This reputation can be tarnished forever by the unethical actions of a few people or even just one person.

This means, among other things, acting honestly, observing a high standard of probity, ethical behaviour and integrity, treating each other and our customers, partners, suppliers and our community fairly and with respect, and being transparent and open in our business processes.

We need to ensure that we all understand the standards expected of us as council officials (Code of Conduct). We also need to ensure that we communicate to our suppliers, contractors and business partners the standards we expect of them if we are to do business with them.

The Statement of Business Ethics is one of the tools we use to communicate this standard of behaviour.

Kate Jessep  
General Manager

### Our Key Business Principles

This Statement outlines Council's expectations on how goods and service providers and contractors are to deal with Council and vice versa. We aim to achieve:

- **Value for Money and Sustainability** – This can include such factors as initial cost, whole of life cost, quality, the extent to which the goods or services meet the specified requirements and also social and environmental responsibilities. Note that this may not be the lowest price
- **Transparency** - this means visible and verifiable confirmation of the integrity of the purchasing process and compliance with relevant legislation and adopted Council procedures
- **Impartiality** – this means that our purchasing process will be undertaken in a fair, objective, consistent and business-like manner. It does not mean pleasing everyone.
- **Local Content** - Council will support local suppliers by ensuring that they have a full, fair and reasonable opportunity to supply council in accordance with the Uralla Shire Council procurement policy.
- **Risk Management** - Suppliers and contractors are expected to be aware of risk management and legislative requirements and must take appropriate action to manage any risks that may impact on the delivery of service to the community
- **Competitiveness** - Council will use competitive processes to the greatest extent possible

### What you can expect from us

All members of staff, Councillors and delegates are bound by Council's Code of Conduct. They are accountable for their actions and are expected to:

- use Council resources efficiently and effectively
- encourage fair and transparent competition while seeking value for money
- ensure that all procurement activities and decisions are fully and clearly documented so as to provide an effective audit trail
- protect confidential and proprietary information
- deal fairly, ethically and honestly with all individuals and organisations so as to avoid any actual or perceived conflict of interest
- disclose any situation that involves or could be perceived to involve a conflict of interest
- not seek or accept financial or other benefits or personal gain for performing official duties
- treat all potential suppliers equality, impartiality, fairness and respect
- act honestly and ethically when dealing with the community, business partners (including potential partners) and others
- present the highest standards of professionalism, ethical behaviour and probity in all dealings with suppliers and the community
- Provide all suppliers and tenderers with the same information and equal opportunity.

### What we require of you:

We require anyone doing business with Council (including all applicants, suppliers of goods and services, political lobbyists, consultants, contractors, and their sub-contractors, owners and applicants) to:

- deliver value for money
- comply with Council's procurement policy and guidelines and all legislative requirements
- act ethically, fairly and honestly in all dealing with the Council
- declare any actual or perceived conflicts of interests as soon as you become aware of the conflict
- take all reasonable measures to prevent disclosure of confidential Council information or proprietary information
- refrain from offering our employees any inducements or incentives
- respect Council's intellectual property rights and formally negotiate any access, licence or other use of those rights
- refrain from discussing Council business or information in the media without Council's consent
- assist Council in providing a safe and healthy working environment.
- comply with this Statement. Note: If you employ sub-contractors in your work with Council you must make them aware of this Statement

### Why you must comply

Our Statement of Business Ethics is about being able to conduct business in a fair and ethical manner that advances the interests and objectives of Council as well as your business.

There may be consequences for not complying with this Statement. Demonstrated corrupt or unethical conduct could lead to:

- Termination of contracts and tendering opportunities
- Loss of future works
- Loss of reputation
- Matters being referred to investigating authorities
- Dismissal for Council employees, and
- Potential criminal charges

### Practical Guidelines

#### Gifts and Benefits

Gifts, benefits and incentives must not be offered to our employees and we expect them to decline any offers. Our employees are not permitted to ask for any incentive or reward for doing their job.

We award business on the basis of merit taking into account what is 'best value for money'.

#### Conflicts of interest

Council staff and Councillors are required to disclose any potential, actual or perceived

conflicts of interest. We extend this requirement to all our business partners and suppliers. Our business partners are required to disclose in writing any perceived or actual conflicts of interest. Conflicts of interest should be disclosed in writing to the General Manager.

#### Confidentiality & intellectual property

Information which is marked confidential, or which a reasonable person would expect to be confidential, should be treated as such. In our business relationships all parties will respect each other's intellectual property rights and will formally negotiate any access, licence or use of intellectual property

#### Other employment or business

Our employees shall not engage in outside employment or business that relates to the business of Council, or could conflict, with their duties with the Council. They can only engage in such a second job or business if they have the written approval of the General Manager.

#### Communication between parties

To avoid any perception of inappropriate behaviour or influence, all communications should be clear, direct and accountable. Communications should, where possible be in writing.

#### Who to contact

If you have any enquires about this statement or wish to report or have concerns about corrupt conduct, maladministration or serious waste of public funds, please contact the General Manager or the Manager Governance & Service Centre on (02) 6778 6300

The Public Interest Disclosures Act protects public officials disclosing corruption related matters from reprisal of detrimental action and ensures disclosures are dealt with properly.

External reporting can also be made to:

Independent Commission against Corruption (ICAC)

T: 1800 463 909

E: [icac@icac.nsw.gov.au](mailto:icac@icac.nsw.gov.au)

NSW Office of Local Government

T: 02 4428 4100

E: [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)

NSW Ombudsman

T: 1800 451 524

E: [nswombobo@ombo.nsw.gov.a](mailto:nswombobo@ombo.nsw.gov.a)

**14.8 Quarterly Budget Review September 2023-24 (QBR)**


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<b>Department:</b>	<b>Corporate &amp; Community</b>
<b>Prepared By:</b>	<b>Manager Finance &amp; IT</b>
<b>Authorised By:</b>	<b>Interim Executive Director Corporate &amp; Community</b>
<b>Reference:</b>	UINT/23/17022

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<b>Attachments:</b>	1. First Quarterly Budget Review Statement 2023-24 <a href="#">↓</a>
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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Goal:</b>	4. We are an independent shire and well-governed community
<b>Strategy:</b>	4.3. An efficient and effective independent local government

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**SUMMARY**

The purpose of this report is to present to Council a review of the budget for the first quarter of the 2023/24 financial year.

**RECOMMENDATION**

- 1. That the first quarter budget review summary for the 2023/24 financial year be received and noted; and**
- 2. That the adjustments to budget allocations be adopted**

**BACKGROUND:**

It is a statutory requirement that Council's Responsible Accounting Officer prepares and submits a budget review statement to Council on a Quarterly basis each financial year (LGGR 2005 cl.203 (1)). Also, in compliance with the Local Government (General) Regulation, Council's Responsible Accounting Officer must include with the budget review report an opinion on the financial position of Council and any recommendations for remedial action if required. As such the first quarterly review for the 2023/24 financial year has been prepared and attached for Council's review.

**REPORT**

The original budget for the financial year 2023-24 indicated a negative operating result prior to taking grants for capital purposes into consideration and after accounting for depreciation and amortization.

However, based on the recent update of the expected \$2.35 million funding from the Regional Emergency Road Repair Program (RERRP) and \$0.33 million additional FAGS funding the overall year ending operating result suggests a positive outcome. The council has also received \$1 million emergency flood funding. Out of this, \$0.15 million was already included in the original budget, the remaining \$0.85 million will not change the operating performance or cash flow, as the amount is assigned for specific projects. Given the RERRP funding allocated for repair and maintenance of damaged roads, this provides the Council with an opportunity to improve its cash position through savings from repair and maintenance costs that would generally be expected to be covered by the council's own resource. The unspent amount of the RERRP and Emergency Flood Funding will be subject to restrictions at the year-end.

**ISSUES**

The first quarterly budget review statement usually shows very little in the way of major variations because it is so early in the finance cycle. We anticipate more adjustments in the forthcoming quarters as the financial cycle progresses to the year end.

**CONCLUSION**

This attached report includes revisions to revenue, expenses and capital expenses to the budget. These changes are expected to have a favourable effect in the operating result and cash flow, contributed by \$2.35 million roads repair funding and additional FAGS funding \$0.33 million.

**COUNCIL IMPLICATIONS****Community Engagement/Communication**

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

**Policy and Regulation**

- Local Government Act 1993;
- Local Government Regulations (General) 2005;
- Local Government Code of Accounting Practice and Financial Reporting; and
- Australian Accounting Standards.

**Financial/Long Term Financial Plan**

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

**Asset Management/Asset Management Strategy**

N/A

**Workforce/Workforce Management Strategy**

N/A

**Legal and Risk Management**

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

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

Financial Management – the first quarter budget is in line with the original budget adopted by Council in July 2021. This risk is assessed as low.

**Performance Measures**

One of required three budget reviews.

**Project Management**

N/A



**URALLA SHIRE COUNCIL**  
**Budget Review Statement**  
**For the Quarter ended 30 September, 2023**

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<b>Sl</b>	<b>Table of Contents</b>	<b>Page #</b>
1	Responsible accounting officer's statement	2
2	Proposed variations to revenue	3
3	Proposed variations to operating expense	4
4	Proposed variations to capital expenditure	5
5	Projected income statement - combined	6
6	Projected income statement - by fund	7
7	List of restrictions and free cash position	8
8	Contracts & consultancy expenses	9

**Uralla Shire Council**  
**Quarterly Budget Review Statement**  
**For the quarter ended 30 September 2023**

**Report by the Responsible Accounting Officer**

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

The original budget for the financial year 2023-24 indicated a negative operating result prior to taking grants for capital purposes into consideration and after accounting for depreciation and amortization.

However, based on the recent development of the expected \$2.35 million funding from the Regional Emergency Road Repair Program (RERRP), and additional FAGs \$.033 million the year ending operating result suggests a positive outcome. Additionally, given that the RERRP funding was allocated for repair and maintenance of damaged roads, this provides the Council with an opportunity to improve its cash position through savings from repair and maintenance costs that would generally be expected to be covered by the council's own resource. The unspent amount of the funding will be subject to restrictions at the year-end.

Based on the available information and analysis of the first quarterly budget statements, it is my view that that the Council's anticipated financial position as at 30 June 2024, is likely to be satisfactory at year-end. This assessment takes into account the projected income and expenditure estimates as well as the initial budgeted income and expenditure.



Mustaq Ahammed  
Responsible Accounting Officer

**URALLA SHIRE COUNCIL**  
**REVENUE BUDGET REVIEW SUMMARY**

Key Variances to budget identified in September 2023 for Review

GL Account	Funding	Description	3,437,668	↑
01120.0115.0175	FAGS	The original estimate for FAGS funding in the 2023-24 budget was \$3,038,609.	226,751	↑
01310.0115.0175	FAGS	However, based on OLG funding allocation, the actual amount has increased to	5,346	↑
01350.0115.0175	FAGS	\$3,372,287, making an increase of \$333,678 from the original budget. The additional	90,888	↑
01360.0115.0175	FAGS	allocation is distributed to the cost centres through this QBR. Out of the total allocation,	5,346	↑
01370.0115.0175	FAGS	\$3,328,277 received in June 2023 as advance and reported as restricted.	5,346	↑
01340.0115.0171	RERRF	Regional Emergency Road Repair Program (RERRP) funding allocated for repair and maintenance of damaged roads. While the amount will be recognised as income in the current financial year, the unused portion of the fund will be restricted until fully utilized by October 2027.	2,353,990	↑
01920.0115.0173	AGRN		80,000	↑
01140.0115.0173	AGRN	The application for AGRN1030 and AGRN1034 (in a single application) \$1 million	250,000	↑
01400.0115.0173	AGRN	funding was made in a short notice period using available information on the projects in	150,000	↑
01300.0115.0173	AGRN	the pipeline. Of this, \$0.15 million had already been included in the original budget. The	29,000	↑
01400.0115.0173	AGRN	remaining \$0.85 million is now allocated to income, and the same amount will be	150,000	↑
41000.0115.0173	AGRN	allocated to Capex.	130,000	↑
01300.0115.0173	AGRN		61,000	↑
01600.0125.0201	Council	The private works has significantly fall short of the initial estimate. Therefore, a budget adjustment is proposed to align with expected year-end results.	-100,000	↓

↑ = positive impact on cash flow

↓ = negative impact on cash flow

\* The RERRF fund will be disbursed in advance upon signing the agreement. This funding is categorized for repair program, thus, can be recognized as an operating grant. The unutilized portion of the grant will be subject to restrictions until fully utilized by October 2027.

**URALLA SHIRE COUNCIL  
EXPENSE BUDGET REVIEW SUMMARY**

**Key Variances to budget identified in September 2023 for Review**

Revision to Expenditure	Functions	Description	329,320	↓
03120.0300.0300	Finance	The Corporate Accountant role was created at the July Council re: resolution 12.07/23, pro-rata cost of the position to be included in the first QBRs. The newly appointed corporate accountant is expected to commence his role in the first week of December, hence, 7 months costs allocated to the budget.	63,870	↓
43000.0350.0401	McMaugh	As per recent change in the Aged Care regulation, McMaugh Gardens requires to use Registered Nurse Agency Staff to fill outstanding shifts. These registered nurses are not local and therefore the council need to outsource them through agencies, provide accommodation and travel costs on top of their agency fees. At this stage, 6 months additional cost is calculated and put forward for approval.	117,090	↓
03000.0300.0300	GM	As per the Extraordinary General Meeting of the Council held on 10 August 2023, the recruitment of a new general manager was discussed and the additional cost estimate presented to the Council.	76,360	↓
43000.0350.0401	McMaugh	Council resolved (Resolution 23.09/23) to postpone further work on the Master Plan pending an update on the strategic options report and business plan for McMaugh Gardens. Staff are still awaiting cost estimates from consultants but initial estimates are in the order of \$40K. A further report will come to Council on the costs and scope of a review of the Strategic option and business plan for McMaugh Gardens following the finalisation of the RFQ. The budget review amount is included to flag the expected minimum quantum of costs for the review process.	40,000	↓
43000.0300.0300	McMaugh	The wage determination in the 2023-24 budget included a 4.5% increase in wages and a 0.5% addition to Superannuation. For aged care, the base wage determination, set after the State Wage Case, begins at 5.75% from 1 September 2023, with a portion applying from 1 July 2023, tied to ANACC funding. The specific percentage attributed to ANACC funding hasn't been finalised yet for calculation of the amount. Hence, adjustment of 0.75% is proposed in this OBR.	32,000	↓

↑ = positive impact on cash flow

↓ = negative impact on cash flow

**URALLA SHIRE COUNCIL  
CAPEX BUDGET REVIEW SUMMARY**

**Key Variances to budget identified in September 2023 for Review**

GL Account	Funding	Description	875,000	↓
07920.0700.0506	AGRN	UTEC projects	80,000	↓
07140.0700.0506	AGRN	Procurement of asset management software	250,000	↓
07400.0700.0506	AGRN	Uralla Stormwater Mgt Plan + Rehabilitation of Uralla Creek	300,000	↓
47000.0700.0506	AGRN	McMaugh Garden's damaged roof repair and walkway improvement	130,000	↓
07300.0760.0506	AGRN	Uralla Cycleway Stage 8 + Bundarra Cycleway to Sports Centre Stage 1	90,000	↓
47000.0700.0506	McMaugh	In the past, McMaugh Gardens maintained an annual budget provision of \$50,000 for incidental capital works. Unexpectedly, the 2023-24 budget omitted the allocation for such works. Therefore, McMaugh Gardens suggested to include \$25,000 in the budget specifically for incidental capital works. Any surplus of this budget can be adjusted during the third quarterly budget review, as was done in 2022-23.	25,000	↓

↑ = positive impact on cash flow

↓ = negative impact on cash flow

**URALLA SHIRE COUNCIL**  
**INCOME STATEMENT & CAPEX SUMMARY AND PROJECTION**  
**Financial Statement for the month ending September 2023**

	Amt in '000			
	Actuals to Sep	Budget for the Year	Revision to Budget	Projected YE Result
<b>Income from continuing operations</b>				
Rates and annual charges	7,917	7,946	-	7,946
User charges and fees	552	6,081	100	5,981
Other revenues	166	781	-	781
Grants and contributions provided for operating purposes*	1,637	9,263	3,538	12,801
Interest and investment income	299	744	-	744
<b>Total income from operational activities</b>	<b>10,571</b>	<b>24,815</b>	<b>3,438</b>	<b>28,253</b>
<b>Expenses from continuing operations</b>				
Employee benefits and on-costs	3,132	11,938	212	12,150
Materials and services	1,826	6,903	117	7,020
Borrowing costs	12	45	-	45
Councillor and Mayoral fees and associated expenses	33	150	-	150
Audit fees	-40	143	-	143
Other expenses	124	596	-	596
Net loss/(gain) from the disposal of assets	-53	-	-	-
<b>Total expenses from continuing operations</b>	<b>5,033</b>	<b>19,775</b>	<b>329</b>	<b>20,104</b>
<b>Operating result prior to consideration of capital grants and deprec</b>	<b>5,537</b>	<b>5,041</b>	<b>3,108</b>	<b>8,149</b>
Less: Depreciation, amortisation and impairment	0	6,367	-	6,367
<b>Operating result after depreciation</b>	<b>5,537</b>	<b>-1,327</b>	<b>3,108</b>	<b>1,782</b>
Add: Grants and contributions provided for capital purposes	200	5,753	-	5,753
<b>Overall result with capital grants</b>	<b>5,737</b>	<b>4,426</b>	<b>3,108</b>	<b>7,535</b>

	Actuals to Sep	Budget for the Year	Revision to Budget	Projected YE Result
<b>Capital Expenditures</b>				
Employee benefits and on-costs	237	1,781	-	1,781
Materials and services	1,618	8,412	875	9,287
<b>Total Capex</b>	<b>1,855</b>	<b>10,193</b>	<b>875</b>	<b>11,068</b>

\*The grant funding of \$2.35 million from RERRP and \$1.0 million from AGRN1030 and AGRN1034 will be recognized as revenue in the current financial year. However, these funds will be subject to restrictions until fully utilized.

URALLA SHIRE COUNCIL INCOME STATEMENT AND CAPEX BY FUND Financial Statement for the month ending September 2023																
Amt in '000																
	General Fund				McMaugh Gardens				Water Fund				Sewer Fund			
	Actuals to Sep	Budget for FY	Revision to Budget	Revised Budget	Actuals to Sep	Budget for FY	Revision to Budget	Revised Budget	Actuals to Sep	Budget for FY	Revision to Budget	Revised Budget	Actuals to Sep	Budget for FY	Revision to Budget	Revised Budget
Income from continuing operations																
Rates and annual charges	6,275	6,328	-	6,328	-	-	-	-	628	641	-	641	1,015	976	-	976
User charges and fees	230	4,119	-100	4,019	317	962	-	962	4	928	-	928	1	72	-	72
Other revenues	165	747	-	747	0	34	-	34	1	-	-	-	-	-	-	-
Grants and contributions provided for operating purposes	705	6,021	3,408	9,429	932	2,972	130	3,102	-	270	-	270	-	-	-	-
Interest and investment income	293	431	-	431	-	135	-	135	4	139	-	139	2	39	-	39
<b>Total income from operational activities</b>	<b>7,667</b>	<b>17,647</b>	<b>3,308</b>	<b>20,954</b>	<b>1,249</b>	<b>4,103</b>	<b>130</b>	<b>4,233</b>	<b>637</b>	<b>1,978</b>	<b>-</b>	<b>1,978</b>	<b>1,018</b>	<b>1,087</b>	<b>-</b>	<b>1,087</b>
Expenses from continuing operations																
Employee benefits and on-costs	2,337	8,272	172	8,444	660	2,947	40	2,987	77	412	-	412	59	307	-	307
Materials and services	1,486	4,540	-	4,540	232	922	117	1,039	64	919	-	919	44	522	-	522
Borrowing costs	12	40	-	40	0	5	-	5	-	-	-	-	-	-	-	-
Councillor and Mayoral fees and associated expenses	33	150	-	150	-	-	-	-	-	-	-	-	-	-	-	-
Audit fees	-40	143	-	143	-	-	-	-	-	-	-	-	-	-	-	-
Other expenses	124	596	-	596	-	-	-	-	-	-	-	-	-	-	-	-
Net loss/(gain) from the disposal of assets	-53	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total expenses from continuing operations</b>	<b>3,899</b>	<b>13,742</b>	<b>172</b>	<b>13,914</b>	<b>892</b>	<b>3,873</b>	<b>157</b>	<b>4,030</b>	<b>141</b>	<b>1,331</b>	<b>-</b>	<b>1,331</b>	<b>102</b>	<b>829</b>	<b>-</b>	<b>829</b>
<b>Operating result prior to consideration of capital grants and dep</b>	<b>3,769</b>	<b>3,905</b>	<b>3,135</b>	<b>7,040</b>	<b>357</b>	<b>230</b>	<b>-27</b>	<b>203</b>	<b>496</b>	<b>647</b>	<b>-</b>	<b>647</b>	<b>915</b>	<b>258</b>	<b>-</b>	<b>258</b>
Less: Depreciation, amortisation and impairment (1)	-	5,220	-	5,220	-	233	-	233	-	500	-	500	-	415	-	415
<b>Operating result after depreciation</b>	<b>3,769</b>	<b>-1,315</b>	<b>3,135</b>	<b>1,820</b>	<b>357</b>	<b>-2</b>	<b>27</b>	<b>-29</b>	<b>496</b>	<b>147</b>	<b>-</b>	<b>147</b>	<b>915</b>	<b>-157</b>	<b>-</b>	<b>-157</b>
Add: Grants and contributions provided for capital purposes	-	5,573	-	5,573	-	-	-	-	200	180	-	180	-	-	-	-
<b>Overall result with capital grants</b>	<b>3,769</b>	<b>4,258</b>	<b>3,135</b>	<b>7,393</b>	<b>357</b>	<b>-2</b>	<b>27</b>	<b>29</b>	<b>696</b>	<b>327</b>	<b>-</b>	<b>327</b>	<b>915</b>	<b>-157</b>	<b>-</b>	<b>-157</b>
<b>Capital Expenditures</b>																
	Actuals to Sep	Budget for FY	Revision to Budget	Revised Budget	Actuals to Sep	Budget for FY	Revision to Budget	Revised Budget	Actuals to Sep	Budget for FY	Revision to Budget	Revised Budget	Actuals to Sep	Budget for FY	Revision to Budget	Revised Budget
Employee benefits and on-costs	232	1,755	-	1,755	-	-	-	-	5	21	-	21	1	5	-	5
Materials and services	1,610	7,247	720	7,967	2	25	155	180	6	712	-	712	-	428	-	428
<b>Total Capex</b>	<b>1,842</b>	<b>9,002</b>	<b>720</b>	<b>9,722</b>	<b>2</b>	<b>25</b>	<b>155</b>	<b>180</b>	<b>11</b>	<b>733</b>	<b>-</b>	<b>733</b>	<b>1</b>	<b>432</b>	<b>-</b>	<b>432</b>

**URALLA SHIRE COUNCIL**  
**FINANCIAL RESTRICTIONS & FREE CASH**  
**As at 30 September, 2023**

	Balance as at 30-Jun-23	Added to Restrictions	Release from Restrictions	Balance as at 30-Sep-23
<b>Free Cash/Unrestricted Cash</b>	<b>796,352</b>			<b>883,016</b>
<b>Cash and investments</b>	<b>24,305,403</b>			<b>23,019,249</b>
<b>External Restrictions</b>	<b>17,877,291</b>	<b>1,193,090</b>	<b>1,639,118</b>	<b>17,431,263</b>
Unexpended Loans - Industrial Land	486,937	-	-	486,937
McMaugh Fund - Bonds	3,325,000	-	-	3,325,000
Trust funds	31,296	-	-	31,296
Water Fund	2,336,010	610,601	-	2,946,611
Sewer Fund	1,616,240	332,628	-	1,948,868
Stormwater Drainage	312,261	6,199	-	318,460
Developer Contributions - General (Section 94)*	1,114,765	-	-	1,114,765
Home Care Package (19225.9162.9150)*	4,000	-	-	4,000
TCT funding delivery shortfall*	1,235,739	-	-	1,235,739
TCS CHSP funding delivery shortfall*	3,182,044	-	970,365	2,211,679
Bushfire Local Economic Recovery - Courthouse Refurbishment	20,378	-	20,378	-
PSLP - Glen precinct	797,250	-	128,649	668,600
PSLP - Pioneer Park	565,664	-	46,098	519,566
Black Summer Bushfire Recovery - Generators	23,420	-	-	23,420
Integration of Planning Portal to Authority and CM10	80,000	-	1,600	78,400
Fixing Local Roads Round (FLR) 3	387,223	-	80,693	306,530
Regional and Local Roads Repair Program	1,679,408	-	-	1,679,408
Fixing Local Roads (FLR) Pothole Repair Round	204,557	-	-	204,557
Block Grants	399,099	184,148	315,334	267,912
Supplementary	76,000	-	76,000	-
Conservation and Ecological Restoration of Racecourse Lagoon	-	59,514	-	59,514
<b>Internal Restrictions</b>	<b>5,631,760</b>	<b>-</b>	<b>926,791</b>	<b>4,704,969</b>
Plant & Vehicle Replacement	210,244	-	94,722	115,522
Employees Leave Entitlement*	799,589	-	-	799,589
Tip Remediation*	1,265,000	-	-	1,265,000
Waste Management Consultancy	8,366	-	-	8,366
InfoCouncil implementation	548	-	-	548
Strategic Development	19,736	-	-	19,736
FAGS Received in advance	3,328,277	-	832,069	2,496,208

\* Calculations of additions and adjustments are typically done on an annual basis.



**CONTRACTS, CONSULTANCY AND LEGAL EXPENSES**  
**For the Quarter ended 30 September, 2023**

Consultancy and Legal Expenses	Expenditure YTM December \$000	Budgeted Y/N
FYFE PTY LTD - Volumetric survey at Uralla Landfill	4	Y
Robert Carr & Associates Pty Ltd T/A - Environmental Monitoring Uralla Landfill	6	Y
BAL Lawyers - Advice on EPA Act Order	2	Y

**Definition of a consultant:**

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

Contract Detail and Purpose	Expenditure YTM December \$000	Contract Date	Contract Value	Contract Start Date	Contract Duration	Budgeted Y/N
None						

**Notes:**

1. Contracts that were entered into during this quarter and remain incomplete are included
2. Minimum reporting threshold is \$50,000
3. Contractors on Council's Preferred Supplier list are not included
4. Contracts for employment are not required to be included

**14.9 Monthly Finance Report for October 2023**

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<b>Department:</b>	<b>Corporate &amp; Community</b>
<b>Prepared By:</b>	<b>Manager Finance &amp; IT</b>
<b>Authorised By:</b>	<b>Interim Executive Director Corporate &amp; Community</b>
<b>Reference:</b>	UINT/23/15660

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**Attachments:** 1. Monthly Financial Statements for October 2023 - Combined [↓](#)

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Goal:</b>	4. We are an independent shire and well-governed community
<b>Strategy:</b>	4.1. Informed and collaborative leadership in our community
	4.2. A strategic, accountable and representative Council

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**SUMMARY**

The purpose of this report is to outline the activities and changes in the month of October 2023.

**RECOMMENDATION**

**That Council receives the attached Monthly Finance Report for October 2023.**

**REPORT**

This report provides the Income Statement and CAPEX Summary for the month ending 31 October 2023, for the information of Councillors, including a breakdown by fund.

**URALLA SHIRE COUNCIL**  
**INCOME STATEMENT & CAPEX SUMMARY**  
**Financial Statements for the month ending October 2023**

	Actuals to October	Proportionate Budget	Amt in '000 Budget for the Year
<b>Income from continuing operations</b>			
Rates and annual charges	7,917	7,946	7,946
User charges and fees	1,106	2,027	6,081
Other revenues	188	260	781
Grants and contributions provided for operating purposes	2,636	3,088	9,263
Interest and investment income	396	248	744
<b>Total income from operational activities</b>	<b>12,243</b>	<b>13,569</b>	<b>24,815</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	3,990	3,979	11,938
Materials and services	2,241	2,301	6,903
Borrowing costs	16	15	45
Councillor and Mayoral fees and associated expenses	44	50	150
Audit fees*	-38	48	143
Other expenses	137	199	596
Net loss/(gain) from the disposal of assets	-53	0	0
<b>Total expenses from continuing operations</b>	<b>6,338</b>	<b>6,592</b>	<b>19,775</b>
<b>Operating result prior to consideration of capital grants and depreciation</b>	<b>5,905</b>	<b>6,977</b>	<b>5,041</b>
Less: Depreciation, amortisation and impairment**	0	0	6,367
<b>Operating result after depreciation</b>	<b>5,905</b>	<b>6,977</b>	<b>-1,327</b>
Add: Grants and contributions provided for capital purposes	200	1,918	5,753
<b>Overall result with capital grants</b>	<b>6,105</b>	<b>8,895</b>	<b>4,426</b>
<b>Capital Expenditures</b>			
Employee benefits and on-costs	300	594	1,781
Materials and services	1,947	2,804	8,412
<b>Total Capex</b>	<b>2,247</b>	<b>3,398</b>	<b>10,193</b>

**URALLA SHIRE COUNCIL**  
**INCOME STATEMENT AND CAPEX BY FUND**  
**Financial Statements for the month ending October 2023**

	General Fund		McMaugh Gardens		Water Fund		Sewer Fund	
	Actuals to October	Proportionate Budget	Actuals to October	Proportionate Budget	Actuals to October	Proportionate Budget	Actuals to October	Proportionate Budget
<b>Income from continuing operations</b>								
Rates and annual charges	6,274	6,328	-	-	628	641	1,015	976
User charges and fees	638	1,373	460	321	8	309	1	24
Other revenues	187	249	0	11	0	-	-	-
Grants and contributions provided for operating purposes	1,356	2,007	1,280	991	-	90	-	-
Interest and investment income	387	144	-	45	6	46	3	13
<b>Total income from operational activities</b>	<b>8,842</b>	<b>10,101</b>	<b>1,740</b>	<b>1,368</b>	<b>642</b>	<b>1,087</b>	<b>1,019</b>	<b>1,013</b>
<b>Expenses from continuing operations</b>								
Employee benefits and on-costs	2,951	2,757	868	982	96	137	75	102
Materials and services	1,789	1,513	310	307	91	306	52	174
Borrowing costs	14	13	1	2	-	-	-	-
Councillor and Mayoral fees and associated expenses	44	50	-	-	-	-	-	-
Audit fees	-	38	-	-	-	-	-	-
Other expenses	-	137	-	-	-	-	-	-
Net loss/(gain) from the disposal of assets	-	53	-	-	-	-	-	-
<b>Total expenses from continuing operations</b>	<b>4,845</b>	<b>4,581</b>	<b>1,179</b>	<b>1,291</b>	<b>187</b>	<b>444</b>	<b>126</b>	<b>276</b>
<b>Operating result prior to consideration of capital grants and depreciation</b>	<b>3,997</b>	<b>5,520</b>	<b>561</b>	<b>77</b>	<b>455</b>	<b>643</b>	<b>892</b>	<b>737</b>
Less: Depreciation, amortisation and impairment (1)	-	-	-	-	-	-	-	-
<b>Operating result after depreciation</b>	<b>3,997</b>	<b>5,520</b>	<b>561</b>	<b>77</b>	<b>455</b>	<b>643</b>	<b>892</b>	<b>737</b>
Add: Grants and contributions provided for capital purposes	-	1,858	-	-	200	60	-	-
<b>Overall result with capital grants</b>	<b>3,997</b>	<b>7,378</b>	<b>561</b>	<b>77</b>	<b>655</b>	<b>703</b>	<b>892</b>	<b>737</b>
<b>Capital Expenditures</b>								
	Actuals to October	Proportionate Budget	Actuals to October	Proportionate Budget	Actuals to October	Proportionate Budget	Actuals to October	Proportionate Budget
Employee benefits and on-costs	295	585	-	-	5	7	1	2
Materials and services	1,922	2,416	19	8	6	237	-	143
<b>Total Capex</b>	<b>2,217</b>	<b>3,001</b>	<b>19</b>	<b>8</b>	<b>11</b>	<b>244</b>	<b>1</b>	<b>144</b>

**Analytical comments on income statement****Rates and annual charges**

- 1) Rates and annual charges represent an annual charge levied once a year. The actual revenue closely aligns with the budgeted figures.

**User charges and fees:**

- 1) Other Waste Management: Revenue from other waste service has not generated as per plan in the first quarter of the year. The annual budget for other waste revenue in the current financial year is set at \$163k, but the actual results up to October is \$17k. Additionally, the budget for scrap sale revenue in the financial year is \$150k, no scrap metal sales have been recorded yet in the financial year. We will keep eye on the progress and might consider adjustments during the Quarterly Budget Review (QBR) in the third quarter.
- 2) Cemetery operations: revenue from cemetery operations up to October reach \$11k, significantly below the annual budget \$63.7k. It might be necessary to make adjustments in third QBR.
- 3) Private Works: revenue from private works up to October reached to \$4k, an adjustment to the budget has been proposed in the first QBR.
- 4) Tableland Community Support Service: for the past couple of years, the council has been retaining under-spent funds from the Commonwealth Home Support Program (CHSP) in restrictions. Recently, CHSP changed its funding mechanism. As per revised plan, service providers (TCS) are advised to utilize funds from past restrictions, once the restricted funds are fully utilized CHSP will release payments based service rendered. As a result, TCS is not expected to receive funding from CHSP until the restricted amount is fully utilized. However, this shift in CHSP funding will not affect profitability of the Council.

**Grants and contributions:**

- 1) FAGS for 2023-24 already received in the financial year 2022-23
- 2) The annual operational grants are nearly at par, but the capital grant hasn't met its target. The annual capital grant budget for the financial year set at \$5.7 million, up to October actual receipt recorded \$0.2 mil. The newly appointed Grant Officer has started monitoring the progress of these grants.

**Audit fees**

- 1) Actual audit fees reported a negative value due to the reversal of the accruals for the financial year 2022/23. This negative balance will be nullified upon the actual payment of audit fees upon completion of audit for 2023-24 financial year.

**Depreciation**

- 1) Depreciation charge for 2023/24 has not been started yet, will be charged upon finalization of the audit for the financial year 2022/23.

**Capital expenditures**

- 1) The pace of capital works are relatively slow due to high staff turnover in the project execution team.
- 2) In the budget planning phase, the breakdown for capital expense was projected as 30% wages and 70% for contractors and materials. However, as per actuals up to October 2023, the initial allocation of 30% wages appears to have not worked as anticipated. Any deviation to the proportion to wages may potentially lead to variances in operating wage by the end of financial year.

**14.10 Monthly Finance Report for September 2023**

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<b>Department:</b>	<b>Corporate &amp; Community</b>
<b>Prepared By:</b>	<b>Manager Finance &amp; IT</b>
<b>Authorised By:</b>	<b>Interim Executive Director Corporate &amp; Community</b>
<b>Reference:</b>	UINT/23/15300

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<b>Attachments:</b>	1. <a href="#">Monthly Financial Statements September 2023</a> 
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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Goal:</b>	4. We are an independent shire and well-governed community
<b>Strategy:</b>	4.1. Informed and collaborative leadership in our community
	4.2. A strategic, accountable and representative Council

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**SUMMARY**

The purpose of this report is to outline the activities and changes in the month of September 2023.

**RECOMMENDATION**

**That Council receives the attached Monthly Finance Report for September 2023.**

**REPORT**

This report provides the Income Statement and CAPEX Summary for the month ending 31 August 2023, for the information of Councillors, including a breakdown by Fund.

**URALLA SHIRE COUNCIL**  
**INCOME STATEMENT & CAPEX SUMMARY**  
**Financial Statements for the month ending September 2023**

	Actuals to September	Proportionate Budget	Amt in '000 Budget for the Year
<b>Income from continuing operations</b>			
Rates and annual charges	7,917	7,946	7,946
User charges and fees	552	1,520	6,081
Other revenues	166	195	781
Grants and contributions provided for operating purposes	1,637	2,316	9,263
Interest and investment income	299	186	744
<b>Total income from operational activities</b>	<b>10,571</b>	<b>12,163</b>	<b>24,815</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	3,132	2,984	11,938
Materials and services	1,826	1,726	6,903
Borrowing costs	12	11	45
Councillor and Mayoral fees and associated expenses	33	38	150
Audit fees*	-40	36	143
Other expenses	124	149	596
Net loss/(gain) from the disposal of assets	-53	0	0
<b>Total expenses from continuing operations</b>	<b>5,033</b>	<b>4,944</b>	<b>19,775</b>
<b>Operating result prior to consideration of capital grants and depreciation</b>	<b>5,537</b>	<b>7,220</b>	<b>5,041</b>
Less: Depreciation, amortisation and impairment**	0	1,592	6,367
<b>Operating result after depreciation</b>	<b>5,537</b>	<b>5,628</b>	<b>-1,327</b>
Add: Grants and contributions provided for capital purposes	200	1,438	5,753
<b>Overall result with capital grants</b>	<b>5,737</b>	<b>7,066</b>	<b>4,426</b>

	Actuals to September	Proportionate Budget	Budget for the Year
<b>Capital Expenditures</b>			
Employee benefits and on-costs	237	445	1,781
Materials and services	1,618	2,103	8,412
<b>Total Capex</b>	<b>1,855</b>	<b>2,548</b>	<b>10,193</b>

**URALLA SHIRE COUNCIL**  
**INCOME STATEMENT AND CAPEX BY FUND**  
**Financial Statements for the month ending September 2023**

	General Fund		McMaugh Gardens		Water Fund		Sewer Fund	
	Actuals to September	Proportionate Budget	Actuals to September	Proportionate Budget	Actuals to September	Proportionate Budget	Actuals to September	Proportionate Budget
<b>Income from continuing operations</b>								
Rates and annual charges	6,275	6,328	-	-	628	641	1,015	976
User charges and fees	230	1,030	317	241	4	232	1	18
Other revenues	165	187	0	8	1	-	-	-
Grants and contributions provided for operating purposes	705	1,505	932	743	-	68	-	-
Interest and investment income	293	108	-	34	4	35	2	10
<b>Total income from operational activities</b>	<b>7,667</b>	<b>9,158</b>	<b>1,249</b>	<b>1,026</b>	<b>637</b>	<b>976</b>	<b>1,018</b>	<b>1,004</b>
<b>Expenses from continuing operations</b>								
Employee benefits and on-costs	2,337	2,068	660	737	77	103	59	77
Materials and services	1,486	1,135	232	230	64	230	44	131
Borrowing costs	12	10	0	1	-	-	-	-
Councillor and Mayoral fees and associated expenses	33	38	-	-	-	-	-	-
Audit fees	-	40	-	-	-	-	-	-
Other expenses	124	149	-	-	-	-	-	-
Net loss/(gain) from the disposal of assets	-	53	-	-	-	-	-	-
<b>Total expenses from continuing operations</b>	<b>3,899</b>	<b>3,435</b>	<b>892</b>	<b>968</b>	<b>141</b>	<b>333</b>	<b>102</b>	<b>207</b>
<b>Operating result prior to consideration of capital grants and depreciation</b>	<b>3,769</b>	<b>5,722</b>	<b>357</b>	<b>58</b>	<b>496</b>	<b>643</b>	<b>915</b>	<b>797</b>
Less: Depreciation, amortisation and impairment (1)	-	1,305	-	58	-	125	-	104
<b>Operating result after depreciation</b>	<b>3,769</b>	<b>4,417</b>	<b>357</b>	<b>1</b>	<b>496</b>	<b>518</b>	<b>915</b>	<b>693</b>
Add: Grants and contributions provided for capital purposes	-	1,393	-	-	200	45	-	-
<b>Overall result with capital grants</b>	<b>3,769</b>	<b>5,811</b>	<b>357</b>	<b>1</b>	<b>696</b>	<b>563</b>	<b>915</b>	<b>693</b>
<b>Capital Expenditures</b>								
	Actuals to September	Budget for FY	Actuals to September	Budget for FY	Actuals to September	Budget for FY	Actuals to September	Budget for FY
Employee benefits and on-costs	232	439	-	-	5	5	1	1
Materials and services	1,610	1,812	2	6	6	178	-	107
<b>Total Capex</b>	<b>1,842</b>	<b>2,251</b>	<b>2</b>	<b>6</b>	<b>11</b>	<b>183</b>	<b>1</b>	<b>108</b>



**Comments on variances in the income statement****Rates and annual charges**

- 1) Rates and annual charges represent an annual charge levied once a year. The actual revenue closely aligns with the budgeted figures.

**User charges and fees:**

- 1) Other Waste Management: Revenue from other waste service has not generated as per plan in the first quarter of the year. The annual budget for other waste revenue in the current financial year is set at \$163k, but the actual results up to September is \$6k. Additionally, the budget for scrap sale revenue in the financial year is \$150k, no scrap metal sales have been recorded yet in the financial year.
- 2) Cemetery Revenue: Revenue from Cemetery operations up to September is \$7.8k against the annual budget \$63.7k
- 3) Private Works Revenue: the annual budget for private works revenue is set at \$110k. Actual achievements up to September is only \$1.6k.
- 4) Public Halls: Revenue from public halls has not achieved the quarterly target.
- 5) Tableland Community Support Service: TCS has been advised by the CHSP to utilize the restricted funds currently held by the Council. So, TCS is not expecting any payment from CHSP at this stage.

**Grants and contributions:**

- 1) FAGS for 2023-24 already received in the financial year 2022-23
- 2) Operating and capital grants: The newly appointed grant officer has initiated the process of monitoring grant funding budgets.

**Audit fees**

- 1) Actual audit fees reported a negative value due to the reversal of the accruals for the financial year 2022/23. This negative balance will be nullified upon the actual payment of audit fees upon completion of audit for 2023-24 financial year.

**Depreciation**

- 1) Depreciation charge for 2023/24 has not been started yet, will be charged upon finalization of the audit for the financial year 2022/23.

## 14.11 Loans as at 31 October 2023

<b>Department:</b>	<b>Corporate &amp; Community</b>
<b>Prepared By:</b>	<b>Senior Finance Officer</b>
<b>Authorised By:</b>	<b>Interim Executive Director Corporate &amp; Community</b>

**SUMMARY**

The purpose of this report is to provide Council with a reconciliation of borrowings as at the end of the reporting month.

**RECOMMENDATION**

That Council notes the loan position as at 31 October 2023 totalling \$1,437,071.

**REPORT**

This report is provided to inform Council of the reconciliation of borrowings on a monthly basis.

**Uralla Shire Council**  
**Loans at 31 October, 2023**

Uralla Shire Council		
Loans at 31 October, 2023		
Loans:		
Loan no.	Purpose	Balance
165	MGH Property	\$22,578
176	Library Extensions	\$3,096
177	Grace Munro Centre	\$2,520
187	Undergrounding Power and Main Street Upgrade	\$45,052
188	Paving and Power Undergrounding	\$13,953
189	Bridge Construction	\$140,861
190	Bridge construction & industrial land development	\$1,209,010
<b>Total</b>		<b>\$1,437,071</b>

**CONCLUSION**

I, Mustaq Ahammed, Manager Finance & IT hereby certify that the above borrowings have been made in accordance with the requirements of the *Local Government Act 1993 (the Act) (Chapter 15, Part 12 – sections 621 to 624) and the Local Government (General) Regulation 2021 (the Regulation) (Section 230)*.

**14.12 Investments at 31 October 2023**


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<b>Department:</b>	<b>Corporate &amp; Community</b>
<b>Prepared By:</b>	<b>Senior Finance Officer</b>
<b>Authorised By:</b>	<b>Interim Executive Director Corporate &amp; Community</b>

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**SUMMARY**

Attached is a summary of bank accounts, term deposits, cash management accounts and investments in structured credit instruments. The investments have been made in accordance with the Act, the Regulation 2021 and Council's Investment Policy 2019.

The majority of Council's cash is externally restricted and not available for day to day operational expenditure. As per draft financial statements for the year ending 30 June 2023, the amount of unrestricted cash reported in the financial statements is \$799,000. The financial statements are subject to finalisation of audit.

**RECOMMENDATION**

**That Council notes the cash position as at 31 October 2023 consisting of cash and overnight funds of \$2,311,467 and term deposits of \$19,268,862 totalling \$21,580,329 of convertible funds, including restricted funds.**

**REPORT**

Current term deposits of \$19,268,862 spread over the next twelve months will receive a range of interest from 4.26% to 5.52% with an average rate of 4.90%. Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 31 October 2023.

**Key Issues**

The current official cash rate as determined by the Reserve Bank of Australia (RBA) is 4.10% as at the date of this report. The timing of potential interest rate increases will be guided by the incoming data and the Board's assessment of the outlook for inflation and the labour market. The change in interest rates has resulted in higher investment returns both now and over the coming year.

**Restricted and Unrestricted Cash, Cash Equivalents and Investments**

Of the amount of cash disclosed in this report, not all of the cash is available for unrestricted use by Council. The majority of the cash has been set aside to meet external restrictions, being those funds that have been provided for specific purposes such as developer contributions, government grants, loans, water supplies, sewer services and Aged Care Bonds. Additionally, a portion of the cash has been set aside to cover future commitments that Council has made relating to asset renewals, remediation works or leave provisions. As per the Department of Health's prudential guidelines, the council is advised to disclose the amount of McMaugh Garden's bond liability in the investment report. The McMaugh Garden's bond liability status as at 31 October 2023 is follows:

Opening Balance	Bond Addition	Bond Release	Closing Balance
3,325,000	-	200,000	3,125,000

**CONCLUSION**

In accordance with Regulation 212 of the Local Government (General) Regulation 2021, the above report is prepared about monies not currently required for use by Council and invested in forms of investment approved by Order of the Minister.

<b>Uralla Shire Council</b>				
<b>Investments at 31 October, 2023</b>				
<b>Cash at Bank – Operating Accounts:</b>				
<b>Institution</b>	<b>Account</b>	<b>Bank Statement</b>		
National Australia Bank	Main Account	\$1,186,757		
National Australia Bank	Trust Account	\$31,296		
Regional Australia Bank	USC	\$26,565		
<b>Total</b>		<b>\$1,244,618</b>		
<b>Business Investment (Cash Management) Account</b>				
<b>Institution</b>	<b>Interest rate</b>	<b>Balance</b>		
Professional Funds	0.15% above RBA cash rate	\$1,066,849		
<b>Total</b>		<b>\$2,311,467</b>		
<b>Term Deposits:</b>				
<b>Institution</b>	<b>Term</b>	<b>Interest rate</b>	<b>Maturity</b> <input type="text"/>	<b>Balance</b>
Westpac Banking Corporation	12 months	4.76%	16/05/2024	1,000,000
National Australia Bank	12 months	4.90%	22/05/2024	1,000,000
Bank of Queensland	11 months	4.95%	1/05/2024	500,000
Suncorp	8 months	5.18%	8/02/2024	514,522
Suncorp	6 months	5.40%	15/12/2023	1,000,000
Commonwealth Bank	9 months	5.52%	18/03/2024	1,000,000
National Australia Bank	12 months	5.40%	16/07/2024	500,000
Suncorp	12 months	5.40%	24/07/2024	500,000
National Australia Bank	9 months	5.40%	22/04/2024	304,340
Suncorp	12 months	5.21%	20/08/2024	1,000,000
Westpac Banking Corporation	12 months	5.12%	29/08/2024	800,000
Commonwealth Bank	10 months	4.96%	7/07/2024	1,000,000
National Australia Bank	9 months	5.20%	25/06/2024	500,000
Regional Australia Bank	12 months	5.20%	13/10/2024	700,000
National Australia Bank	8 months	4.65%	8/11/2023	700,000
Westpac Banking Corporation	11 months	4.26%	14/11/2023	1,500,000
Commonwealth Bank	12 months	4.47%	14/12/2023	500,000
Bank of Queensland	12 Months	4.45%	19/12/2023	800,000
Commonwealth Bank	12 months	4.78%	29/12/2023	1,350,000
National Australia Bank	10 months	4.53%	25/01/2024	600,000
National Australia Bank	11 months	4.50%	12/02/2024	1,000,000
Suncorp	10 months	4.48%	21/02/2024	500,000
National Australia Bank	11 months	4.55%	7/03/2024	500,000
Suncorp	12 months	4.56%	28/03/2024	1,000,000
Bank of Queensland	12 months	4.75%	17/04/2024	500,000
<b>Total</b>				<b>19,268,862</b>

**14.13 Register Resolutions Actions Status as at 22 November 2023**

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<b>Department:</b>	<b>General Manager's Office</b>
<b>Prepared By:</b>	<b>Executive Assistant</b>
<b>Authorised By:</b>	<b>General Manager</b>
<b>Reference:</b>	UINT/23/17154
<b>Attachments:</b>	1. Action Status Register for November 2023 <a href="#">↓</a>

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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<b>Goal:</b>	4. We are an independent shire and well-governed community
<b>Strategy:</b>	4.1. Informed and collaborative leadership in our community

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**SUMMARY**

The purpose of this report is to provide Council with the Resolution Action Status updates.

**RECOMMENDATION**

**That Council notes the Resolutions Action Status Report as at 22 November 2023.**

**REPORT**

Following every council meeting, the resolutions of Council which require action are compiled. This document is referred to as the Resolutions Action Status Report.

The purpose of the Resolutions Action Status Report is to enable Council to monitor progress of resolutions until they are actioned.

Once resolutions have been completed they are removed automatically from the report.

**CONCLUSION**

The Resolutions Action Status Report is presented to Council at each Ordinary Meeting.

<b>REGISTER ACTIONS STATUS REPORT</b>					Printed: 23 November 2023 2:26 PM
MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS	
Council 23/11/2015	14.1	Bergen Road Land Acquisition and Exchange for Road Works	<p><b>RESOLUTION 01.11/15</b></p> <p><b>Moved: Cr K Ward</b> <b>Seconded: Cr L Cooper</b></p> <p><b>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.</b></p> <p><b>Unanimous</b></p>	<p><b>18 Jul 2023</b></p> <p>Transferred from old system., Notice of road closure gazetted. Plan of subdivision - in progress as at Dec 2015, Solicitor contact numerous time for update - awaiting update.</p> <p><b>06 Sep 2023</b></p> <p>Publication of Government Gazette in Feb 2023. Solicitor following up with Surveyor for signatures, will then proceed to Deed for sign off.</p> <p><b>11 Sep 2023</b></p> <p>Solicitor has made contact with Surveyor - Deed of Settlement expected to progress end of September 2023 if planned meeting goes to plan.</p> <p><b>18 Oct 2023</b></p> <p>Contact has been made with the Solicitor - awaiting update.</p>	<b>CARRIED 9/0</b>
Council 25/07/2016	14.1b	Gazetting of Land Acquired for approaches to new Emu Crossing Bridge-2	<p><b>RESOLUTION 18.07/16-2</b></p> <p><b>Moved: Cr F Geldof</b> <b>Seconded: Cr R Crouch</b></p> <p><b>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.</b></p> <p><b>Unanimous</b></p>	<p><b>18 Jul 2023</b></p> <p>Transferred from old system.</p> <p><b>18 Jul 2023</b></p> <p>Being progressed by Council's solicitor., MDP meeting with solicitor for update 21/6/2023.</p> <p><b>06 Sep 2023</b></p> <p>Solicitor advised contact made with Office of Local Government (OLG) with no movement since May 2023. Solicitor promise to follow up - awaiting further updates.</p> <p><b>18 Oct 2023</b></p> <p>Contact has been made with the Solicitor - continue to await updates.</p> <p><b>22 Nov 2023</b></p> <p>Solicitors continue to press for closure on item. Awaiting to hear further</p>	<b>CARRIED 9/0</b>

REGISTER ACTIONS STATUS REPORT				Printed: 23 November 2023 2:26 PM
MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 22/03/2022	15.12c	15.12 PROPOSED CHANGES TO REVENUE POLICY FOR SEWER AND TRADE WASTE CHARGE	<p><b>RESOLUTION 24.03/22-3</b></p> <p><b>Moved: Deputy Mayor Robert Crouch</b> <b>Seconded: Cr Leanne Doran</b></p> <p><b>3) Advise potentially effected businesses and individuals of council's intent and the need under the NSW Governments Guidelines to apply for permission to discharge trade waste to the Council sewerage system.</b></p> <p><b>4) Advise businesses or individuals of the standard discharge factor, from the Department of Water that council intends to apply to their business and provide them with an opportunity to apply options to ameliorate trade waste, and justify an alternate discharge factor</b></p> <p><b>5) Following consideration of the applications and requests to modify, council apply these changes retrospectively to the Water and Sewerage Charges Notices issued in December 2021 and reissue those notices.</b></p> <p><b>6) Develop a Trade Waste Policy based on the Model Policy for Discharge of Trade Waste to the Sewerage System.</b></p> <p><b>For: Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</b></p> <p><b>Against: Nil</b></p>	<p><b>10 Aug 2023</b></p> <p>18/7/2023 Work ongoing on identification of relevant discharge factors is still ongoing, delayed due to resourcing constraints. Officers are currently finalising the work to ensure that the notification requirements can be complied with prior to the charges being imposed including checking the types of businesses and applicable discharge factors. It is anticipated letters will be issued to businesses in the next 2 months after which the program can be implemented.</p> <p><b>10 Aug 2023</b></p> <p>Point 6 - Draft Policy prepared by Staff. Staff have reviewed Rates &amp; Water Charge items to build final report 16/6/2023</p> <p><b>10 Aug 2023</b></p> <p>Modified discharge factors applied following review of business types against NSW Trade Waste Guidelines (Item 5) and these applied on Water &amp; Sewer rate notices.</p> <p><b>18 Oct 2023</b></p> <p>Discharge factors sorted for the handful of outstanding non-residential premises. New trade waste policy needs further drafting work.</p> <p style="text-align: right;"><b>CARRIED 9/0</b></p>

**REGISTER ACTIONS STATUS REPORT** Printed: 23 November 2023 2:26 PM

MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 22/11/2022	14.5	Town Water Security Options	<p><b>RESOLUTION 45.11/22</b></p> <p><b>Moved:</b> Deputy Mayor Robert Crouch  <b>Seconded:</b> Cr Tom O'Connor</p> <p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>Incorporate review of water supply options within the scope of the Integrated Water Cycle Management (IWCM) plan.</b></li> <li><b>Seek a single-invited quotation from NSW Public Works Advisory for development of the IWCM as soon as possible with the inclusion of clear deliverables and hold points.</b></li> <li><b>Liaise with the funding partner to bring the ground water drilling investigation to an end with or without the final two test bores no later than February 2023.</b></li> </ol> <p><b>For:</b> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p><b>Against:</b> Cr Leanne Doran</p> <p style="text-align: right;"><b>CARRIED 8/1</b></p>	<p><b>01 Dec 2022</b></p> <p>1. Noted, 2. Public Works have been notified and are in the process of sending a quote with procedural process to be followed., 3. Liaison with funding partner to proceed, reliant on point 2 completion.</p> <p><b>10 Jan 2023</b></p> <p>IN PROGRESS- A brief is under development to provide PWA to price the works and then seek funding from DPI-E</p> <p><b>22 Mar 2023</b></p> <p>Public Works Advisory has provided a draft 'reverse' brief for the IWCM based on their understanding of the scope. Council staff are editing the scope to include issues not addressed by PWA and alert PWA to previous studies so that PWA can complete their estimate. Department Planning &amp; Environment (the funding body) is also reviewing the scope. A status report on the groundwater project is included in the March 2023 meeting.</p> <p><b>19 Apr 2023</b></p> <p>Council staff are editing the scope of 'reverse brief' from NSW Public Works to include issues not addressed by PWA and alert PWA to previous studies. Meeting scheduled in March with officers from funding body (Department Planning &amp; Environment) had to be postponed will be rescheduled for May.</p> <p><b>25 May 2023</b></p> <p>'Reverse brief' still under review due to workloads in operational matters and responding to budget queries.</p> <p><b>16 Jun 2023</b></p> <p>Reverse brief still under review due to operational matters.</p> <p><b>18 Jul 2023</b></p> <p>Adjustments to reverse brief sent back to Public Works to revise quotation, awaiting response.</p> <p><b>07 Aug 2023</b></p>



REGISTER ACTIONS STATUS REPORT			Printed: 23 November 2023 2:26 PM
			<p>Public Works Advisory are revising project scope to incorporate USC comments on draft brief, aiming to have new scope and costing finished end August for review USC &amp; DPE (funding body).</p> <p><b>14 Sep 2023</b></p> <p>Public Works Advisory have provided revised proposal with costing on 18 September 2023. Proposal to be discussed with Department of Planning and Environment as regulator and funding body.</p> <p><b>18 Oct 2023</b></p> <p>Department Planning &amp; Environment as regulator and funding gateway have provided comments on Public Works' IWCM proposal which includes town water security assessment. Re-ordering of scope recommended to do priority works within funding deadline.</p>
Council 13/12/2022	14.3	Waste Management - Long Term	<p><b>16 Jan 2023</b></p> <p>Brief for a waste strategy is under development. Preliminary discussion held with Walcha Council and meeting scheduled start of February to discuss each Council's waste issues. Specification and procurement documents for waste collection trucks being developed.</p> <p><b>22 Mar 2023</b></p> <p>Preparation of a consultant's brief for a Waste Strategy is ongoing. Discussions were held with Walcha and Armidale Regional Council on 2/2/2023 to discuss regional waste issues. A draft Waste Strategy for Walcha Council is currently under review. The Request for Tender for 2 waste collection trucks was released on 22/3/2023 and closes on 14/4/2023. .</p> <p><b>19 Apr 2023</b></p> <p>Consultant's brief for a waste strategy is ongoing. Evaluation of tenders for the purchase of the trucks is ongoing, a report to be submitted to Manager Environment and Waste in May 2023.</p> <p><b>20 Jun 2023</b></p> <p>Consultant brief is being prepared.</p> <p><b>22 Jun 2023</b></p> <p>RFQ completed, finalising on an addendum on background information. Invitation to quote being send out on 26/6/2023</p> <p><b>18 Jul 2023</b></p>
<p><b>RESOLUTION 38.12/22</b></p> <p><b>Moved: Cr Tom O'Connor</b> <b>Seconded: Cr Tim Bower</b></p> <ol style="list-style-type: none"> <li>1. That Council commit to the development of a long-term waste management strategy, estimated cost of \$100,000, covering all aspects of Council's waste management business including the potential implications emanating from the NSW government strategy on Waste and Sustainable materials.</li> <li>2. That Council fund the development of the management strategy in 2022/23, from unbudgeted additional revenue of approximately \$100,000, received from the sale of scrap metals.</li> <li>3. That Council enter into discussions with Walcha Council for a joint arrangement in the development of a waste management strategy for each Local Government Area.</li> <li>4. That Council proceed to tender to purchase two waste collection trucks subject to the following:                         <ol style="list-style-type: none"> <li>a. to be resourced by loan funding; and</li> <li>b. a report be presented to Council to approve the loan for the purchase of the two waste collection trucks once the purchase price is known; and</li> </ol> </li> </ol>			

REGISTER ACTIONS STATUS REPORT			Printed: 23 November 2023 2:26 PM
		<p>5. Council approve an extension to the existing contract for waste collection services until the new waste collection trucks are procured and that as a budget adjustment is required that separate report be presented to Council as soon as possible.</p> <p>6. That Council apply for funding under the 'Landfill Consolidation and Environmental Improvements Program Round 1' for construction of the new Bundarra waste transfer station subject to clarification of co-funding requirements (if any).</p> <p><b>For:</b> Crs Robert Bell, Robert Crouch, Tim Bower, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p><b>Against:</b> Nil</p> <p><b>Absent:</b> Crs Sarah Burrows</p> <p style="text-align: right;"><b>CARRIED 8/0</b></p>	<p>RFQ for a Long-term Waste Strategy and Master Plan for Uralla Landfill placed on tenderlink on 27/6/2023, closing 31/7/2023.</p> <p><b>07 Aug 2023</b></p> <p>RFQ for Waste Strategy closed on 31/7/2023, four submissions received within the tender period are currently being evaluated.</p> <p><b>14 Sep 2023</b></p> <p>Due diligence is now underway before award of contract to the successful Consultant. This will be concluded by end of September 2023.</p> <p><b>16 Oct 2023</b></p> <p>Meeting with Consultant to clarify some areas 16 October 2023 as advised by AMEW. Working towards a completion date of March 2024.</p>
Council 25/07/2023	14.1	Status of Groundwater Drilling - July 2023	<p><b>07 Aug 2023</b></p> <p>Groundwater consultant and drilling contractor advised of Council resolution to proceed with TB05 &amp; TB07. Driller to advise dates for site works.</p> <p><b>18 Oct 2023</b></p> <p>Drilling tentatively scheduled in late November subject to confirmation with drilling contractor and hydrogeologist.</p>
		<p><b>RESOLUTION 07.07/23</b></p> <p><b>Moved:</b> Cr Tom O'Connor</p> <p><b>Seconded:</b> Cr Lone Petrov</p> <p>That Council notes the report and awaits completion of longer duration pump testing of TB05 and TB07 and the water security options component of Integrated Water Cycle Management Strategy before determining a position on groundwater drilling to enable consideration of all water augmentation options.</p> <p><b>For:</b> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p><b>Against:</b> Nil</p> <p style="text-align: right;"><b>CARRIED 9/0</b></p>	

REGISTER ACTIONS STATUS REPORT				Printed: 23 November 2023 2:26 PM
MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 25/07/2023	15.1	Waste trucks and options for kerbside waste collection	<p><b>RESOLUTION 19.07/23</b></p> <p><b>Moved:</b> Cr Tom O'Connor <b>Seconded:</b> Cr Sarah Burrows</p> <p><b>That Council,</b></p> <ul style="list-style-type: none"> <li>i. Award a contract to Superior Pak for up to \$500,000 for the purchase of one waste collection truck; and</li> <li>ii. Authorises the General Manager to initiate a loan for up to \$500,000 to fund the purchase of one truck for in-house waste collection from the preferred bidder; and</li> <li>iii. Continues outsourcing kerbside waste collection services through a private contractor until the arrival of the new waste truck; and</li> <li>iv. Further considers this matter when the long term waste strategy and a Master Plan for Uralla Landfill is ready.</li> </ul> <p><b>For:</b> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Tom O'Connor and Tara Toomey</p> <p><b>Against:</b> Crs Bruce McMullen and Lone Petrov</p> <p style="text-align: right;"><b>CARRIED 7/2</b></p>	<p><b>07 Aug 2023</b></p> <p>Purchase order of \$496,761.10 has been submitted for a new side loader waste truck, Superior Pak planning to visit Council for a meeting to confirm the technical specs.</p> <p><b>14 Sep 2023</b></p> <p>Meeting has been schedule for Thursday 21/9/2023 to discuss the specs with the supplier.</p> <p><b>16 Oct 2023</b></p> <p>AMEW advised Truck has been ordered, arrival expected March 2024.</p>
Council 22/08/2023	14.3	Unmarked Graves Memorial for Bundarra Cemetery	<p><b>RECOMMENDATION</b></p> <ul style="list-style-type: none"> <li>1. That Council install the proposed memorial.</li> <li>2. That a letter be written to Ms Gray thanking her for her initiative.</li> </ul>	<p><b>19 Sep 2023</b></p> <p>AEDID has been endeavouring to reach the ALC but without any success, and will continue to follow up. At the same time, work is continuing on the design of the memorial plaque.</p>

REGISTER ACTIONS STATUS REPORT				Printed: 23 November 2023 2:26 PM
MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 26/09/2023	14.10	DRAFT End of Year Financial Statements 2023 - Referral to Audit	<p><b>RESOLUTION 08.09/23</b></p> <p>Moved: Cr Tom O'Connor Seconded: Deputy Mayor Robert Crouch</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorses the Draft General Purpose Financial Statements and Draft Special Purpose Financial Statements for the financial year ended 30 June 2023 as prepared and refers them to the Auditor pursuant to Section 413 of the <i>Local Government Act 1993 (NSW)</i>; while recognising the inclusion into these financial statements of the value of Rural Fire Service vehicle assets, the non-cash contribution of \$250k and depreciation is in submission to the expressed requirements of the NSW Auditor General, rather than in accordance with the Australian Accounting Standards Board pronouncements <i>SAC1 Definition of Reporting Entity and Conceptual Framework for Financial Reporting (notably clauses 4.19 to 4.25)</i>; and</li> <li>2. Makes the following amendments to the Draft Financial Statements: <ol style="list-style-type: none"> <li>a) The details of the Public Officer under the heading <i>H1-1 Council information and contact details</i> be amended to reflect the current officer details; and</li> <li>b) The execution clause in the Consolidated Financial Statements <i>Statement by Councillors and Management</i> be amended to state Deputy Mayor Crouch instead of Councillor Crouch; and</li> <li>c) The Cash expense cover ratio indicator be corrected to 16.49 months, with the corresponding ratio amounts amended to 24,307 over 1,474; and</li> <li>d) Section <i>F1-1 KMP</i> be updated to reflect 2023 figures; and</li> <li>e) Review page 269 of the business paper G5-2 Item 6. Cash expense cover ratio;</li> </ol> </li> </ol>	<p><b>22 Nov 2023</b></p> <p>The financial statements are with the auditors, at finalisation stage.</p> <p>Draft financial statements have been amended in accordance with resolution and forwarded to the Audit Office.</p> <p>This matter is now closed.</p>

**REGISTER ACTIONS STATUS REPORT** Printed: 23 November 2023 2:26 PM

3. Express appreciation to staff on achieving positive outcomes under difficult circumstances.

**For:** Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey

**Against:** Nil

**CARRIED 9/0**

Council 24/10/2023	8.1	Aged Care Worker wage review	<p><b>RESOLUTION 21.10/23</b></p> <p><b>Moved:</b> Cr Tim Bower <b>Seconded:</b> Cr Lone Petrov</p> <p><b>That Council</b></p> <ol style="list-style-type: none"> <li>1. pre-empt an Annual Wage Review determination of 5.75% for employees engaged under the State Award employee (Local Government Aged, Disability and Home Care (State) Award Employees and the Nurse' (Local Government) Residential Aged Care Consolidated (State) Award 2021 and apply a wage increase in this amount effective from the first pay period in September 2023.</li> <li>2. note that the budgeted wage increase was 5% and that a budget review will be required at QBR51 for the additional .75% increase.</li> <li>3. note that a further wage adjustment will be required in the amount of the AN-ACC funding up-lift and that this will be off-set in the amount of the increased AN-ACC funding.</li> </ol> <p><b>For:</b> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p><b>Against:</b> Nil</p> <p style="text-align: right;"><b>CARRIED 9/0</b></p>	<b>26 Oct 2023</b>	<p>A 5.75% wage increase was applied to all workers under the relevant State Awards for the pay period to 29/10/2023, A GM memo was issued to staff on 26/10 to advise of the decision, thank our aged care workers and undertake to provide further information on the processing of the balance of wage increases once the Commission determination is made.</p>
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REGISTER ACTIONS STATUS REPORT				Printed: 23 November 2023 2:26 PM
MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 24/10/2023	14.1	Public exhibition of draft policy on Council-related Development Applications - Managing Conflict of Interests	<p><b>RESOLUTION 08.10/23</b></p> <p><b>Moved:</b> Cr Tom O'Connor</p> <p><b>Seconded:</b> Cr Leanne Doran</p> <p><b>That Council:</b></p> <ul style="list-style-type: none"> <li>i. Endorses the draft policy 'Council-related Development Applications – Managing Conflict of Interests', and places it on public exhibition for a period of 28 days with the following amendment:                             <ul style="list-style-type: none"> <li>a) Add 'the Infrastructure SEPP' to the exclusions under Section 3 Purpose and Scope.</li> </ul> </li> <li>ii. Receives a further report following the public exhibition period in the event that submissions are received and/or the draft policy is proposed to be amended.</li> <li>iii. Authorises the adoption of the policy 'Council-related Development Applications – Managing Conflict of Interests' in the event that no submissions are received and no changes are made.</li> </ul> <p><b>For:</b> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p><b>Against:</b> Nil</p>	<p><b>25 October 2023:</b></p> <p>Document placed on public exhibition awaiting any submissions.</p>
			CARRIED 9/0	

REGISTER ACTIONS STATUS REPORT					Printed: 23 November 2023 2:26 PM
MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS	
Council 24/10/2023	14.2	Draft Guidelines for Tree Management	<p><b>RESOLUTION 09.10/23</b></p> <p><b>Moved:</b> Mayor Robert Bell <b>Seconded:</b> Cr Tara Toomey</p> <p>That Council defers the report to enable Councillors to workshop the draft guidelines before a further report to a future Council meeting.</p> <p><b>For:</b> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p><b>Against:</b> Nil</p> <p style="text-align: right;">CARRIED 9/0</p>	<p><b>22 October 2023:</b></p> <p>Councillor workshop undertaken on 22/11/2023. Further report to be tabled to ordinary meeting 28/11/2023.</p>	
Council 24/10/2023	14.4	Draft Public Interest Disclosure (PID) Policy	<p><b>RESOLUTION 11.10/23</b></p> <p><b>Moved:</b> Deputy Mayor Robert Crouch <b>Seconded:</b> Cr Lone Petrov</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Adopts the model Public Interest Disclosure Policy with the following amendment: <ol style="list-style-type: none"> <li>a. Add 'that engage with or interact with Uralla Shire Council' to the opening statement under Section 3 'Who does this policy apply to?'</li> </ol> </li> <li>2. Notes that the Public Interest Disclosure Policy supersedes the Internal Reporting Policy 2022.</li> </ol> <p><b>For:</b> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p><b>Against:</b> Nil</p> <p style="text-align: right;">CARRIED 9/0</p>	<p><b>22 November 2023:</b></p> <p>Policy is adopted and has been entered into Councils Policy register</p>	

**15 CONFIDENTIAL MATTERS**

Nil

**16 COMMUNICATION OF COUNCIL DECISION**

**17 CONCLUSION OF MEETING**