



## URALLA SHIRE COUNCIL BUSINESS PAPER

Notice is hereby given, in accordance with the provision of the Local Government Act 1993 that a Meeting of Uralla Shire Council will be held in the Council Chambers, 32 Salisbury Street, Uralla, commencing at 12:30pm.

### ORDINARY COUNCIL MEETING

**23 April 2019**

Andrew Hopkins  
**GENERAL MANAGER**



**Uralla Shire Council**  
**Council Business Paper – 23 April 2019**

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**- BUSINESS AGENDA -**  
**Ordinary Meeting of Council**  
**23 April 2019 at 12:30pm**

- 1. Opening & Welcome**
- 2. Prayer**
- 3. Acknowledgement of Country**
- 4. Apologies and Requests for Leave of Absence by Councillors**
- 5. Disclosures & Declaration of Interests**
- 6. Confirmation of Minutes**
- 7. Urgent, Supplementary & Late Items of Business**
- 8. Written Reports from Delegates**
- 9. Mayoral Minute**
- 10. Reports of Committees**
- 11. Reports to Council**
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  - Report 2 - Cost Shifting on Local Government
  - Report 3 - Northern Inland Academy of Sport Proposal
  - Report 4 - 2018/19 Operational Plan Performance Report – Third Quarter Progress Report
  - Report 5 - Schedule of Actions as at 23 April 2019
  - Report 6 - Draft Councillor Induction and Professional Development Policy 2019
  - Report 7 - Draft Work Health and Safety Policy 2019
  - Report 8 - Draft Investment Policy 2019
  - Report 9 - Minutes of the New England Joint Organisation (NEJO)
  - Report 10 - Recommendations of Uralla Township and Environs Committee February and March 2019 meetings
  - Report 11 - Development Approvals and Refusals for March 2019
  - Report 12 - Heritage Advisory Services Summary for April 2019
  - Report 13 - Monthly Report - Visitor Information Centre
  - Report 14 - Monthly Report - Library
  - Report 15 - Bundarra Sewer Scheme Quarterly Report January - March 2019
  - Report 16 - Response to Questions from March 2019 Ordinary Meeting
- 12. Motions on Notice/Questions with Notice**
- 13. Confidential Matters**
- 14. Conclusion of the Meeting**

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**[www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au)**

**1. OPENING & WELCOME**

**2. PRAYER**

**3. ACKNOWLEDGEMENT OF COUNTRY**

**4. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**

**5. DISCLOSURES & DECLARATIONS OF INTEREST**

To be tabled at the Meeting.

**6. CONFIRMATION OF MINUTES**

**Minutes to be confirmed at the 23 April 2019 Meeting of Council:**

- Ordinary Meeting of Council held 26 March 2019 (copy enclosed)

**Minutes to be received and noted at the 23 April 2019 Meeting of Council:**

- Friends of McMaugh's Meeting held 11 February 2019 (copy enclosed)
- Friends of McMaugh's Meeting held 4 March 2019 (copy enclosed)



## ORDINARY MEETING OF COUNCIL

Held at 12:30pm  
26 March 2019

### ROLL CALL

#### Councillors:

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

#### Staff:

Mr A Hopkins, General Manager  
Mr T Seymour, Director Infrastructure & Development  
Mr S Paul, Chief Financial Officer  
Minute Clerk

# MINUTES

Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 26 March 2019

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UNCONFIRMED

**Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 26 March 2019**

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*The Meeting Commenced at: 12:31pm*

**ATTENDANCE**

Present were the Chairperson Cr M Pearce (Mayor), Cr R Crouch (Deputy Mayor), and Councillors, R Bell, M Dusting, N Ledger, T O'Connor, L Sampson, I Strutt, T Toomey, General Manager (Mr A Hopkins), Director Infrastructure and Development (Mr T Seymour), Chief Financial Officer (Mr S Paul), Manager Planning and Development (Mr M Clarkson), Coordinator Community Development and Engagement (Ms J Ogden), Minute Clerk (G Stratton).

**1. OPENING & WELCOME**

**2. PRAYER**

**3. ACKNOWLEDGEMENT TO COUNTRY**

**4. APOLOGIES**

*The Chair advised there were no apologies received.*

**5. REQUESTS FOR LEAVE OF ABSENCE**

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

**MOTION (Crs L Sampson / T Toomey)**

**That;**

**Council accept the Leave of Absence from Cr M Pearce.**

**01.03/19**

**CARRIED**

**6. DISCLOSURES & DECLARATION OF INTERESTS**

*The Chair outlined details of the pecuniary and non-pecuniary Conflict of Interest Declarations received in relation to the 26 March 2019 Meeting.*

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Cr R Crouch	Report 6	Non-Pecuniary	I am on the executive committee of one of the applicants. Relates to a near neighbour.
	Report 14	Non-Pecuniary	
Cr M Dusting	Report 13 – DA-5-2019	Non-Pecuniary	I live in John Street.
Cr N Ledger	Report 15	Non-Pecuniary	Neighbour is a friend and consulted with me.

**7. CONFIRMATION OF MINUTES**

Minutes to be confirmed at the 26 March 2019 Meeting:

- Minutes of Ordinary Meeting held 26 February 2019 (to be confirmed)
- Minutes of Extraordinary Meeting held 12 March 2019 (to be confirmed)
- Minutes of Extraordinary Meeting held 18 March 2019 (to be confirmed)

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Minutes of the Uralla Shire Council at an Ordinary Meeting  
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AMENDMENTS

*The Chair referred Councillors to the Minutes of the Ordinary Meeting held 26 February 2019 and called for any amendments.*

*There were no amendments requested by Councillors.*

**MOTION (Crs I Strutt / R Crouch)**

That;

Council adopt the Minutes, as a true and correct record of the Ordinary Meeting held 26 February 2019.

**02.03/19**

**CARRIED**

AMENDMENTS

*The Chair referred Councillors to the Minutes of the Extraordinary Meeting held 12 March 2019 and called for any amendments.*

*There were no amendments requested by Councillors.*

**MOTION (Crs T O'Connor / N Ledger)**

That;

Council adopt the Minutes, as a true and correct record of the Extraordinary Meeting held 12 March 2019.

**03.03/19**

**CARRIED**

AMENDMENTS

*The Chair referred Councillors to the Minutes of the Extraordinary Meeting held 18 March 2019 and called for any amendments.*

*There were no amendments requested by Councillors.*

**MOTION (Crs L Sampson / I Strutt)**

That;

Council adopt the Minutes, as a true and correct record of the Extraordinary Meeting held 18 March 2019.

**04.03/19**

**CARRIED**

Minutes to be received and noted at the 26 March 2019 Meeting:

- Budget Review and Finance Committee Meeting held 12 March 2019

**MOTION (Crs I Strutt / N Ledger)**

That;

Council receive and note the Minutes of the Budget Review and Finance Committee held 12 March 2019.

**05.03/19**

**CARRIED**

**8. ANNOUNCEMENTS**

*The Chair advised there were no announcements.*

**9. TABLING OF REPORTS & PETITIONS**

*The Chair advised there were no reports or petitions tabled.*

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

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

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**PROCEDURAL MOTION (Crs M Dusting / R Crouch)**

**To refer Agenda Items for hearing in Closed Session**

That;

Confidential Report 1 – Acquisition of land Bundarra Sewerage Treatment Plant be heard in closed session of Council, under Section 21 of the Meeting Agenda.

**06.03/19**

**CARRIED**

**11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS**

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

**12. PRESENTATIONS**

Speaker 1:	Mr Calum Findlay
Subject:	Development Application 11/2019 – Wind turbine and tank stand – 24 McDonalds Lane, Rocky River

*The Chair introduced the Speaker, Mr Calum Findlay.*

*The Speaker made a presentation to Council in relation to Development Application 11/2019 – Wind turbine and tank stand – 24 McDonalds Lane, Rocky River.*

*The Chair invited questions from Councillors.*

*The Chair thanked the Speaker for his presentation to Council.*

Speaker 2:	Ms Sharyn Kelly
Subject:	Development Application 11/2019 – Wind turbine and tank stand – 24 McDonalds Lane, Rocky River

*The Chair introduced the Speaker, Ms Sharyn Kelly.*

*The Speaker made a presentation to Council in relation to Development Application 11/2019 – Wind turbine and tank stand – 24 McDonalds Lane, Rocky River.*

*The Chair invited questions from Councillors.*

*The Chair thanked the Speaker for her presentation to Council.*

Speaker 3:	Mr Antonius Vanden Hoogen
Subject:	Development Application 11/2019 – Wind turbine and tank stand – 24 McDonalds Lane, Rocky River

*The Chair introduced the Speaker, Mr Vanden Hoogen.*

*The Speaker made a presentation to Council in relation to Development Application 11/2019 – Wind turbine and tank stand – 24 McDonalds Lane, Rocky River.*

*The Chair invited questions from Councillors.*

*The Chair thanked the Speaker for his presentation to Council.*

**PROCEDURAL MOTION (Crs M Dusting / L Sampson)**

**To reschedule the Report 14 Agenda Item**

That;

Report 14, DIVISION DECISION – Development Application 11/2019 – Wind turbine and tank stand – 24 McDonalds Lane, Rocky River be brought forward in the Agenda before Report 1 for consideration by Council.

**07.03/19**

**CARRIED**

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**13. DEPUTATIONS**

There were no deputations registered for the 26 March 2019 Meeting.

**14. WRITTEN REPORTS FROM DELEGATES (Activity Summaries)**

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

<b>COUNCILLOR NAME:</b>	Mark Dusting	
<b>COUNCIL MEETING DATE:</b>	26 March 2019	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
26 /2/2019	Ordinary Council Meeting	Uralla
12/3/2019	Councillor Strategic Planning Workshop	Uralla
12/3/2019	Extraordinary Council Meeting	Uralla
12/3/2019	Budget Review and Finance Committee Meeting	Uralla
18/3/2019	Extraordinary Council Meeting	Uralla

<b>COUNCILLOR NAME:</b>	Bob Crouch	
<b>COUNCIL MEETING DATE:</b>	26 March 2019	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
12/3/2019	Councillor Strategic Planning Workshop	Uralla
12/3/2019	Extraordinary Council Meeting	Uralla
12/3/2019	Uralla Township and Environs Committee Meeting	Uralla
18/3/2019	Extraordinary Council Meeting	Uralla
21/3/2019	Bundarra Sewer Scheme Community Information Session	Bundarra
23/3/2019	Golf Club Dinner – 100 Year Anniversary	Uralla
26/3/2019	Ordinary Council Meeting	Uralla

<b>COUNCILLOR NAME:</b>	Levi Sampson	
<b>COUNCIL MEETING DATE:</b>	26 March 2019	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
12/3/2019	Councillor Strategic Planning Workshop	Uralla
12/3/2019	Budget Review and Finance Committee Meeting	Uralla
12/3/2019	Extraordinary Council Meeting	Uralla
12/3/2019	Uralla Township and Environs Committee Meeting	Uralla
18/3/2019	Extraordinary Council Meeting	Uralla
26/3/2019	Ordinary Council Meeting	Uralla

<b>COUNCILLOR NAME:</b>	Natasha Ledger	
<b>COUNCIL MEETING DATE:</b>	26 March 2019	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
3/3/2019	Bush Fire Management Meeting	Armidale
4/3/2019	Local Emergency Management Meeting	Walcha
12/3/2019	Extraordinary Meeting of Council	Uralla
12/3/2019	Budget Review and Finance Committee Meeting	Uralla
12/3/2019	Uralla Township and Environs Committee Meeting	Uralla
12/3/2019	Uralla Show Society Meeting	Uralla
14/3/2019	Barnaby Joyce Session at Uralla Business Chamber	Uralla
15/3/2019	International Women's Day Lunch	Uralla
15/3/2019	UPC Drop In Session	Uralla
18/3/2019	Extraordinary Council Meeting	Uralla
21/3/2019	Bundarra Sewer Scheme Community Information Session	Bundarra
26/3/2019	Site Inspection	Uralla

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<b>COUNCILLOR NAME:</b>	Tara Toomey	
<b>COUNCIL MEETING DATE:</b>	26 March 2019	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
12/3/2019	Community Grants Panel Meeting	Uralla
12/3/2019	Councillor Strategic Planning Workshop	Uralla
12/3/2019	Budget Review and Finance Committee Meeting	Uralla
12/3/2019	Extraordinary Council Meeting	Uralla
15/3/2019	International Women's Day Luncheon	Uralla
15/3/2019	UPC Drop In Session	Uralla
18/3/2019	Extraordinary Meeting of Council	Uralla
26/3/2019	Ordinary Meeting of Council	Uralla

<b>COUNCILLOR NAME:</b>	Rob Bell	
<b>COUNCIL MEETING DATE:</b>	26 March 2019	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
4/3/2019	Mid North Weight of Loads Meeting	Wauchope
12/3/2019	Councillor Strategic Planning Workshop	Uralla
12/3/2019	Extraordinary Council Meeting	Uralla
12/3/2019	Budget Review and Finance Committee Meeting	Uralla
18/3/2019	Extraordinary Council Meeting	Uralla
21/3/2019	Bundarra Sewer Scheme Community Information Session	Bundarra
26/3/2019	Ordinary Council Meeting	Uralla

<b>COUNCILLOR NAME:</b>	Tom O'Connor	
<b>COUNCIL MEETING DATE:</b>	26 March 2019	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
12/3/2019	Councillor Strategic Planning Workshop	Uralla
12/3/2019	Budget Review and Finance Committee Meeting	Uralla
12/3/2019	Extraordinary Council Meeting	Uralla
14/3/2019	UPC Community Consultation Drop-In Session	Uralla
15/3/2019	On-site Visit to R Kaehler's Shed and modifications.	War Service Rd, Arding
18/3/2019	Extraordinary Council Meeting	Uralla
21/3/2019	Bundarra Sewer Scheme Community Information Session	Bundarra
26/3/2019	Ordinary Meeting of Council	Uralla

<b>COUNCILLOR NAME:</b>	Isabel Strutt	
<b>COUNCIL MEETING DATE:</b>	26 March 2019	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
8/3/2019	Historical Society International Women's Day Dinner	Uralla
12/3/2019	Councillor Strategic Planning Workshop	Uralla
12/3/2019	Budget Review and Finance Committee Meeting	Uralla
12/3/2019	Extraordinary Council Meeting	Uralla
12/3/2019	Uralla Township and Environs Committee Meeting	Uralla
14/3/2019	UPC Drop-In Session	Uralla
15/3/2019	International Women's Day Lunch	Uralla
18/3/2019	Extraordinary Council Meeting	Uralla
21/3/2019	Bundarra Sewer Scheme Community Information Session	Bundarra
26/3/2019	Site Inspection	Uralla
26/3/2019	Ordinary Meeting of Council	Uralla

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<b>COUNCILLOR NAME:</b>	Michael Pearce	
<b>COUNCIL MEETING DATE:</b>	26 March 2019	
<b>DATE</b>	<b>COMMITTEE/MEETING/EVENT</b>	<b>LOCATION</b>
27/2/2019	Mayor's Office – Admin	Uralla
28/2/2019	Mayor's Office – Admin	Uralla
4/3/2019	Mayor's Office – Admin	Uralla
5/3/2019	New England Bush Fire Management Committee	Armidale
6/3/2019	Local Emergency Management Committee meeting	Walcha
7/3/2019	Joint Organisation Chairs gathering	Sydney
8/3/2019	Country Mayors Association Board meeting.	Sydney
11/3/2019	Mayor's Office – Admin	Uralla
12/3/2019	Mayor's Office – Admin	Uralla
12/3/2019	Councillor Strategic Planning Workshop	Uralla
12/3/2019	Budget Review and Finance Committee Meeting	Uralla
12/3/2019	Extraordinary Council Meeting	Uralla
13/3/2019	Mayor's Office – Admin	Uralla
13/3/2019	SES Awards Ceremony, Armidale	Armidale
14/3/2019	Northern Inland Region Waste Committee meeting	Inverell
18/3/2019	Mayor's Office – Admin	Uralla
18/3/2019	Uralla Hospital Auxiliary, NSW – St Patricks Day Luncheon	Uralla
18/3/2019	Extraordinary Council Meeting	Uralla
19/3/2019	Mayor's Office – Admin	Uralla
20/3/2019	2AD interview, Mayor's Office – Admin	Uralla
21/3/2019	Mayor's Office – Admin	Uralla
21/3/2019	Bundarra Sewer Scheme Community Information Session	Bundarra
25/3/2019	Mayor's Office – Admin	Uralla
26/3/2019	Mayor's Office – Admin	Uralla
26/3/2019	March Ordinary Council Meeting	Uralla

**14. WRITTEN REPORTS FROM DELEGATES (Reports to Council)**

Submitted by: Cr Robert Bell  
Reference/Subject: Written Delegate Report #1 – Mid North Weight of Loads

**COUNCILLOR'S RECOMMENDATION:**

1. That Council note the report.
2. That Council support the next meeting to be held in Uralla on Monday November 4, 2019.

**MOTION (Crs R Bell / M Dusing)**

That;

1. That Council note the report.
2. That Council support the next meeting to be held in Uralla on Monday November 4, 2019.

**08.03/19 CARRIED**

Submitted by: Cr Isabel Strutt  
Reference/Subject: Written Delegate Report #2 – International Women's Day Luncheon - Friday 15 March 2019

**COUNCILLOR'S RECOMMENDATION:**

That the Report be received and noted.

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**MOTION (Crs I Strutt / T Toomey)**

That the Report be received and noted.

**09.03/19**

**CARRIED**

**15. MAYORAL MINUTE**

There was no Mayoral Minute to the 26 March Meeting.

**16. REPORTS TO COUNCIL (Rescheduled Report)**

Department: Infrastructure and Development  
Submitted by: Manager Planning and Development  
Reference/Subject: Report 14 – DIVISION DECISION – Development Application 11/2019 – Wind turbine and tank stand – 24 McDonalds Lane, Rocky River

*Cr R Crouch, having previously declared a conflict of interest, left the meeting at 1:14pm.*

**OFFICER'S RECOMMENDATION:**

That;

Council approve the Development Application 11/2019 for a wind turbine and tank stand at 24 McDonalds Lane Rocky River, being Lot 52 DP 755846, subject to the following conditions:

***PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)***

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

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

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

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

***Erection of signs***

**Please Note:** This does not apply in relation to:

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

4. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:

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

**Notification of *Home Building Act 1989* requirements**

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

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

**GENERAL CONDITIONS**

8. The development shall be implemented in accordance with:
- (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
  - (b) The details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.
- Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.*
9. The owner of the property is to ensure that any structure is installed:
- (a) to meet the setback requirements of the approved plans,
  - (b) to be located within the confines of the lot, and;
  - (c) so that it does not interfere with any easements or covenants upon the land.
- Reason: To avoid any structures being erected in a location where it would be inappropriate.*
10. A Construction Certificate must be obtained from a Certifying Authority before work commences.
- Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.*
11. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.
- Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.*
12. Any noise generated by the wind turbine is not to exceed +2 decibels of ambient noise measured at ground level 15 metres from the turbine base.
- Reason: To protect and preserve the amenity of the locality.*
13. No increase or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any other pollution discharge.

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

**CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING**

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

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

**CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION**

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

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

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

Monday to Saturday	7.00 AM to 5.00 PM
Sunday & public Holidays	No construction activities are to take place.

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

**ADVISORY NOTES – GENERAL**

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

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

**10.03/19 CARRIED**

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*Councillors held a detailed discussion in committee regarding the report.*

**PROCEDURAL MOTION (Crs M Dusting / T Toomey)**  
**To resume Standing Orders**

**11.03/19 CARRIED**

*The Chair outlined details of the discussion held in committee.*

**MOTION (Crs R Bell / N Ledger )**

That Council;

1. Approve the tank stand component of the Development Application 11/2019 at 24 McDonalds Lane Rocky River; and
2. Lay the wind turbine in Development Application 11/2019 on the table pending further investigation relating to General Conditions 12 and 13 in the Officer's Recommendation.

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

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

**AGAINST:** Nil

**ABSENT:** Cr R Crouch

**12.03/19 CARRIED**

*Cr R Crouch was absent at the time of voting.*

*Cr R Crouch returned to the meeting at 1:49pm.*

**16. REPORTS TO COUNCIL (Scheduled Reports)**

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

**OFFICER'S RECOMMENDATION:**

That;

Council note the cash position as at 28 February, 2019 consisting of cash and overnight funds of \$2,628,920, term deposits of \$13,550,000 totalling \$16,178,920 of readily convertible funds.

**MOTION (Crs I Strutt / N Ledger)**

That;

Council note the cash position as at 28 February, 2019 consisting of cash and overnight funds of \$2,628,920, term deposits of \$13,550,000 totalling \$16,178,920 of readily convertible funds.

**13.03/19 CARRIED**

Department: Community and Governance  
Submitted by: Coordinator Community Development & Engagement  
Reference/Subject: Report 2 – Monthly Report - Library

**OFFICER'S RECOMMENDATION:**

That the report be received and noted.

**MOTION (Crs T O'Connor / T Toomey)**

That the report be received and noted.

**14.03/19 CARRIED**

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Department: Community and Governance  
Submitted by: Tourism Promotions and Operations Officer  
Reference/Subject: Report 3 – Monthly Report - Visitor Information Centre

**OFFICER'S RECOMMENDATION:**

That the report be received and noted.

**MOTION (Crs T Toomey / L Sampson)**

That the report be received and noted.

**15.03/19**

**CARRIED**

Department: General Manager's Office  
Submitted by: General Manager  
Reference/Subject: Report 4 – Changes to Organisation Structure

**OFFICER'S RECOMMENDATION:**

- a) That the Report be received and noted.
- b) That the removed positions, as listed below, be noted.
  - 1) Plant Superintendent
  - 2) Apprentice Mechanic
  - 3) Coordinator Governance and Risk
  - 4) Design Engineer
  - 5) Director of Community and Governance
  - 6) Projects Officer IT
  - 7) Trainee Civil Construction – part funded by government and terminating in March 2020
  - 8) Trainee Parks and Gardens – part funded by government and terminating in March 2020
- c) That the new positions, as listed below, be noted.
  - 1) Fleet, Stores & Workshop Coordinator
  - 2) Plant Mechanic
  - 3) Manager of Assets
  - 4) Executive Manager Corporate Services
  - 5) Management Accountant
  - 6) IT Service Desk Officer – term position. Work volume to be assessed at end of term to determine continuance of position.
  - 7) Executive Business Manager Aged and Community Care (part time)
- d) That the changes to reporting lines, as listed below, be noted.
  - 1) Environmental Management Coordinator – change from Director Infrastructure and Development to Manager Development and Planning
  - 2) Cleaner – change from Manager Infrastructure and Works to Senior Executive Officer
  - 3) Workshop and Stores – change from Manager Infrastructure and Works to Director Infrastructure and Development.
  - 4) Part time Executive Business Manager Aged and Community Care to report to General Manager in the short term but to a Board in the medium term.
- e) That the Organisation Structure dated 18.03.2019 and attached as Attachment A be received and noted.

**PROCEDURAL MOTION (Crs R Bell / T Toomey)**

**To move to Committee of the Whole**

**16.03/19**

**CARRIED**

*Councillors held a detailed discussion in committee regarding the report.*

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

**17.03/19 CARRIED**

*The Chair outlined details of the discussion held in committee.*

**MOTION (Crs I Strutt / R Crouch)**

- a) That the Report be received and noted.
- b) That the removed positions, as listed below, be noted.
  - 1) Plant Superintendent
  - 2) Apprentice Mechanic
  - 3) Coordinator Governance and Risk
  - 4) Design Engineer
  - 5) Director of Community and Governance
  - 6) Projects Officer IT
  - 7) Trainee Civil Construction – part funded by government and terminating in March 2020
  - 8) Trainee Parks and Gardens – part funded by government and terminating in March 2020
- c) That the new positions, as listed below, be noted.
  - 1) Fleet, Stores & Workshop Coordinator
  - 2) Plant Mechanic
  - 3) Manager of Assets
  - 4) Executive Manager Corporate Services
  - 5) Management Accountant
  - 6) IT Service Desk Officer – term position. Work volume to be assessed at end of term to determine continuance of position.
  - 7) Executive Business Manager Aged and Community Care (part time)
- d) That the changes to reporting lines, as listed below, be noted.
  - 1) Environmental Management Coordinator – change from Director Infrastructure and Development to Manager Development and Planning
  - 2) Cleaner – change from Manager Infrastructure and Works to Senior Executive Officer
  - 3) Workshop and Stores – change from Manager Infrastructure and Works to Director Infrastructure and Development.
  - 4) Part time Executive Business Manager Aged and Community Care to report to General Manager in the short term but to a Board in the medium term.
- e) That the Organisation Structure dated 18.03.2019 and attached as Attachment A be received and noted.

**18.03/19 CARRIED**

Department: Community and Governance  
Submitted by: Coordinator Community Development and Engagement  
Reference/Subject: Report 5 – 2019 Bush Bursary/Country Women's Association Scholarship Program

**OFFICER'S RECOMMENDATION:**

That;

- a) Council participate where one of the Uralla based medical practices commits to hosting a medical student / not participate in the Bush Bursary, CWA Scholarship Program 2019.
- b) Council allocate \$3,000 for the sponsorship of one medical student into the 2019/20 Operational Plan and Budget. {delete if not participating}.

*Cr L Sampson left the meeting at 2:15pm.*

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

**19.03/19 CARRIED**

*Councillors held a detailed discussion in committee regarding the report.*

*Cr L Sampson returned to the meeting at 2:17pm.*

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

**20.03/19 CARRIED**

*The Chair outlined details of the discussion held in committee.*

**MOTION (Cr T O'Connor / )**

That;

Council not participate in the Bush Bursary, CWA Scholarship Program 2019.

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

**MOTION (Crs I Strutt / N Ledger)**

That;

- a) Council participate providing one of the Uralla based medical practices commits to hosting a medical student in the Bush Bursary, CWA Scholarship Program 2019.
- b) Council allocate \$3,000 for the sponsorship of one medical student into the 2019/20 Operational Plan and Budget.

**21.03/19 The MOTION was PUT and CARRIED without further debate**

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

Department: Community and Governance  
Submitted by: Coordinator Community Development and Engagement  
Reference/Subject: Report 6 – Community Grants Program 2018/19 – Round 2

*Cr R Crouch, having previously declared a conflict of interest, left the meeting at 2:33pm.*

**OFFICER'S RECOMMENDATION:**

That Council;

Adopt the following Committee Recommendation, to:

- 1) approve the Community Grants, round two of 2018/19 funding allocations to the following applicants and in accordance with the General Grant Conditions and any special conditions identified in Table 3 of the Report:
  - Northern Tablelands Wildlife Carers Inc - \$500
  - Uralla Shire Business Chamber Inc - \$2,000
  - Mrs Pam Meehan - \$210
  - Mr Trevor Watkins - \$210
  - Mrs Robyn Wheeler - \$210

**MOTION (Crs T O'Connor / T Toomey)**

That Council;

Adopt the following Committee Recommendation, to:

- 1) Approve the Community Grants, round two of 2018/19 funding allocations to the following applicants and in accordance with the General Grant Conditions and any special conditions identified in Table 3 of the Report:
  - Northern Tablelands Wildlife Carers Inc - \$500
  - Uralla Shire Business Chamber Inc - \$2,000

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- Mrs Pam Meehan - \$210
  - Mr Trevor Watkins - \$210
  - Mrs Robyn Wheeler - \$210
- 2) Amend the special condition in Table 3 – Successful Applicants and Special Conditions for the Uralla Shire Business Chamber Inc. “2. That Uralla Shire Council is acknowledged as a significant sponsor of the 2019 Uralla Shire Business Awards and sponsorship of a key award category.”

**22.03/19 CARRIED**

*Cr R Crouch was absent at the time of voting.*

*Cr R Crouch returned to the meeting at 2:38pm.*

Department: Community and Governance  
Submitted by: Coordinator Community Development and Engagement  
Reference/Subject: Report 7 – Fill Vacancy in the Community Grants Panel 2018-19

**OFFICER'S RECOMMENDATION:**

That Council resolve to fill the vacancy on the Community Grants Panel for the 2018-19 year.

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

**23.03/19 CARRIED**

*Councillors held a detailed discussion in committee regarding the report.*

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

**24.03/19 CARRIED**

*The Chair outlined details of the discussion held in committee.*

**MOTION (Crs I Strutt / T Toomey)**  
That Council;  
Appoint Councillor T O'Connor to fill the vacancy on the Community Grants Panel for the 2018-19 year.

**25.03/19 CARRIED**

Department: General Manager's Office  
Submitted by: General Manager and CFO  
Reference/Subject: Report 8 – Responses to QBRs Questions from February 2019 Ordinary Meeting

**OFFICER'S RECOMMENDATION:**

That the Report be noted.

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

**26.03/19 CARRIED**

*Councillors held a detailed discussion in committee regarding the report.*

**PROCEDURAL MOTION (Crs L Sampson / I Strutt)**  
**To resume Standing Orders**

**27.03/19 CARRIED**

*The Chair outlined details of the discussion held in committee.*

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**MOTION (Crs T O'Connor / M Dusting)**

That the Report be noted.

**28.03/19**

**CARRIED**

Department: Community and Governance  
Submitted by: Acting Coordinator Governance and Risk  
Reference/Subject: Report 9 – Draft Internal Reporting Policy 2019

**OFFICER'S RECOMMENDATION:**

That Council;

1. Exhibit the Draft Internal Reporting Policy 2019 at Attachment A for 28 days; and
2. Adopt the Draft Internal Reporting Policy 2019 at Attachment A subject to no submissions being received in the exhibition period.

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

That Council;

1. Exhibit the Draft Internal Reporting Policy 2019 at Attachment A for 28 days; and
2. Adopt the Draft Internal Reporting Policy 2019 at Attachment A subject to no submissions being received in the exhibition period.

**29.03/19**

**CARRIED**

Department: Infrastructure and Development  
Submitted by: Manager Waste, Water and Sewer Services  
Reference/Subject: Report 10 – Revisions to the 2018 Drought Management Plan

**OFFICER'S RECOMMENDATION:**

That Council adopt the revised water restriction measures and caveats as detailed in table 5 of the Drought Management Plan Updated March 2019.

**MOTION (Crs R Bell / N Ledger)**

That Council adopt the revised water restriction measures and caveats as detailed in table 5 of the Drought Management Plan Updated March 2019.

**30.03/19**

**CARRIED**

Department: Infrastructure and Development  
Submitted by: Manager Development and Planning  
Reference/Subject: Report 11 – Draft Uralla Local Approvals Policy

**OFFICER'S RECOMMENDATION:**

That Council;

1. Publicly exhibit the draft Uralla Local Approvals Policy for a period of not less than 28 days, and
2. Accept submissions for up to 42 days after public exhibition has commenced.

**PROCEDURAL MOTION (Crs T O'Connor / R Crouch)**

**To move to Committee of the Whole**

**31.03/19**

**CARRIED**

*Councillors held a detailed discussion in committee regarding the report.*

*Cr T Toomey declared a conflict of interest during the discussions and left the meeting at 3:11pm.*

*Cr T Toomey returned to the meeting at 3:20pm.*

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

**32.03/19 CARRIED**

*The Chair outlined details of the discussion held in committee.*

**MOTION (Crs T O'Connor / R Crouch)**

That;

Councillors review the draft Local Approvals Policy and provide their feedback prior to the next Ordinary Meeting of Council.

**33.03/19 CARRIED**

**PROCEDURAL MOTION (Crs M Dusting / L Sampson)**  
**Meeting Adjournment 3:37pm**

**34.03/19 CARRIED**

*The meeting resumed at 3:50pm.*

Department: Infrastructure & Development  
Submitted by: Director Infrastructure & Development  
Reference/Subject: Report 12 – Bundarra Road Reconstruction at Barloo Road

**OFFICER'S RECOMMENDATION:**

That Council note the report.

**MOTION (Crs I Strutt / M Dusting)**

That Council note the report.

**35.03/19 CARRIED**

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

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

*Cr M Dusting, having previously declared a conflict of interest, left the meeting at 3:58pm.*

**OFFICER'S RECOMMENDATION:**

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

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

**36.03/19 CARRIED**

*Councillors held a detailed discussion in committee regarding the report.*

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

**37.03/19 CARRIED**

*The Chair outlined details of the discussion held in committee.*

**MOTION (Crs T O'Connor / L Sampson)**

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

**38.03/19 CARRIED**

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*C M Dusting was absent from the room at the time of voting.*

*Cr M Dusting returned to the meeting at 4:01pm.*

Department: Infrastructure & Development  
Submitted by: Director of Infrastructure & Development  
Reference/Subject: Report 15 – DIVISION DECISION - Development Application 48/2018 – Croft Surveying and Mapping - 10 Lot Residential Subdivision – 216 Invergowrie Road, Invergowrie

**OFFICER'S RECOMMENDATION:**

That Council approve Development Application 48/2018 submitted by Croft Surveying and Mapping for a 10 lot residential subdivision on land known as 216 Invergowrie Road, Invergowrie, being Lot 7 DP 722860 subject to the following conditions:

***PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)***

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

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

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

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

***Erection of signs***

**Please Note:** This does not apply in relation to:

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

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

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**GENERAL CONDITIONS**

6. The development shall be implemented in accordance with:
- (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
  - (b) The details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.
- Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.*
7. No increase or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any other pollution discharge.
- Reason: To prevent pollution from detrimentally affecting the public or environment.*
8. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The application must be approved prior to the issue of a Construction Certificate.
- Reason: To ensure pedestrian and vehicular safety during construction.*

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

9. Prior to the issue of a Subdivision Certificate the applicants shall pay to Council contribution toward public amenities and services for which Council is satisfied that the proposed development is likely to create a demand (as detailed in the attached schedule) is to be made prior to the issue of the Construction/Subdivision Certificate. Such charges are listed below and are subject to CPI increases if not paid in the year of issue of this consent.
- The Section 94 Contribution is currently \$3,691.00 in the 2018/19 financial year for each applicable lot. This is applicable for 7 lots.*
- Reason: To ensure compliance with Uralla Shire Council Section 94 contributions plans and the provision of adequate infrastructure.*
10. Prior to the issue of a Subdivision Certificate, an Application for a Subdivision Certificate is to be submitted to Council with three (3) copies of the Title Plan and appropriate fees. The applicant/developer is to ensure that a summary of compliance with all conditions of consent is completed and lodged with the application.
- Reason: To ensure provision of appropriate documentation.*
11. Prior to the issue of a Subdivision Certificate, the applicants shall provide evidence to the effect that all utility services, i.e. electricity and telecommunications are wholly contained within each of the proposed allotments. That is, no internal servicing of the sites is permitted to be wholly or partially on the adjoining allotment.
- Reason: To ensure that subdivision is adequately serviced by utilities.*
12. That ten lots are created by the subdivision of Lot 7, DP 822760, eight of around 2 hectares, one of around 2.2 hectares, and one of around 2.5 hectares.
- Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.*
13. The creation by the developer, under Section 88B of the Conveyancing Act, an instrument to provide for:
- 1. A minimum 10 metre wide reciprocal right of carriageway for property access to in favour of proposed lots 8 and 9 and to be located along the north- south inner boundaries of proposed lots 7 and 10.
  - 2. Details of maintenance responsibilities and any future upgrading of the reciprocal right of carriageway.
  - 3. A minimum 8 metre wide right of carriageway for emergency access to be in favour of proposed lots 3, 4, 5, 8 and 9 and to be located along the southern boundary of proposed lots 3, 4, 5 and 8.
  - 4. Easement to supply electricity for future infrastructure as required (width as directed by Essential Energy)
- Reason: To provide appropriate access and infrastructure to the subject lots.*

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14. The accesses to proposed lots 1-6 (fronting Invergowrie Road) are to be constructed with all necessary concrete culverts and headwalls to the Armidale Engineering Design Codes in force at the commencement of works, with a bitumen seal to the property boundary. These are to be constructed to a standard approved by the Director of Infrastructure & Development and are to be at the expense of the developer.  
*Reason: To provide appropriate access.*
15. The joint access to proposed Lots 8 and 9 is to be constructed including all necessary concrete culverts with headwalls, and a 5 metre wide bitumen seal from Tabulum Road for the full length of the reciprocal right of carriageway to prevent dust. This is to be constructed to a standard approved by the Director of Infrastructure & Development and is at the expense of the developer.  
*Reason: To provide appropriate access.*
16. All engineering works to be designed by an appropriately qualified person and carried out in accordance with Armidale Engineering Design Codes in force at the commencement of works, unless otherwise indicated in this consent, to ensure that these works are of a sustainable and safe standard.  
*Reason: To ensure works are completed in line with appropriate standards.*
17. Prior to the issue of a Subdivision Certificate the applicants shall provide written advice from telecommunications and electricity providers, confirming that satisfactory arrangements have been made for the provision of a telecommunications and electricity services.  
*Reason: To ensure that subdivision is adequately serviced by utilities.*
18. The development proposal is to comply with the subdivision layout identified on the drawing titled 'Proposed Lot Layout of Valverde' being 216 Invergowrie Rd, Invergowrie NSW 2350' prepared by Croft Surveying & Mapping, referenced 181042 –DA.C, sheet 1 of 1 and dated 20 June, 2018.  
*Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council and to comply with Rural Fire Service conditions of consent.*
19. The developer is to provide vehicle entrances to proposed lots to the satisfaction of Council, at their own expense.  
*Reason: To ensure that costs associated with establishing the subdivision is borne by the developer.*
20. A surveyor's plan must be submitted to Uralla Shire Council prior to the expiry date of this development consent so that the subdivision certificate on the plan can be signed by an authorised officer.  
*Reason: The subdivision cannot be registered with the Land Titles Office, and be finalised, until the subdivision certificate on the surveyors plan is signed by an authorised officer of Uralla Shire Council.*

**CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING**

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

**CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION**

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

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23. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:-
- |                          |                                               |
|--------------------------|-----------------------------------------------|
| Monday to Saturday       | 7.00 AM to 5.00 PM                            |
| Sunday & public Holidays | No construction activities are to take place. |
- Reason: To ensure that public amenity is not unduly affected by noise.*
24. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.
- Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.*

**ADVISORY NOTES - GENERAL**

25. This approval is for the subdivision of the land only. Any further development application for class 1,2 & 3 buildings as identified by the 'Building Code of Australia' must be subject to separate application under section 79BA of the EP & A Act and address the requirements of 'Planning for Bush Fire Protection 2006'.
26. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
27. It is possible that a covenant may affect the land which is the subject of this consent. The grant of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
28. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at [www.1100.com.au](http://www.1100.com.au) or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
29. Any alteration to the drawings and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s4.55 of the Act or a fresh development application. No works other than those approved under this consent shall be carried out without the prior approval of Council.
30. Telecommunications Act 1997 (Commonwealth): Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.

**INTEGRATED GENERAL TERMS OF APPROVAL AS PART OF THIS CONSENT**

31. At the issue of subdivision certificate and in perpetuity, the land surrounding the existing dwelling on proposed Lot 3, for the following specified distances, shall be maintained as an inner protection area (IPA) as outlined within section 4.1.3 and Appendix 5 of 'Planning for Bush Fire Protection 2006' and the NSW Rural Fire Service's document 'Standards for asset protection zones':
- North, south and west for 20 metres, and
  - East for 35m, or to the boundary (whichever is the least).
32. A 20,000l fire fighting water supply must be available to the existing dwelling on proposed lot 3. Existing tank(s) may be able to be used for this purpose. The fire fighting water supply shall meet the following requirements.
- a) A hardened ground surface for fire fighting truck access is to be constructed up to

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and within 4 metres of the fire fighting water supply.

- b) A 65mm metal Storz outlet with a gate or ball valve, shall be fitted to any fire fighting water supply tank(s) and be accessible for a fire fighting truck. The Storz outlet fitting shall not be located facing the hazard or the approved structure.
- c) The gate or ball valve, pipes and tank penetration are adequate for full 50mm inner diameter water flow through the Storz fitting and are constructed of a metal material.
- d) All associated fittings to the fire fighting water supply tank(s) shall be non-combustible.
- e) All water supplies for fire fighting purposes shall be clearly signposted as a fire fighting water supply.
- f) Fire fighting water supply tank(s) and associated fittings, located within 60 metres of a bushfire hazard and on the hazard side of an approved building, shall be provided with radiant heat shielding to protect the tank from bush fire impacts and maintain safe access to the water supply for fire fighters. Should new tank(s) be installed to provide an adequate fire fighting water supply, they shall meet the following additional requirements:
  - i. Any fire fighting water supply tank(s) located below ground shall be clearly delineated to prevent vehicles being driven over the tank.
  - ii. Below ground fire fighting water supply tank(s) shall have an access hole measuring a minimum 200mm x 200mm to allow fire fighting trucks to access water direct from the tank
  - iii. Fire fighting water supply tank(s) shall be located not less than 5 metres and not more than 20 metres from the approved structure.
  - iv. Above ground fire fighting water supply tank(s) are to be manufactured using non combustible material (concrete, metal, etc).
  - v. Non combustible materials (concrete, metal, etc) will only be used to elevate or raise fire fighting water supply tank(s) above the natural ground level.
  - vi. Any below ground fire fighting water supply tank(s) constructed of combustible polycarbonate, plastic, fiberglass, etc) materials shall be shielded from the impact of radiant heat and direct flame contact.

Note: Below ground dedicated fire fighting water supply tank(s) is defined as that no part of the tanks(s) is to be located above natural ground level. A Static Water Supply (SWS) sign shall be obtained from the local NSW Rural Fire Service (RFS) and positioned for ease of identification by RFS personnel and other users of the SWS. In this regard:

- i) Markers must be fixed in a suitable location so as to be highly visible; and
- ii) Markers should be positioned adjacent to the most appropriate access for the water supply.

- 33. In recognition that the existing dwelling, located upon proposed lot 3, may be connected to a gas supply, the following requirements are to be complied with:
  - a) Reticulated or bottled gas is to be installed and maintained in accordance with the current Australian Standard AS/NZS 1596: 'The storage and handling of LP gas' and the requirements of relevant authorities. Metal piping is to be used.
  - b) All fixed gas cylinders are kept clear of all flammable materials to a distance of 10 metres and be shielded on the hazard side of the installation.
  - c) Gas cylinders kept close to the building shall have release valves directed away from the building. Connections to and from gas cylinders are to be metal.
  - d) Polymer sheathed flexible gas supply lines to gas meters adjacent to building are not to be used.
- 34. Any alteration to the electricity supply network required to service the subdivision shall comply with either section 4.1.3 of 'Planning for Bush Fire Protection 2006' or the requirements of Essential Energy NSW.
- 35. The right of carriageway (ROC), proposed to be contained within the southern boundaries of lots 3, 4, 5 & 8, shall be constructed to achieve compliance with the requirements of section 4.1.3 Access (2) Property access of PBP 2006 prior to a Subdivision Certificate being released.
- 36. The existing dwelling on proposed Lot 3 is required to be upgraded to improve ember protection. This is to be achieved by enclosing all openings (excluding roof tile spaces) or

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covering openings with a non-corrosive metal screen mesh with a maximum aperture of 2mm. Where applicable, this includes any sub floor areas, openable windows, vents, weepholes and eaves. External doors are to be fitted with draft excluders.

**PROCEDURAL MOTION (Crs R Bell / R Crouch)**

**To move to Committee of the Whole**

**39.03/19**

**CARRIED**

*Councillors held a detailed discussion in committee regarding the report.*

*Cr Ledger declared a conflict of interest and left the meeting at 4:15pm.*

**PROCEDURAL MOTION (Crs M Dusting / L Sampson)**

**To resume Standing Orders**

**40.03/19**

**CARRIED**

*The Chair outlined details of the discussion held in committee.*

**MOTION (Crs R Bell / M Dusting)**

That Council approve Development Application 48/2018 submitted by Croft Surveying and Mapping for a 10 lot residential subdivision on land known as 216 Invergowrie Road, Invergowrie, being Lot 7 DP 722860 subject to the following conditions:

***PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)***

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

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

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

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

***Erection of signs***

***Please Note:*** This does not apply in relation to:

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

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

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5. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

**GENERAL CONDITIONS**

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

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

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

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

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

*Reason: To ensure pedestrian and vehicular safety during construction.*

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

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

*The Section 94 Contribution is currently \$3,691.00 in the 2018/19 financial year for each applicable lot. This is applicable for 7 lots.*

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

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

*Reason: To ensure provision of appropriate documentation.*

11. Prior to the issue of a Subdivision Certificate, the applicants shall provide evidence to the effect that all utility services, i.e. electricity and telecommunications are wholly contained within each of the proposed allotments. That is, no internal servicing of the sites is permitted to be wholly or partially on the adjoining allotment.

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

12. That ten lots are created by the subdivision of Lot 7, DP 822760, eight of around 2 hectares, one of around 2.2 hectares, and one of around 2.5 hectares.

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

13. The creation by the developer, under Section 88B of the Conveyancing Act, an instrument to provide for:

- 1. A minimum 10 metre wide reciprocal right of carriageway for property access to in favour of proposed lots 8 and 9 and to be located along the north- south inner boundaries of proposed lots 7 and 10.
- 2. Details of maintenance responsibilities and any future upgrading of the reciprocal right of carriageway.
- 3. A minimum 8 metre wide right of carriageway for emergency access to be in favour of proposed lots 3, 4, 5, 8 and 9 and to be located along the southern boundary of proposed lots 3, 4, 5 and 8.
- 4. Easement to supply electricity for future infrastructure as required (width as directed by Essential Energy)

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*Reason: To provide appropriate access and infrastructure to the subject lots.*

14. The accesses to proposed lots 1-6 (fronting Invergowrie Road) are to be constructed with all necessary concrete culverts and headwalls to the Armidale Engineering Design Codes in force at the commencement of works, with a bitumen seal to the property boundary. These are to be constructed to a standard approved by the Director of Infrastructure & Development and are to be at the expense of the developer.

*Reason: To provide appropriate access.*

15. The joint access to proposed Lots 8 and 9 is to be constructed including all necessary concrete culverts with headwalls, and a 5 metre wide bitumen seal from Tabulum Road for the full length of the reciprocal right of carriageway to prevent dust. This is to be constructed to a standard approved by the Director of Infrastructure & Development and is at the expense of the developer.

*Reason: To provide appropriate access.*

16. That the developer upgrade Tabulum Road to the western boundary of Lot 10 to a six metre sealed standard. This is to be constructed to a standard approved by the Director of Infrastructure and Development and is at the expense of the developer. To be completed prior to the issue of the subdivision certificate to the standard of the Armidale Engineer Design Code's current at the commencement of the works.

17. All engineering works to be designed by an appropriately qualified person and carried out in accordance with Armidale Engineering Design Codes in force at the commencement of works, unless otherwise indicated in this consent, to ensure that these works are of a sustainable and safe standard.

*Reason: To ensure works are completed in line with appropriate standards.*

18. Prior to the issue of a Subdivision Certificate the applicants shall provide written advice from telecommunications and electricity providers, confirming that satisfactory arrangements have been made for the provision of a telecommunications and electricity services.

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

19. The development proposal is to comply with the subdivision layout identified on the drawing titled 'Proposed Lot Layout of Valverde' being 216 Invergowrie Rd, Invergowrie NSW 2350' prepared by Croft Surveying & Mapping, referenced 181042 –DA.C, sheet 1 of 1 and dated 20 June, 2018.

*Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council and to comply with Rural Fire Service conditions of consent.*

20. The developer is to provide vehicle entrances to proposed lots to the satisfaction of Council, at their own expense.

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

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

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

**CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING**

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

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

**CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION**

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

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

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

Monday to Saturday 7.00 AM to 5.00 PM

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

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

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

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

**ADVISORY NOTES - GENERAL**

26. This approval is for the subdivision of the land only. Any further development application for class 1,2 & 3 buildings as identified by the 'Building Code of Australia' must be subject to separate application under section 79BA of the EP & A Act and address the requirements of 'Planning for Bush Fire Protection 2006'.
27. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
28. It is possible that a covenant may affect the land which is the subject of this consent. The grant of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
29. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at [www.1100.com.au](http://www.1100.com.au) or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
30. Any alteration to the drawings and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s4.55 of the Act or a fresh development application. No works other than those approved under this consent shall be carried out without the prior approval of Council.
31. Telecommunications Act 1997 (Commonwealth): Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.

**INTEGRATED GENERAL TERMS OF APPROVAL AS PART OF THIS CONSENT**

32. At the issue of subdivision certificate and in perpetuity, the land surrounding the existing dwelling on proposed Lot 3, for the following specified distances, shall be maintained as an inner protection area (IPA) as outlined within section 4.1.3 and Appendix 5 of 'Planning for Bush Fire Protection 2006' and the NSW Rural Fire Service's document 'Standards for asset protection zones';
- North, south and west for 20 metres, and
  - East for 35m, or to the boundary (whichever is the least).
33. A 20,000l fire fighting water supply must be available to the existing dwelling on proposed lot 3. Existing tank(s) may be able to be used for this purpose. The fire fighting water supply shall meet the following requirements.

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- a) A hardened ground surface for fire fighting truck access is to be constructed up to and within 4 metres of the fire fighting water supply.
  - b) A 65mm metal Storz outlet with a gate or ball valve, shall be fitted to any fire fighting water supply tank(s) and be accessible for a fire fighting truck. The Storz outlet fitting shall not be located facing the hazard or the approved structure.
  - c) The gate or ball valve, pipes and tank penetration are adequate for full 50mm inner diameter water flow through the Storz fitting and are constructed of a metal material.
  - d) All associated fittings to the fire fighting water supply tank(s) shall be non-combustible.
  - e) All water supplies for fire fighting purposes shall be clearly signposted as a fire fighting water supply.
  - f) Fire fighting water supply tank(s) and associated fittings, located within 60 metres of a bushfire hazard and on the hazard side of an approved building, shall be provided with radiant heat shielding to protect the tank from bush fire impacts and maintain safe access to the water supply for fire fighters. Should new tank(s) be installed to provide an adequate fire fighting water supply, they shall meet the following additional requirements:
    - i. Any fire fighting water supply tank(s) located below ground shall be clearly delineated to prevent vehicles being driven over the tank.
    - ii. Below ground fire fighting water supply tank(s) shall have an access hole measuring a minimum 200mm x 200mm to allow fire fighting trucks to access water direct from the tank
    - iii. Fire fighting water supply tank(s) shall be located not less than 5 metres and not more than 20 metres from the approved structure.
    - iv. Above ground fire fighting water supply tank(s) are to be manufactured using non combustible material (concrete, metal, etc).
    - v. Non combustible materials (concrete, metal, etc) will only be used to elevate or raise fire fighting water supply tank(s) above the natural ground level.
    - vi. Any below ground fire fighting water supply tank(s) constructed of combustible polycarbonate, plastic, fiberglass, etc) materials shall be shielded from the impact of radiant heat and direct flame contact.
- Note: Below ground dedicated fire fighting water supply tank(s) is defined as that no part of the tanks(s) is to be located above natural ground level. A Static Water Supply (SWS) sign shall be obtained from the local NSW Rural Fire Service (RFS) and positioned for ease of identification by RFS personnel and other users of the SWS. In this regard:
- i) Markers must be fixed in a suitable location so as to be highly visible; and
  - ii) Markers should be positioned adjacent to the most appropriate access for the water supply.
34. In recognition that the existing dwelling, located upon proposed lot 3, may be connected to a gas supply, the following requirements are to be complied with:
- a) Reticulated or bottled gas is to be installed and maintained in accordance with the current Australian Standard AS/NZS 1596: 'The storage and handling of LP gas' and the requirements of relevant authorities. Metal piping is to be used.
  - b) All fixed gas cylinders are kept clear of all flammable materials to a distance of 10 metres and be shielded on the hazard side of the installation.
  - c) Gas cylinders kept close to the building shall have release valves directed away from the building. Connections to and from gas cylinders are to be metal.
  - d) Polymer sheathed flexible gas supply lines to gas meters adjacent to building are not to be used.
35. Any alteration to the electricity supply network required to service the subdivision shall comply with either section 4.1.3 of 'Planning for Bush Fire Protection 2006' or the requirements of Essential Energy NSW.
36. The right of carriageway (ROC), proposed to be contained within the southern boundaries of lots 3, 4, 5 & 8, shall be constructed to achieve compliance with the requirements of section 4.1.3 Access (2) Property access of PBP 2006 prior to a Subdivision Certificate being released.

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37. The existing dwelling on proposed Lot 3 is required to be upgraded to improve ember protection. This is to be achieved by enclosing all openings (excluding roof tile spaces) or covering openings with a non-corrosive metal screen mesh with a maximum aperture of 2mm. Where applicable, this includes any sub floor areas, openable windows, vents, weepholes and eaves. External doors are to be fitted with draft excluders.

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

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

**AGAINST:** Nil

**ABSENT:** Cr N Ledger

**41.03/19 CARRIED**

*Cr N Ledger was absent at the time of voting.*

*Cr N Ledger returned to the meeting at 4:33pm.*

Department: General Manager's Office

Submitted by: Senior Executive Officer

Reference/Subject: Report 16 – Country Mayors Association - Minutes of the Meeting held 8 March 2019

OFFICER'S RECOMMENDATION:

That Council receive and note the minutes of the Country Mayors Association of New South Wales meeting held 8 March 2019.

**MOTION (Crs I Strutt / L Sampson)**

That Council receive and note the minutes of the Country Mayors Association of New South Wales meeting held 8 March 2019.

**42.03/19 CARRIED**

Department: General Manager's Office

Submitted by: Senior Executive Officer

Reference/Subject: Report 17 – Minutes of Bundarra School of Arts Hall s355 Committee

OFFICER'S RECOMMENDATION:

That Council receive and note the 6th February 2019 Minutes of the Bundarra School of Arts Hall s355 Committee.

**MOTION (Crs M Pearce / I Strutt)**

That Council;

1. Receive and note the 6th February, 2019 Minutes of the Bundarra School of Arts Hall s355 Committee.
2. Note that the comment by Councillor Ledger regarding kerbside pick up for household/building materials in Bundarra has not been approved.

**43.03/19 CARRIED**

Department: Infrastructure and Development

Submitted by: Environmental Management Coordinator

Reference/Subject: Report 18 – Summary for the New England Weeds Authority Ordinary Meeting in February 2019

OFFICER'S RECOMMENDATION:

That the report be received and noted.

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**MOTION (Crs / )**

That the report be received and noted.

*In the absence of a MOVER and a SECONDER the Chair declared the motion as LAPSED.*

**17. MOTIONS ON NOTICE**

*There were no 'Notices of Motion' addressed to the 26 March Meeting.*

**18. SCHEDULE OF COUNCIL RESOLUTIONS**

Schedule of Action Items as at: 26 March 2019

*Councillors undertook a review of the Schedule of Action Items.*

**19. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING**

**Questions from 26 February 2019 Ordinary Meeting of Council**

**Cr T O'Connor**

1. *The three year average full time equivalent staff numbers, before vacancies, for the 30 June 2013 to 2015 was 109 (106, 106 and 114) and the three year average for the years 2016 to 2018 was 129 (132, 120 and 136). This is an 18% increase in employed staff, resulting in a 16% increase in Employees Costs 2014 to 2018.*

*Can the General Manager provide to the Budget Review and Finance Committee a list of positions that have been created in the period 2015 to 2018?*

Yes. Report was provided to the March Budget Review and Finance Committee meeting.

**Cr T Toomey**

1. *Approximately 6-8 months ago, both myself and Kevin Ward asked questions around the management of the Glen in relation to regular complaints by residents of the Uralla Shire that the area was being used for camping. As this is not a permitted use for the Glen the matter was raised as a Question on Notice. The reply was that the staff monitoring the area could see no evidence of the occupancy being claimed by residents.*

*As a result of this feedback being duly provided to those making the complaint they have kept a photographic record of those camping illegally at the Glen, and of the impact that is having on the Glen. The images were taken during February 2018 and show:*

- *Repurposed large school buses parking at the Glen*
- *People setting up solar panels as part of their stay at the Glen*
- *Visitors photographed camping for up to 3 days*
- *Vehicles situated in various areas of the Glen*
- *Human excrement and associated toilet paper left around various places in the Glen*

*At the risk of causing a stir, the resident refrained from taking photos of:*

- *The camper taking a shower in the open under a camping shower attached to their vehicle*
- *The washing hanging around the campers vehicles and in the trees*

*Can council staff provide further advice as to what action they will now take to address the illegal camping at the Glen?*

Council staff attend in response to complaints. Of the two responded to in the past 12 months by the Manager of Development and Planning, one moved on immediately, and one moved on under threat of a penalty infringement notice being issued.

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**Cr R Bell**

1. *Could we please have a copy of the reply to the owners of the Altona Motel in response to their letter regarding water quality?*

The response has been circulated.

**Cr M Pearce**

1. *Does Uralla Shire Council have a current policy or procedure for drug or alcohol testing for council staff and councillors?*

A policy exists for staff, not councillors. It was last adopted in April 2014.

**OFFICER'S RECOMMENDATION:**

That Council note the responses to Cr T O'Connor, Cr T Toomey, Cr R Bell and Cr M Pearce's questions from February 2019 Ordinary Meeting.

**20. QUESTIONS FOR NEXT MEETING**

**Questions for 23 April 2019 Ordinary Meeting of Council**

**Cr N Ledger**

*Cr N Ledger raised the following question/s at the 26 March meeting of Council:-*

1. How much will it cost to do an annual kerbside pick up in Bundarra?

**Cr R Bell**

*Cr R Bell raised the following question/s at the 26 March meeting of Council:-*

1. Can the Chief Financial Officer provide an update on the expenditure on the Public Works Advisory Bundarra Sewer.

**21. CONFIDENTIAL BUSINESS**

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

**To move into Closed Session of Council**

That;

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

The matters referred to the Closed Session of the 26 March 2019 meeting are received by Council under Section 10A (2 c) of the Local Government Act (NSW) 1993.

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

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

**(2) The matters and information are the following:**

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

**44.03/19 CARRIED**

**REPORTS TO CLOSED SESSION**

Department: Infrastructure and Development  
Submitted by: Manager Waste, Water and Sewer Services  
Reference/Subject: Confidential Report 1 – Acquisition of land Bundarra Sewerage Treatment Plant, Lot 38 DP 753656

Minutes of the Uralla Shire Council at an Ordinary Meeting  
held at 12:30pm on 26 March 2019

Resolution  
Number

OFFICER'S RECOMMENDATION:

That;

Council authorise the General Manager to effect the purchase of a 20 ha portion of Lot 38 DP 753656 as detailed in this report, for the agreed Land Acquisition (Just Terms Compensation) value of up to \$132,000 plus GST (if applicable) and reasonable associated costs, including reasonable legal costs incurred by the landowners in entering into the Private Treaty Agreement.

**MOTION (Crs I Strutt / L Sampson)**

That;

Council authorise the General Manager to effect the purchase of a 20 ha portion of Lot 38 DP 753656 as detailed in this report, for the agreed Land Acquisition (Just Terms Compensation) value of up to \$132,000 plus GST (if applicable) and reasonable associated costs, including reasonable legal costs incurred by the landowners in entering into the Private Treaty Agreement.

**45.03/19 CARRIED**

**MOVE TO OPEN SESSION**

**PROCEDURAL MOTION (Crs M Dusing / L Sampson)**

To return to Open Session of Council.

**46.03/19 CARRIED**

**PROCEDURAL MOTION (Crs M Dusing / L Sampson)**

That;

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

**47.03/19 CARRIED**

**CLOSURE OF MEETING**

The meeting was closed at: 5:09pm

COUNCIL MINUTES CONFIRMED BY:	
RESOLUTION NUMBER:	
DATE:	
MAYOR:	

**FRIENDS OF MCMAUGH GARDENS INC**  
**MINUTES OF MEETING FEBRUARY 11<sup>TH</sup>, 2019**

Meeting was opened by Chairperson Sue Wilkinson at 2.00pm and thanked all members for their attendance.

**Present:** Marj Gream, Murell Carter, Barbara Glock, Karen Hughes, Colleen Howard, Margaret Hedges, Sue Wilkinson, Isobel Strutt, Gail McFarlane, Ruth Jackson, Jade Modge, Gae Baker, Erica Barwell, Bev Carlon, Rosemary Reading.

**Apologies:** Pam Simmonds, Maureen Watson, Margaret Hogan, Eileen Gaddes.

**Moved:** Isabell Strutt.

**Seconded:** Marj Gream

**Minutes:** Minutes of last meeting held on 12<sup>th</sup> November 2018 have been distributed to members.

**Moved:** Margaret Hedges

**Seconded:** Colleen Howard

(With the changes that Fruit Platter was done by Sue Wilkinson not Erica)

**Chairperson Sue Wilkinson** announced that our late member Kevin Ward passed away on Friday night. Funeral 11am Wednesday at Piddington's Funeral Parlour. Then at the Uralla Golf Club. Member to do slices if they wish and take to the Golf Club. It was decided Sue would organise flowers to be sent to the house.

**Business Arising from the Minutes:**

- Rodeo held on 17th November Marj Gream was the Convenor. All good reports.
- Xmas Luncheon went well 21 members and some husbands attended. Thanks Ruth for organising once again.
- All wish list items have been purchased except for Nordic Chair. Residents happy with Christmas gifts.
- Shed still dealing with Council. Sue and Rosemary to meet with Mayor in near future.
- Extra catering 5<sup>th</sup> December for Community Transport 35 catered for and on 13<sup>th</sup> December catered for 40 for Community Support Services. Charged \$5.00/head and were paid for 75 people. (\$375)
- All members were happy for the extra catering but there is no pressure for any member to do so if they did not wish to.

**Correspondence: In –**

- Letters and donations from Dorothy Wooldridge (\$20) and Eileen Gaddes (\$200).
- Thank you card from Audrey Hunts relatives
- Resignation from Robyn Vickery from this Committee.
- Donation from Uralla United Op Shop (\$2,000)

**Out –**

- Letter of thanks to Uralla United Op Shop sent to Mrs B Wilson
- Letter of thanks to Eileen Gaddes and Dorothy Wooldridge for their donations
- Letter of thanks to Adam Hone Rodeo Committee
- 42 Invitations to Bowls Day including to MPs Adam Marshall and Barnaby Joyce. Only 14 of these invitations were posted.
- Advertising re Bowls Day
- Certificate of Appreciation to Uralla United Op Shop

**Moved:** Rosemary Reading      **Seconded:** Margaret Hedges. That the correspondence was accepted. Carried

**Treasurer's Report:** Was presented by Erica Barwell. Please see attached.

**Moved:** E. Barwell      **Seconded:** Murell Carter. Carried

Erica thanked Margaret Hedges for handling the cash from the Thunderbolt Festival

**Reports:**

Chris (Manager of McMaugh's) gave her report

- The Official Report has arrived that they will receive the grant to upgrade the bathrooms. Money hasn't arrived yet.
- A report has been submitted to the Government re Royal Commission on Aged Care.
- A lot of deaths recently, however have received good feedback from relatives re staff etc.
- Ideas for wish list. Air conditioners for Meeting Room and Respite room. Care Chairs x 2, Pressure altering Mattresses x 4, Ro Ho Cushions x2 (for wheelchairs etc), 12 x bedside tables with lockable draw. Nordic Chair to be brought to next meeting for viewing.
- Introduced Jade Modge who attended our meeting today.
- Introduced Wendy Allingham from Community Visitors Scheme, to talk to members about this scheme and handed out leaflets. Wendy spoke about the scheme and what it entailed. Police Checks for volunteers, Chris organises the volunteers to match up with the resident. Volunteers get paid \$15/visit. This is a Pilot project to be trialled here at McMaugh Gardens Aged Care Centre. Training is available for any volunteers.

**Bowls Day:**

Given by Rosemary.

- Sub Committee meetings were held in December and February and full report to this committee (see attached)
- Bowls Day to be held on Tuesday 12<sup>th</sup> March.
- Need to organise food roster next meeting and volunteers for selling tickets on Friday night prior to the Bowls day.

**Australia Day:**

- Congratulations to Gae Baker for her Australian Day Award. Very well deserved
- Sue thanked everyone for their assistance was a great effort. This year was a lot quieter, heat and long weekend. Sue thanked Marg Hogan for her assistance in set up.

**General Business:**

- **Christine's Wish List:** -
  1. 2 x Care Chairs @ \$5,000 each
  2. 4 x Alternating Pressure Mattresses @ \$2,050 each
  3. 2 x Rho Ho Cushions @ \$100 each
  4. 12 x Bedside side tables with lockable draws @\$200 each
  5. Air conditioning in Meeting Room and Respite Room
  6. 1 x Nordic Chair

Items 1-4 were passed to purchase. Air Con and Nordic Chair are on waiting list.

- Robyn Vickery and Fran Rolley have resigned from this committee.

- New Marquee bag has been purchased.
- **Badges:** - The following are required.

Michael Pearce, Robert Hughes, David Wilkinson, Marina Schneider, Gerry Rogers, Annie Hutchinson and Isobel Strutt.

- Sympathy Cards sent from McMaugh's will also include "Members of Friends of McMaugh Gardens". All members agreed that was a great idea.
- Barbara Glock to send Letter of Thanks to "pickles lady" who donates to the street stall on a regular basis. Also, to send Sympathy Card to Sandra Ward and family.
- Sue Wilkinson to organise flowers to the ward family.
- Members to think about a "Honour of Commitment "to long term volunteers.
- Looking for new members – Chris has sent out some info, Sue is putting in Wordsworth and Council News Letter.
- Cr Isobel Strutt announced International Womens Day will be on Friday 15<sup>th</sup> March 2019 12 for 12.30pm. Cost \$25.00.
- Street Stall 18<sup>th</sup>-24<sup>th</sup> March, to be organised at March Meeting.

Meeting Closed 3.40pm

## **FRIENDS OF McMAUGH GARDENDS INC.**

### **MINUTES OF MARCH 4<sup>TH</sup> 2019**

Meeting was opened by Chairperson Sue Wilkinson at 2.00pm and thanked all members for their attendance. All members proceeded to the "Retreat" to observe the Nordic Chair being demonstrated.

**Present:** M. Carter, M. Gream, B. Glock, R. Jackson, M. Hogan, B. & S. Weiss, M. Watson, G. Baker, G. McFarlane, C. Howard, M. Hedges, B. Carlon, D. Field, I. Strutt, S. Wilkinson & R. Reading.

**Apologies:** P. Simmonds, K. Hughes, C. Field-Sampson, E. Barwell.

**Moved:** M. Carter.

**Seconded:** B. Carlon

**Minutes:** Minutes of February 2019 meeting have been distributed to members.

**Moved:** B. Glock

**Seconded:** G McFarlane that minutes were verified.

#### **Business Arising from the Minutes:**

- Flowers were delivered to Sandra Ward (apparently were beautiful)
- Bron Wilson thanked all members for slices for Kevin Wards funeral and some of the left-over slices were kept and used for Chicky Chappell's funeral.
- Volunteer Program. Sue reiterated to members how the program worked.
- Wish List – we need to consider this list carefully before we purchase. What are relevant to resident or staff needs before furnishings etc.
- Nordic Chair. A motion was passed "We try the Care Chairs with the weighted blanket and triangular cushions before we purchase the Nordic Chair. Also, for Christine to purchase the weighted blanket and 2 boomerang cushions to try with the Care Chairs". This with the Dementia Bears.

**Moved:** D. Field

**Seconded:** R. Reading

**Correspondence:** In – nil    **Out** – Nil except for emails etc re Bowls Day and Wordsworth.

**Barbara Glock: Cards sent:** Sympathy Cards – Joan Bower, Sandra Ward, David Garrahy. Thank You Cards – Leona Hogno

#### **Reports:**

- **Treasurers' Report:** Prepared by E Barwell and presented by B. Carlon. See attached. A letter was received by Paddington's with a cheque attached for \$185.00. This was the proceeds of donations at Paul Garrahy's funeral.

**Moved:** B. Carlon

**Seconded:** M. Hedges

- Bowls Day:** Rosemary reported all was in progress quite well. At present we have 67 names down as players. A front-page editorial was placed in the Wordsworth at no cost. All Items for Auction have been obtained, thanks to kind donations from members of this committee and the community. All prizes are organised. **Thunderbolt Inn has donated 2 bottles of wine, Brewery have once again donated a 6 pack of beer. Coachwood and Cedar Hotel has donated a voucher worth \$50 for a dinner. Hunts Carpets are going to make a rug for our raffle.** I think this may be the last year for the rug. Mayor, Michael Pearse is going to give the Bowls Day a nudge in his weekly report next week. **Michael donated \$100.** Unfortunately, there will be no Council representation this year as have a very busy meeting agenda on this day. NAB and Regional Bank are donating promotional items once again. We have had automated responses from MP's Adam Marshall and Barnaby Joyce re invitation but nothing more at this stage. I require 2 volunteers to assist in selling tickets at the Bowling Club on Friday night (8<sup>th</sup>) at 6pm to sell raffle tickets. **Margaret Hedges and I as well as Joy Hine will do this.** Food Roster was completed (see attached). **Raffle will be Rug donated by Hunts Carpets as 1<sup>st</sup> Prize and \$50 dinner voucher as 2<sup>nd</sup> prize.** We will have 2 lucky door prizes. 1 x Collector Plate and 1x Artificial Pot plant.

- Managers' Report:** Christine joined us and discussed the Nordic Chair and she was happy with our motion re the chair. Christine said in the meantime she would follow up on reviews of the Nordic Chair. We also went through the wish list and Christine explained she could now purchase the Care Chairs for \$2,200 each instead of \$5,000 each and only required 1 x Ro Ho cushion, however this is a better cushion and costs \$200 instead of \$100, but only purchasing the 1 cushion. Still investigating prices for the bedside tables, Pressure mattresses and air conditioning.

Chris had a visit from the Aged Care Quality & Safety Commission by a Quality Assessor and passed the visit. Congratulations to you and your staff Christine.

Marj Gream enquired how and who found out what grants were available. Christine said she was a member of "Grants Connect" to keep up with available grants. Either Christine or Council apply for these relevant grants.

### General Business:

- Small plaques would be purchased from Thunder Graphics for Eileen Elks and Kevin Ward for their long-term assistance and involvement with McMaugh Gardens.
- Cr. Isabel Strutt tabled an Invitation to “International Women’s Day” to be held on Friday 15<sup>th</sup> March 12 for 12.30pm at Uralla Central School. \$25.00/person. Reply to Isabel or Cr Toomey.
- Shed Progress: Chairperson Sue Wilkinson and I had a meeting with the GM and Mayor last Thursday. The shed was discussed as well as Bowls Day. The progress report of the shed was very good. Council has put in a submission to the Government for “Drought Assistance for Small Communities”. If council receive this funding the entire shed project may be funded through this grant.
- Street Stall: Barbara Glock and Bev Carlon will once again organise this event. Thanks Bev and Barbara. Wood will be organised as first prize and Barbara has donated a beautiful linen package as second prize and a jar of biscuits for third prize. Thanks Barbara. Roster for the week was organised, however still require helpers, please ring Bev or Barbara if you can assist. Street Stall is from 18<sup>th</sup> – 23<sup>rd</sup> March.
- Christine has not reported back re finding an appropriate Sympathy Card for residents’ families.
- **Accounts Paid:** No accounts were paid as insufficient signatories were available. A motion was passed “Signatories would now be – Sue Wilkinson, Rosemary Reading, Bev Carlon and Erica Barwell.” **Moved:** Daphne  
**Seconded:** Marg. Hedges

Meeting Closed 4.06pm

**7. URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS**

**8. WRITTEN REPORTS FROM DELEGATES**

To be received at the Meeting.

**9. MAYORAL MINUTE**

There is no Mayoral Minute for the 23 April meeting.

**10. REPORTS OF COMMITTEES**

There are no Reports of Committees to the 23 April meeting.

**11. REPORTS TO COUNCIL**



## REPORT TO COUNCIL

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

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

### SUMMARY:

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

### OFFICER'S RECOMMENDATION:

**That:**

**Council note the cash position as at 31 March, 2019 consisting of cash and overnight funds of \$2,039,388, term deposits of \$13,550,000 totalling \$15,589,388 of readily convertible funds.**

### BACKGROUND:

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

### REPORT:

Current term deposits of \$13,550,000 spread over the next twelve months will receive a range of interest from 2.32% to 2.75% with an average rate of 2.65%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 31 March, 2019.

### KEY ISSUES:

The RBA left interest rates on hold for the 29th time at their March meeting (total 32 months unchanged). It still seems likely that official interest rates may fall before June 2019. This should mean that our current budgeted interest rate is reflective of future earnings. The current low interest rates will continue to result in reduced investment returns over the coming year.

**COUNCIL**

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

N/A

**2. Policy and Regulation**

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

**3. Financial (LTFP)**

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

**4. Asset Management (AMS)**

N/A

**5. Workforce (WMS)**

N/A

**6. Legal and Risk Management**

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

**7. Performance Measures**

N/A

**8. Project Management**

N/A

Prepared by staff member:	Simon Paul
TRIM Reference Number:	U18/167
Approved/Reviewed by Manager:	Chief Financial Officer
Department:	Organisational Services - Finance
Attachments:	Council's Investments as 31 March, 2019 Diary of Investment Maturity Dates and Amounts

**Uralla Shire Council**  
**Council Business Paper – 23 April 2019**

<b>Uralla Shire Council</b>		
<b>Investments at 31 March, 2019</b>		
<b>Cash at Bank – Operating Accounts:</b>		
<b>Institution</b>	<b>Account</b>	<b>Bank Statement</b>
National Australia Bank	Main Account	\$53,449.00
National Australia Bank	Trust Account	\$31,296.33
Community Mutual	Bundarra RTC	\$25,120.31
<b>Total</b>		<b>\$109,865.64</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	\$1,929,521.97
<b>Total</b>		<b>\$1,929,521.97</b>

<b>Term Deposits:</b>			
<b>Institution</b>	<b>Interest rate</b>	<b>Maturity</b>	<b>Balance</b>
National Australia Bank	2.57%	9/04/2019	\$500,000.00
Commonwealth Bank	2.69%	6/05/2019	\$600,000.00
Bank of Queensland	2.75%	4/06/2019	\$500,000.00
Bank of Queensland	2.75%	12/06/2019	\$800,000.00
Commonwealth Bank	2.74%	5/07/2019	\$500,000.00
Bank of Queensland	2.70%	8/04/2019	\$500,000.00
Westpac Banking Corporation	2.74%	25/07/2019	\$1,000,000.00
Commonwealth Bank	2.65%	15/08/2019	\$250,000.00
National Australia Bank	2.70%	26/08/2019	\$1,000,000.00
Commonwealth Bank	2.71%	29/08/2019	\$800,000.00
Bank of Queensland	2.70%	8/04/2019	\$800,000.00
ANZ	2.70%	10/10/2019	\$400,000.00
National Australia Bank	2.75%	15/10/2019	\$500,000.00
Westpac Banking Corporation	2.71%	18/10/2019	\$1,300,000.00
National Australia Bank	2.75%	21/11/2019	\$300,000.00
ANZ	2.45%	26/11/2019	\$800,000.00
Commonwealth Bank	2.32%	2/01/2020	\$1,200,000.00
National Australia Bank	2.75%	16/01/2020	\$700,000.00
ANZ	2.70%	30/01/2020	\$500,000.00
National Australia Bank	2.50%	1/04/2020	\$600,000.00
<b>Total</b>			<b>\$13,550,000.00</b>

**Uralla Shire Council**  
**Council Business Paper – 23 April 2019**

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<b>Loans:</b>		
<b>Loan no.</b>	<b>Purpose</b>	<b>Balance</b>
165	MGH Property	\$50,368.97
167	Rear Service Lane Land	\$0.00
168	Community Centre	\$36,446.50
176	Library Extensions	\$180,984.78
177	Grace Munro Centre	\$144,813.19
181	Creative Village Works	\$5,855.32
185	Public Toilets Alma Park	\$1,985.74
186	Public Toilets Pioneer Park	\$9,987.99
187	Undergrounding Power and Mainstreet Upgrade	\$146,292.42
188	Paving and Power Undergrounding	\$35,664.03
189	Bridge Construction	\$213,310.84
190	Bridge construction & industrial land development	\$1,654,175.74
<b>Total</b>		<b>\$2,479,885.52</b>



## REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	Senior Executive Officer
Reference/Subject:	Report 2 – Cost Shifting on Local Government

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

### SUMMARY:

Council sent correspondence to The Hon Barnaby Joyce MP outlining concerns of cost shifting from the Federal and State Governments in December 2018. Following representations from The Hon Barnaby Joyce MP, Council has now received a letter in reply from The Hon Bridget McKenzie, Minister for Regional Services, Sport, Local Government and Decentralisation. This correspondence is attached herein.

### OFFICER'S RECOMMENDATION:

**That the report be received and noted.**

### BACKGROUND:

Local Government NSW's 2018 report "Impact of Cost Shifting on Local Government in NSW" indicated cost shifting from state and federal governments continues to undermine the financial sustainability of local governments by forcing councils to assume responsibility for additional infrastructure and services without a corresponding source of revenue.

At its Ordinary Council Meeting on 27 November 2018, Council resolved, in part, to:

*"Write to State Member the Hon. Adam Marshall MP and Federal Member Hon. Barnaby Joyce MHR confirming the detrimental effect of cost-shifting for Local Government and stating Council's strong support for the actions of LGNSW to achieve an end to cost shifting." (31.11/18)*

Council wrote to The Hon Adam Marshall MP, Member for Northern Tablelands, and The Hon Barnaby Joyce MP, Member for New England, on 14 December 2018.

The Hon Adam Marshall MP wrote to Council on 31 December 2018 advising he had sought guidance from the Minister for Local Government, The Hon Gabrielle Upton MP. On 24 January 2019 The Hon Adam Marshall MP sent further correspondence advising of the reply received from The Hon Gabrielle Upton MP. These letters were brought before Council at its 26 February 2019 Ordinary Meeting.

**REPORT:**

On 22 March 2019 Council received correspondence from The Hon Barnaby Joyce MP forwarding the reply received from The Hon Bridget McKenzie, Minister for Regional Services, Sport, Local Government and Decentralisation. This correspondence is attached at A.

The correspondence from the Minister acknowledges the concerns of cost shifting and outlines the Federal Government's commitment to and funding programs for local governments which have been implemented in the 2018-19 Budget. These programs include:

- \$763.3 million to NSW councils through the Financial Assistance Grant program
- \$200 million for the Building Better Regions Fund
- \$22.5 million for the Stronger Communities Programme

Programs for regional Australia include:

- \$7 billion for Commonwealth drought support initiatives
- \$612.2 million for the National Stronger Regions Fund
- \$272.2 million in the Regional Growth Fund
- \$219.6 million for the Regional Jobs and Investment Packages
- \$75 billion over the next ten years committed towards transport infrastructure
  - Of this, \$1.6 billion was committed to NSW projects in the 2018-19 Budget

In conclusion, The Hon Bridget McKenzie recommended Council engage with the NSW State Government as the primary driver of cost-shifting on local government.

**KEY ISSUES:**

Cost shifting from the State and Federal Governments onto local government affects council's financial sustainability and its ability to provide necessary infrastructure and services to the community.

Prepared by staff member:	Gabrielle Stratton, Senior Executive Officer
TRIM Reference Number:	UINT/19/2219
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	General Manager's Office
Attachments:	A. Letter dated 14 March 2019 from The Hon Bridget McKenzie



## Senator the Hon Bridget McKenzie

Deputy Leader of The Nationals

Minister for Regional Services

Minister for Sport

Minister for Local Government and Decentralisation

Senator for Victoria

Ref: MC19-001005

The Hon Barnaby Joyce MP  
Member for New England  
PO Box 963  
TAMWORTH NSW 2340

14 MAR 2019

RECEIVED  
21 MAR 2019

BY: .....

Dear Mr Joyce

Thank you for your letter of 30 January 2019 regarding Uralla Shire Council's meeting resolution on the impacts of cost shifting. My sincere apologies for the delay in responding.

The Liberal and Nationals Government recognises the vital role played by councils in our communities, and is committed to supporting local government. We understand that cost shifting is a concern for many local councils and acknowledge the pressure this can place on councils' ability to deliver services and infrastructure to their communities. These impacts are often felt more keenly in regional areas, where local governments are key service providers and may have less capacity to absorb cost increases.

In 2018-19 the Liberal and Nationals Government will allocate \$2.4 billion through the Financial Assistance Grant program to local councils across Australia, which includes \$763.3 million provided to councils in NSW. This funding is untied, so local councils are able to direct this funding towards local priorities. This funding is in addition to a range of regional grant programs, through which councils can seek funding to address specific local needs.

The 2018-19 Budget delivers additional funding, including \$200 million for the Building Better Regions Fund, and \$22.5 million for the Stronger Communities Programme to help improve economic and social infrastructure.

The Liberal and Nationals Government continues to fund tried and proven programs that deliver for regional Australia, such as the \$1 billion Community Development Grants Programme, \$612.2 million National Stronger Regions Fund, \$219.6 million Regional Jobs and Investment Packages, and \$7 billion for Commonwealth drought support initiatives. The Regional Growth Fund is also providing \$272.2 million in funding for major transformational projects, which support long term economic growth and create jobs in regions.

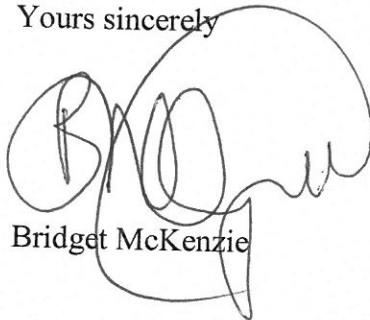
In addition to funding to support regional development, the Liberal and Nationals Government has committed \$75 billion towards transport infrastructure over the next decade to better connect people to jobs and communities, and improve business access to domestic and global markets.

This investment includes the commitment of \$24.5 billion to new transport infrastructure priorities in the 2018-19 Budget, of which \$1.6 billion was committed to projects in NSW. The new commitments provide certainty around a longer-term pipeline of projects to be delivered in partnership with the states and territories well into the future. This will support the development of economic opportunities for communities across Australia.

The Local Government NSW report referenced in Uralla Shire Council's resolution points to the key sources of cost-shifting. It is important to appreciate that policy decisions by state governments are a primary driver. I urge the council to engage with the NSW Government, including the Hon Gabrielle Upton MP, NSW Minister for the Environment, Minister for Local Government, and Minister for Heritage, on these issues.

Thank you for bringing the Uralla Shire Council's meeting resolution to my attention and I trust this is of assistance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bridget McKenzie', with a large, stylized flourish extending from the end of the signature.

Bridget McKenzie



## REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	Senior Executive Officer
Reference/Subject:	Report 3 – Northern Inland Academy of Sport Proposal

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.4	Access to and equity of services
Strategy:	1.4.4	Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.
Activity:	1.4.4.1	Increase community participation in community and cultural events

### SUMMARY:

The Northern Inland Academy of Sport (NIAS) has proposed an Associate partnership with Council which would commit NIAS to bringing a minimum of four training sessions to Uralla in 2019.

### OFFICER'S RECOMMENDATION:

**That Council;**

**Enter into the partnership agreement with the Northern Inland Academy of Sport at Attachment A and allocate \$2,000.00 in the 2019/20 Budget for the NIAS Associate Partnership.**

*{or}*

**That Council decline to enter into the partnership agreement with Northern Inland Academy of Sport in the 2019/20 financial year.**

### BACKGROUND:

The Northern Inland Academy of Sport (NIAS) is a community organisation based out of Tamworth. NIAS provides talent development programs, support and activities to sport in the Northern Inland region to assist rural athletes who face disadvantages to their city counterparts.

### REPORT:

The Northern Inland Academy of Sport (NIAS) has approached Council with a partnership proposal which would commit NIAS to a minimum of four training sessions for either golf, rugby union or ruby league to Uralla in 2019. The proposal and draft partnership agreement is contained at Attachment A.

Benefits of entering into the partnership proposal:

- Encourage local involvement in sport and local community activities
- Promote personal growth and development of young athletes in the community
- Draw families from outside Uralla to participate with benefits to the local economy
- Positive exposure in NIAS newsletters and other media

Should Council decide to enter into the partnership agreement, it will involve:

- Payment of \$2,000.00 to the Northern Inland Academy of Sport
- Liaison with Northern Inland Academy of Sport
- Minimal amount of staff resources to liaise with the community in order to promote the training sessions being offered

**KEY ISSUES:**

Should Council enter into the partnership agreement with the Northern Inland Academy of Sport:

- A minimum of four training sessions will be delivered
- The cost to Council will be \$2,000.00

**CONCLUSION:**

This report recommends Council to determine whether it will enter into the Partnership Agreement with the Northern Inland Academy of Sport.

**COUNCIL IMPLICATIONS:**

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

Should Council determine to enter into the Associate Partnership agreement, NIAS will provide sport activities and opportunities within the Uralla Shire.

**2. Policy and Regulation**

Nil

**3. Financial (LTFP)**

Should Council determine to enter into the Associate Partnership agreement, \$2,000.00 (excluding GST) will be included in the 2019/20 budget.

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

Prepared by staff member:

Gabrielle Stratton, Senior Executive Officer

TRIM Reference Number:

UINT/19/2168

Approved/Reviewed by Manager:

Andrew Hopkins, General Manager

Department:

General Manager's Office

Attachments:

A. Northern Inland Academy of Sport Proposal and Draft Partnership Agreement



## Uralla Shire Council Associate Partnership Proposal- 2019

*"Sport is a powerful medium to promote a corporate image. THE NORTHERN INLAND ACADEMY OF SPORT offers an opportunity for you to play a role in the development "on and off the field" of the regions talented young children and be connected with a pool of balanced, focused higher achievers. Our athletes are the role models for aspiring young sports people at the grass roots level of Sport."*



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Dear Cr Michael Pearce, Andrew Hopkins and the Uralla Council,

**Re: Associate Partnership Support for The Northern Inland Academy of Sport.**

On behalf of the Academy I would like to thank you for allowing NIAS the opportunity to place the following proposal to you for an Associate partnership between the Uralla Shire Council and NIAS.

We at NIAS are focused on giving back to our region and helping the smaller communities. We are focused on expanding our reach to all communities in the Northern Inland and having an impact on their communities. **We will commit to bringing at minimum 4 training sessions to Uralla in 2019** (Golf, Rugby Union, Rugby League). This will draw families from outside the Uralla Shire into town for 1-2 days per training session. We are appointing parent liaison officers for each sport that will encourage the parents to go out for lunch or coffee and let the kids train (this will benefit both our athletes and the local town economies).

The proposed 2019 NIAS Associate Partnership is as follows:

The purpose of this correspondence is to formalize the relationship with the Uralla Shire Council based on the value proposition developed with the Northern Inland Academy of Sport.

We are seeking \$2,000 plus GST for the Northern Inland Academy of Sport to support its athletes in 2019:

In return, the Uralla Shire Council will receive the following benefit entitlements.

With best wishes,



James M Cooper  
Chief Executive Officer  
0488 152 092

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## Introduction

The Northern Inland Academy's development programs have established benchmarks in standards and value in the officially recognised development pathway for talented athletes. The Academy works closely with the State Sporting Organisations, the NSW Institute of Sport and Regional/District Associations to ensure its programs provide an integrated pathway for talented athlete development. The Academy is a not for profit community based organisation that relies on the support of the region to continue to offer increased opportunities to talented young sports people. Sponsor recognition, community servicing, fundraising events, media and PR relations are integrated to ensure a consistent and professional image for NIAS.

The Academy's Mission:

**"To identify, support and provide opportunities, pathways and access to skill development, athlete and coach support services to talented sportspeople in the Northern Inland region that will develop individual potential, on and off the field and support those identified sportspeople in making the transition to high levels of competition and performance."**

As a strong brand and organisation in our region NIAS invites you to participate in the exciting development of our talented young sports people.

Since establishment in 1992, the Academy has provided over 4200 Scholarships to the region's emerging young athletes and over 400 coaches.

The Academy is able to provide its corporate partners with distinct and tangible marketing benefits – utilising its geographic and demographic reach, its unique positioning in the structure of sport and athlete development, and its considerable network of stakeholders, partners, athletes and families.

A corporate partnership with NIAS will provide outstanding opportunities for your company not only to leverage its brand within the significant Northern Inland region, but also to demonstrate its strength as a corporate citizen through supporting sport and talented young athlete development.

## Snapshot of the 2018 NIAS Programs:

- ▶ 280 talented athletes aged between 12 and 18 residing and developing their potential on and off the field across the whole of the Northern Inland of NSW as well as 47 coaches.
- ▶ Tactical – skill development across eleven fully endorsed and integrated sports programs – AFL, Athletics, Basketball, Football, Golf, Hockey, Lonestar, Netball, Rugby League, Tennis.
- ▶ Technical – Sport science testing, analysis and support services offered at a regional and individual level.
- ▶ Life Skills – Comprehensive life Skills Education Program focusing on key components; Goal Setting, Resilience, Opportunities Beyond Sport, Wellness, TV Print and Media and Health (GROWTH) delivered in 1 regional town to all academy athletes, parents, coaches and the wider sporting community.
- ▶ Significant annual events including National Primary Games, Academy Games and Academy Awards

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## THE NORTHERN INLAND ACADEMY OF SPORT

### A High Quality Brand for High Quality Programs

The Academy's **brand** has become synonymous with quality – both in the standard of talented young athletes we deal with, and the quality of our program content – including highly accredited coaching staff and respected professional providers.

The Northern Inlands young sportspeople, our State's sporting authorities and coaching and development resources, and many corporate supporters are all subscribing to the Academy's **ethos** of "performance, excellence and achievement".

The opportunity to align your company brand with the quality Academy brand, combined with the Academy's **reach** across the entire Northern Inland region and beyond, provides a strong foundation for implementing your key marketing strategies including branding, advertising and business development.

### An Alignment with the Academy's Brand Will:

- ▶ Demonstrate your corporate community support for the talented young Athletes, our leaders of tomorrow from the Northern Inland of NSW
- ▶ Generate positive branding across the 290,000 population of Northern NSW
- ▶ Provide outstanding promotional and advertising opportunities, in particular target market to young motivated and talented athletes
- ▶ Enable access to the Academy's stakeholder network and the region's sports participation base

## Partnership Package Benefits Offered as an Academy Associate Partner:

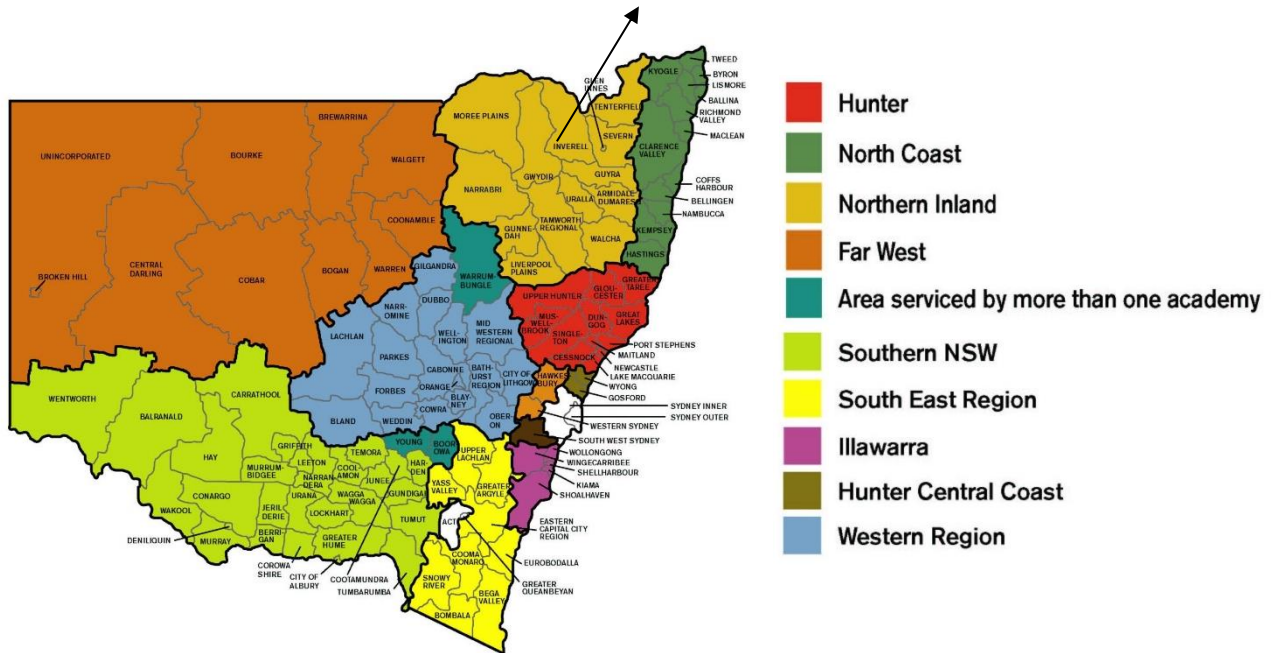
### Marketing objectives

#### Newsletters & Annual Report

- Uralla Shire Council name/logo will feature in the "NIAS" monthly newsletter. The newsletter is sent to all NIAS athletes & their parents, coaches, members, our sponsors & business supporters, plus local schools, councils & sporting bodies (Produced in July and December each year 1400 copies distributed).
- The opportunity to advertise in this newsletter free of charge.
- Uralla Shire Council name/logo in the NIAS Annual Report circulated to all athletes, coaches, officials, board members, local & state government departments, local MP's & regional stakeholders. (Produced in March each year. 300 copies distributed)
- The opportunity to advertise in the Annual Report free of charge.

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## Media objectives

### Newspapers and Radio

- Prominent logo recognition in the “NIAS Report” (a fortnightly full-page update on the academy in the Northern Daily Leader, readership 36,000)

## Corporate objectives (image based)

### NIAS Associate Partner Status

- The Uralla Shire Council will be known as an Associate partner of the Academy.

### Banners & signs

- Uralla Shire Council signs can be used at Academy events.

### Internet exposure

- Uralla Shire Council logo located on NIAS web-site. [www.nias.org.au](http://www.nias.org.au) Specific partner page will provide a brief overview of Uralla Shire Council and it is links to the NIAS.
- Link from NIAS website to Uralla Shire Council website.
- Opportunity for Uralla Shire Council to have a link on website to NIAS Website.
- Opportunity to place specific advertising on NIAS home Page with link direct back to your site.

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### Community Engagement

- Being associated with an organisation that assists the personal growth and development of our young athletes living in our community. They will be the leaders in our community in future years.

### Access and association with athletes

- Access to all squad athletes and coaches (where possible) for promotional purposes. In particular, Uralla Shire Council events.
- Opportunity to direct market promotions and specials to NIAS athletes and their parents via NIAS.

### Corporate hospitality and Networking

#### Exclusive Sponsor and Corporate Functions

- Invitation to exclusive Sponsor's Events are held annually to acknowledge our valuable sponsor/partners and enable networking with other stakeholders. You will receive 2 complementary tickets to each function.

#### Annual Academy Awards

- The Annual Academy Awards celebrates the achievements of NIAS athletes and coaches. This event is now recognized as one of the main events on the Northern Inland calendar. Because it has grown so much, the event is now split over two nights with one Awards night held in Tamworth and one in Armidale with more than 500 people attending. You will receive 2 complementary tickets to the Awards.

I look forward to your confirmation of the above points and if happy please sign the agreement page and return one copy to the Academy. Should any amendment be necessary could these be detailed to me.

Thanks again for your willingness to support the development of the region and states pre-elite talented young athletes.

With my very best wishes,

James M Cooper  
Chief Executive Officer

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## AGREEMENT

On behalf of the Uralla Shire Council, I agree to the offerings and entitlements listed within the above letter to support the 2019 NIAS program.

\_\_\_\_\_  
Authorised Signatory

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

On behalf of NIAS, I agree to the offerings and entitlements listed within the above letter to support the relationship between NIAS and the Uralla Shire Council.

\_\_\_\_\_  
Authorised Signatory

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

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## REPORT TO COUNCIL

<b>Department:</b>	<b>General Manager's Office</b>
<b>Submitted by:</b>	<i>Senior Executive Officer</i>
<b>Reference/Subject:</b>	<b>Report 4 – 2018/19 Operational Plan Performance Report – Third Quarter Progress Report</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4.1	A strong, accountable and representative Council
<b>Strategy:</b>	4.1.1	Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program and Operational Plan
<b>Activity:</b>	4.1.1.2	Deliver integrated strategic planning and reporting requirements
<b>Action:</b>	4.1.1.2.4	Develop and monitor the annual Operational Plan

### SUMMARY:

The purpose of this report is to present Council with a summary of the actions delivered from within the 2018/2019 Operational Plan and to reflect the progress made in achieving the goals of Council's 2017-2021 Delivery Program.

### OFFICER'S RECOMMENDATION:

**That Council receive and note the 2018/19 Operational Plan Third Quarter Progress report.**

### BACKGROUND:

Section 404(5) of the *Local Government Act 1993* requires that progress reports on Council's Delivery Program are provided to the Council at a minimum of every six months.

### REPORT:




The Delivery Program is Council's commitment to the delivery of services and implementation of strategies over a four year period (Council term) to achieve the community's goals detailed in the Community Strategic Plan. It is the key accountability mechanism for Council in the delivery of the community's goals and aspirations.

The Operational Plan is a sub-set of the Delivery Program and provides details of the individual actions that will be undertaken during a financial year to achieve the Delivery Program's strategies.

Responsibility for the delivery of Operational Plan actions is allocated to responsible officers who provide progress information. The Progress Report as at 31 March 2019 is contained at Attachment A.

A summary of the key Operational Plan actions delivered and progress achieved for the three month period from 1 January 2019 to 31 March 2019 is set out in Table 1 – Action Status Summary below:

**Table 1 – Action Status Summary**

<b>Action Status at 31 March 2019</b>		<b>Our Society</b>	<b>Our Economy</b>	<b>Our Environment</b>	<b>Our Leadership</b>	<b>Total</b>	<b>%</b>
	Achieved or on target	39	27	24	79	169	80%
	Not on target, being closely managed	3	9	10	15	37	17%
	Action cancelled or not able to be achieved	3	3	0	1	7	3%
<b>Total</b>		45	39	34	95	213	

Eighty (80) per cent of Council's Operational Plan actions for the three month period ending 31 March 2019 are on target or achieved, with seventeen (17) per cent being closely managed and three (3) per cent being cancelled or not able to be achieved.

**CONCLUSION:**

There is no legislative requirement to report progress against the Operational Plan on a quarterly basis, however it is considered to be a sound governance practice.

**COUNCIL IMPLICATIONS:**

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

The Operational Plan report makes up a major part of Council's Annual Report. A copy of the report is displayed on Council's website for public viewing.

**2. Policy and Regulation**

- NSW Local Government Act 1993
- NSW Local Government Regulation (General) 2005

**3. Financial (LTFP)**

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

This report outlines the achievement of key actions and performance indicators from within the Operational Plan and Delivery Program.

**8. Project Management**

Nil

Prepared by staff member:

Gabrielle Stratton, Senior Executive Officer

TRIM Reference Number:

UINT/19/2403

Approved/Reviewed by Manager:

Andrew Hopkins, General Manager

Department:

General Manager's Office

Attachments:

Attachment A: Operational Plan 2018/2019 Third Quarter  
Progress Report



# Delivery Program 2017-2021

Operational Plan 2018/2019

Progress Report as at 31 March 2019

## About this report

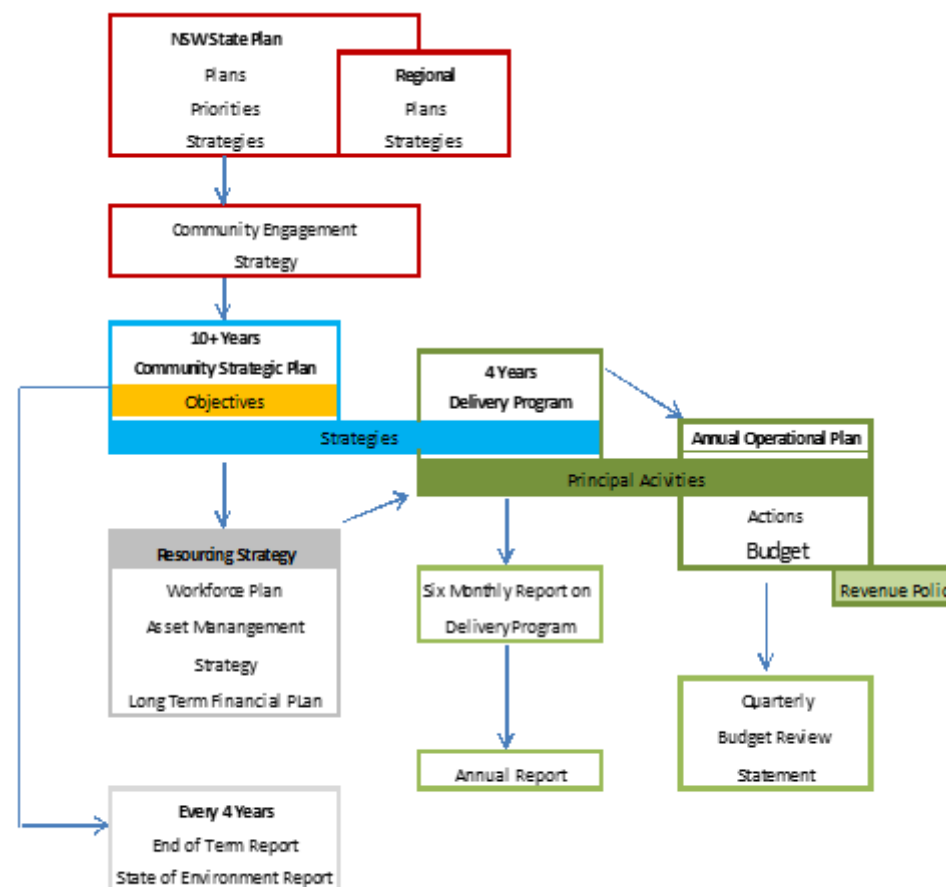
In 2009, the NSW Government introduced a new framework guiding local government in a new approach to planning for and reporting on their activities. This new framework is known as Integrated Planning and Reporting.

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

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

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

The attached report is a summary of our achievements during the Q3 of the combined Delivery Program 2017-2021 and Operational Plan 2018-2019 and covers the financial year ending June 2019.



## Contents




Measuring our progress .....	4
Organisational Performance .....	5
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1: Our Society .....	8
2: Our Economy .....	19
3: Our Environment .....	29
4: Our Leadership .....	38

## Measuring our progress

Uralla Council's 2017-2027 Community Strategic Plan centres around four major themes:

- Our Society
- Our Economy
- Our Environment
- Our Leadership

In 2018-19 Council committed to 213 actions focused on achieving the community's vision within these four themes. Those actions are detailed in the combined Delivery Program 2017-2021 and Operational Plan 2018-2019. In this report, our progress in meeting the community's vision within Council's Delivery Program 2017-2021 and Operational Plan 2018-2019 is illustrated by the following coloured symbols:

-  Achieved or on target
-  Not on target, being closely managed
-  Action cancelled or not able to be achieved

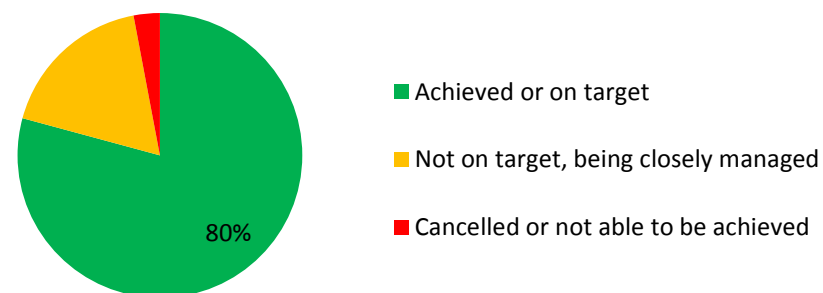
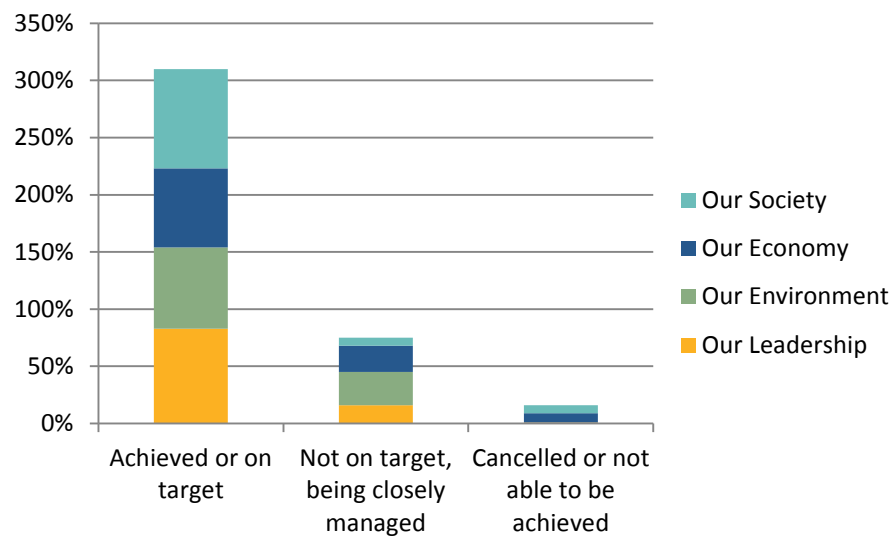
Each of the 213 actions are assigned to a responsible local government officer, who provides quarterly progress report on each action using the coloured symbols above. The responsibility legend is set out below.

• GM	General Manager	General Manager's Office
• CFO	Chief Financial Officer	General Manager's Office
• MHR	Manager Human Resources	General Manager's Office
• DID	Director Infrastructure and Development	Infrastructure and Development
• EMC	Environmental Management Coordinator	Infrastructure and Development
• MWWSS	Manager Water, Waste and Sewerage Services	Infrastructure and Development
• MDP	Manager Development and Planning	Infrastructure and Development
• MIW	Manager Infrastructure and Works	Infrastructure and Development
• DCG	Director Community and Governance	Community and Governance
• CCDE	Coordinator Community Development and Engagement	Community and Governance
• CGR	Coordinator Governance and Risk	Community and Governance
• RMSO	Risk Management and Safety Officer	Community and Governance
• MMG	Manager McMaugh Gardens Aged Care	Community and Governance
• MCC	Manager Community Care	Community and Governance
• CTI	Coordinator Technology and Information	Community and Governance
• TPOO	Tourism Promotion and Operations Officer	Community and Governance

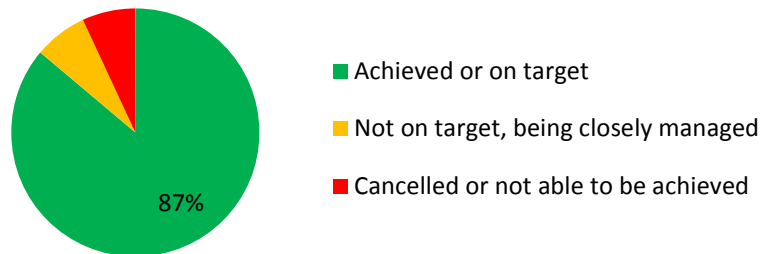
## Organisational Performance

### Delivery Program – 2018/19 Annual Action

Strategic Themes	Achieved or on target		Not on target, being closely managed		Cancelled or not able to be achieved	
	No.	%	No.	%	No.	%
Our Society	39	87%	3	7%	3	7%
Our Economy	27	69%	9	23%	3	7%
Our Environment	24	71%	10	29%	0	0%
Our Leadership	79	83%	15	16%	1	1%
Total	169	80%	37	17%	7	3%

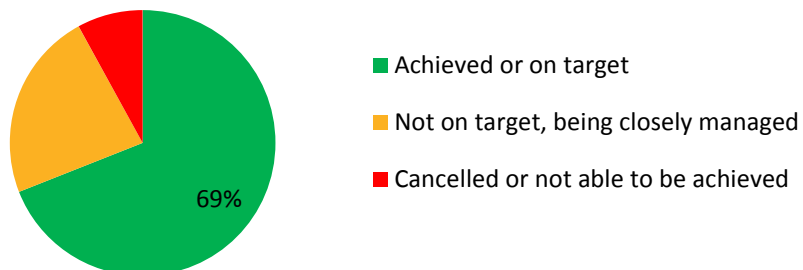


## Our Society



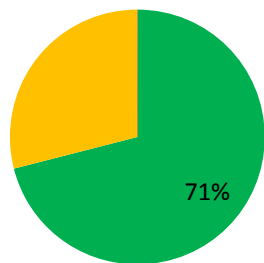
The Operational Plan 2018-19 contains 45 actions geared towards reaching the Community Strategy Plan goals for ***Our Society***. In the nine months to March 2019, 87 per cent of these actions are achieved or on target.

## Our Economy



The Operational Plan 2018-19 contains 39 actions geared towards reaching the Community Strategy Plan goals for ***Our Economy***. In the nine months to March 2019, 69 per cent of these actions are achieved or on target.

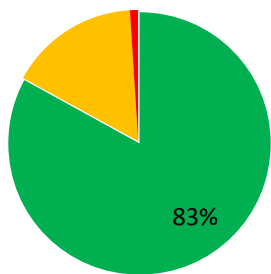
## Our Environment



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved

The Operational Plan 2018-19 contains 34 actions geared towards reaching the Community Strategy Plan goals for ***Our Environment***. In the six months to March 2019, 71 per cent of these actions are achieved or on target.

## Our Leadership



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved



The Operational Plan 2018-19 contains 95 actions geared towards reaching the Community Strategy Plan goals for ***Our Leadership***. In the nine months to March 2019, 83 per cent of these actions are achieved or on target.

## Detailed Performance Report


### 1: Our Society


#### 1.1: A proud, unique and inviting community

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




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.1.1.1	Maintain parks, gardens and open spaces	Liaise with volunteers and other community groups to assist in the maintenance of parks, gardens, and open spaces	Environmental Management Coordinator	Volunteer maintenance activities	Increased		EMC and Senior Bush Regeneration Officer holding monthly working bees at Mt Mutton to control invasive weeds and promote native species regeneration. EMC has completed a program with the Town Gang to remove treated weeds from "The Glen".
		Undertake annual maintenance program of parks	Manager Infrastructure and Works	Annual Program	Completed		Ongoing.

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


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.1.2.1	Prepare open space strategy	Engage with the community and key stakeholders in developing the Open Spaces Strategy	Director Infrastructure and Development	Engagement program	Implemented		Survey complete. Funding to be considered for 2019/20.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Develop an overarching Open Spaces Strategy with an Action Plan guided by community consultation, and including disability inclusion and access provisions (DIAP 2.5) (2.6) (2.7)	Director Infrastructure and Development	Strategy and Action Plan	Adopted		Funding to be considered in 2019/20 budget deliberations.

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






Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.1.3.1	Provide cemetery services	Seek heritage funding to carry out restoration work at Uralla's Old Cemetery	Manager Development and Planning	Heritage funding application	Lodged		Ineligible for current funding round.
		Provide family history information and interment services	Manager Infrastructure and Works	Services	Provided		Ongoing.
		Undertake annual maintenance program of all cemeteries	Manager Infrastructure and Works	Program	Completed		Ongoing.

### 1.1.4: Support, encourage and celebrate community participation and volunteerism

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

## 1.2: A safe, active and healthy shire


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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.1.1	Maintain community swimming complex, sports and recreation facilities	Maintain and test pool water quality in compliance with Department of Health guidelines	Manager Infrastructure and Works	Water quality	Compliant		Pool season completed.
		Undertake the necessary maintenance to be able to operate the pool	Manager Infrastructure and Works	Pool Open	20 October 2018 to 8 March 2019		Maintenance requirements for off season identified.
		Undertake the annual maintenance program at sporting fields (DIAP 2.7)	Manager Infrastructure and Works	Program	Undertaken		Ongoing.
1.2.1.2	Provide shared footpaths and cycleways	Seek annual funding to extend and integrate a cycleway network	Director Infrastructure and Development	Funding Application	Completed		Grant application submitted for the next stage.
		Develop a shared footpath and cycleway plan including disability access provisions in conjunction with the Pedestrian Access and Mobility Plan, subject to RMS funding approval (DIAP 2.6)	Director Infrastructure and Development	Plan	Completed		RMS Funding application unsuccessful.


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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.2.1	Improve access to regional health services	Liaise with medical practitioners to prepare for participation of the 2019 Bush Bursary/CWA Scholarship program	Coordinator Community Development and Engagement	Liaison with medical practices	Completed		2018-19 Bush Bursary/CWA Scholarship Program was completed in January 2019.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.3.1	Enhance recreational facilities for children	Deliver upgrades to recreation facilities throughout the shire	Director Infrastructure and Development	Grant funding	Sourced		Stronger Countries Community Fund Rounds 1 and 2.
				Infrastructure upgrades	Delivered		

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




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

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



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.5.1	Provide effective regulatory, compliance and enforcement services	Carry out food premises inspections to ensure compliance with the Food Act	Manager Development and Planning	Food premises inspected	Annually		Completed.
				Food premises returns submitted	Annually		
		Issue and serve Orders where necessary under relevant legislation	Manager Development and Planning	Issued orders compliant with legislation	100%		Ongoing.
		Register, licence and inspect onsite sewerage treatment systems	Manager Development and Planning	Number of inspections	Increased		Ongoing.
		Administer companion animal registrations, respond to companion animal noise complaints, and impound animals and stray stock as required	Manager Development and Planning	Responses to companion animal complaints	100%		Ongoing.
		Finalise and implement a trade waste policy	Manager Development and Planning	Policy	Implemented		Trade Waste Policy finalised to final draft.

### 1.3: A diverse and creative culture


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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.3.1.1	Provide library services and programs	Manage the service level agreement with Central Northern Regional Library	Coordinator Community Development and Engagement	Service level agreement	Reviewed		On target.
		Attend Central Northern Regional Library committee meetings	Coordinator Community Development and Engagement	Meetings	Attended		On target. The next CNRL Committee meeting is on 1 May 2019.
		Operate the library services and programs to meet agreed service levels	Coordinator Community Development and Engagement	Uralla library open	7 days a week		On target.
				Bundarra library operating and resources renewed	Quarterly		

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



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.3.2.1	Facilitate the development of a range of community and cultural activities	Coordinate the development of a Uralla Shire event toolkit	Tourism Promotion and Operations Officer	Toolkit	Commenced		Our major events - Seasons of New England and Thunderbolt Festival - continue to draw good crowds and are supported by USC inkind via town crew with set up / tear down of USC VIC stall. VIC has a presence at both events.
		Attend Arts North West regional meetings	Coordinator Community Development and Engagement	Meetings	Attended		On target.

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


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.3.3.1	Enhance opportunities for community cultural and creative expression	Coordinate and deliver Council's annual community grants and financial assistance programs	Coordinator Community Development and Engagement	Grants program round delivered	=2		On target.





## 1.4: Access to and equity of services

### 1.4.1: Operate and maintain the McMaugh Gardens Aged Care Facility

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.1.1	Operate a residential aged care facility	Manage McMaugh Gardens Aged Care facility in a financially sustainable manner	Manager McMaugh Gardens Aged Care	Net operating surplus	Achieved		Operating surplus maintained.
				Annual average occupancy at benchmark	=>95.2%		
		Maintain aged care facility accreditation and satisfactory aged care quality audit outcomes	Manager McMaugh Gardens Aged Care	Accreditation	Maintained		Full Accreditation maintained.
				Quality audit outcomes	Satisfactory		


### 1.4.2: Provide quality Community Care, Ageing and Disability services

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.2.1	Provide aged and disability services	Manage consumer directed aged, disability, and community services in a financially sustainable manner	Manager Community Care	Net Profit	Achieved		On target.
		Manage state and federal funding agreements and grant acquittals for compliance	Manager Community Care	Funding agreements reporting and acquittals	Compliant		




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Maintain accreditation and satisfactory quality audit outcomes	Manager Community Care	Accreditation	Maintained		Updating the new aged care standards.
				Quality audit outcomes	Satisfactory		
1.4.2.2	Provide community transport services	Manage community transport services in a financially sustainable manner	Manager Community Care	Net profit	Achieved		Running sustainably.
		Manage NSW State Government funding agreements and grant acquittals for compliance	Manager Community Care	Funding agreements reporting and acquittals	Compliant		All reporting to date is complete.
		Maintain satisfactory service reviews and audit outcomes	Manager Community Care	Audit outcomes	Satisfactory		Updating Policy and Procedures for next accreditation.

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



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.3.1	Promote Council's services and facilities	Prepare and distribute a regular newsletter to residents	General Manager	Newsletter published	Monthly		Newsletter completed each month.
		Coordinate a local government week program to engage the community and showcase services provided by Council	Coordinator Community Development and Engagement	Program	Delivered		Achieved.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Implement a new Council website to improve access and engagement, with content compliant with Website Content Accessibility Guidelines (DIAP 4.2)	Coordinator Community Development and Engagement	New website implementation	Commenced		Achieved.



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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.4.1	Increase community participation in community and cultural events	Seek Youth Week funding and facilitate the coordinate the Youth Week program of activities.	Coordinator Community Development and Engagement	Funding application	Lodged		Youth Week funding achieved and activities organised through Uralla Neighbourhood Centre and Uralla Library.
				Youth Week activities	Delivered		
		Seek National Aboriginal and Islander Day Observance Committee (NAIDOC) funding and coordinate Council's NAIDOC activities in consultation with the Elders.	Coordinator Community Development and Engagement	NAIDOC activities	Delivered		On target, funding applied for in February 2019.
		Advocate, when necessary, for continuing access to Mascot airport at peak times	General Manager	Advocate	As necessary		Action is being considered as a strategic action by the NEJO.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.5.1	Enhance transport services	Lobby government for new or improved public transport infrastructure and services (DIAP)	Coordinator Community Development and Engagement	Number of lobbying activities	Maintained		Monitoring.
		Assess and audit disability parking locations, including ramps and kerb access, as part of the Pedestrian Access and Mobility Plan development, subject to RMS funding (DIAP)	Director Infrastructure and Development	Review	Progressing		PAMP consultant engaged.



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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.6.1	Develop and implement a range of strategies to improve access and inclusion to council facilities and services	Incorporate principles of inclusion into Council's asset inspection, planning and renewal programs (DIAP)	Director Infrastructure and Development	Principles	Implemented		Ongoing.
		Assess and audit disability parking locations, including ramps and kerb access, as part of the Pedestrian Access and Mobility Plan development, subject to RMS funding (DIAP)	Director Infrastructure and Development	Review	Completed		PAMP consultant engaged.


## 2: Our Economy

### 2.1: An attractive environment for business, tourism and industry



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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.1.1	Promote Uralla Shire through the Visitor Information Centre	Operate the Visitor Information Centre to meet agreed service levels	Tourism Promotion and Operations Officer	Visitor Information Centre open	7 days a week		AVIC audit held in March - we are fully compliant. The "Rock Hunters Rendezvous" (Harry Wooldridge collection) remains a popular and important draw card for the VIC and Uralla - international visitors & geologists come to see this rare collection.
		Finalise costs and timeframes for the Visitor Information Centre improvement project and commence implementation, in consultation with the community, subject to funding allocation by Council resolution	Tourism Promotion and Operations Officer	Estimated project costs and timeframe	Established		DID and MDP can more fully comment on the tender process.
				Project implementation	Commenced		



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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.2.1	Improve recognition of Uralla Shire and the region's strategic economic advantages	Partner with neighbouring councils to coordinate the delivery of the Regional Economic Development Strategy, subject to grant funding opportunities.	General Manager	Sub-regional working group meetings	Attended		Opportunities discussed with Armidale and Walcha. Thunderbolt's Way joint submission considered but separate applications made as focus of funding was different. Successful outcome.

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


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.3.1	Enhance infrastructure to support regional education, transport and health development	Lobby government for funding to undertake assessment and necessary upgrades to provide HML capacity	Director Infrastructure and Development	Number of lobbying activities	Maintained		Discussions with RMS regarding the Lone Pine Bridge at Bundarra in conjunction with the NHVR. Application lodged for Tolleys Gully Bridge replacement.
		Develop a list of priority transport infrastructure projects to capitalise on grant funding opportunities	Director Infrastructure and Development	Priority list	Completed		As per Transport Asset Management Plan.

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



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.4.1	Process building and development applications	Assess and determine development, construction, and other regulatory applications	Manager Development and Planning	Applications determined	=Statutory		Ongoing.
		Construction certificates provided in accordance with legislation	Manager Development and Planning	Certificates provided	=Statutory timeframes		Ongoing.

#### 2.2: Growing and diversified employment, education and tourism opportunities


##### 2.2.1: Provide land use planning that facilitates employment creation

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.2.1.1	Optimise land use planning instruments to support employment creating business and industries	Monitor and review Council's Local Environment Plan and other strategic and supporting planning documents	Manager Development and Planning	LEP and DCP	Maintained		Ongoing.


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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.2.2.1	Encourage business and industry development	Assess and maintain a sufficient supply of residential, lifestyle, agricultural commercial and industrial zoned land	Manager Development and Planning	LEP and DCP	Maintained		Ongoing.
		Progress the development of the light industrial project in Rowan Street	Director Infrastructure and Development	Detailed design	Completed		Development Application completed. Final design documentation pending. Probity plan completed to final draft.
				Construction	Stage 1 commenced		

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



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.2.3.1	Provide information to support new and existing business operators	Provide consultation with potential new business operators and pre-development application assistance	Manager Development and Planning	Number of consultation and assistance activities	Maintained		Ongoing.





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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.2.4.1	Promote Uralla Shire and the region as a tourism destination	Collaborate with other councils and tourism bodies to promote the region with a Uralla Shire focus	Tourism Promotion and Operations Officer	Promotional activity	=2		NEHC booklet redeveloped including Glen Innes and Tenterfield for later this year. Uralla, Armidale & Walcha jointly advertise during the Tamworth Country Music Festival each year. Heritage Walk brochure being readied for 4th print edition.



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

### 2.3.1: Provide an effective road network that balances asset conditions with available resources and asset utilisation



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.1.1	Deliver road and drainage maintenance services and capital works programs	Deliver sealed roads bitumen maintenance program in line with established service levels and intervention points	Manager Infrastructure and Works	Service levels	Met		Ongoing.
		Deliver sealed roads capital renewal program	Manager Infrastructure and Works	Works	Completed		Budget estimates to be reviewed.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Deliver sealed road network supporting infrastructure replacement program	Manager Infrastructure and Works	Works	Completed		Ongoing.
		Seek funding for transport infrastructure expansion projects	Director Infrastructure and Development	Number of funding applications	Maintained		Bingara Road upgrade application successful. Drought Access application successful. Tolleys Gully Bridge replacement application lodged with GLE.
		Deliver unsealed roads grading program in line with established service levels and intervention points	Manager Infrastructure and Works	Service levels	Met		Ongoing. Grading program impacted by lack of water availability.
		Deliver unsealed roads re-sheeting program in line with established service levels	Manager Infrastructure and Works	Service levels	Met		Some resheeting works undertaken. Budget amendment to resealing program.


### 2.3.2: Maintain, review and replace Council bridges and culverts as required

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.2.1	Deliver bridge and culvert maintenance services and capital works programs	Inspect all bridges and carry out the required maintenance programs	Manager Infrastructure and Works	Replacement program	Completed		Ongoing.
		Deliver bridge and culvert capital works program	Manager Infrastructure and Works	Service levels	Met		Munsie and Mihi Bridges completed.


### 2.3.3: Ensure road network supporting assets (signs, posts, lighting, guardrails, etc.) are maintained adequately and renewed as scheduled


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.3.1	Deliver unsealed roads, lighting, signs, guard rail, and posts maintenance and renewal program	Deliver unsealed road network supporting infrastructure replacement program	Manager Infrastructure and Works	Percentage of program completed	25%		Ongoing.
		Renew and maintain lighting, signs, posts, and guard rail assets in line with acceptable service levels.	Manager Infrastructure and Works	Percentage of program completed	25%		Ongoing.

### 2.3.4: Provide a network of town and village streets that balances asset conditions with available resources and asset utilisation


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.4.1	Deliver town and village streets maintenance services and capital works programs	Deliver town streets maintenance and resealing programs	Manager Infrastructure and Works	Percentage of program completed	10%		Maintenance ongoing. Resealing likely to be deferred to next financial year.

### 2.3.5: Maintain existing and cycling networks across the region


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.5.1	Deliver walkways and cycle ways maintenance services and capital works programs	Inspect footpaths and deliver maintenance and repair program	Manager Infrastructure and Works	Inspections	Completed		Ongoing.
				Service levels	Met		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Upgrade the next stage Bundarra CBD footpath	Manager Infrastructure and Works	Works	Completed		No budget allocation.


**2.3.6: Facilitate the enhancement and expansions of accessible walking and cycle networks where strategically identified and interconnect them with other transport and recreation facilities**

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.6.1	Expand the Shire's integrated and accessible cycle ways and walkways network	Seek funding from Roads & Maritime Services to extend cycleway network	Manager Infrastructure and Works	Number of funding applications	Maintained		Application submitted.

**2.3.7: Implement and maintain developer contribution plans**


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.7.1	Develop section 94 and section 64 contribution framework	Develop section 94 and section 64 development control and contribution plans	Manager Development and Planning	Plan	Completed		Budget required for completion in 2019/20.

**2.3.8: Provide the required public infrastructure and work with key partners to expand the provision of cost effective public transport**




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.8.1	Enhance Council's public transport infrastructure	Develop a renewal and maintenance program for Council bus stops	Director Infrastructure and Development	Service levels	Met		No progress on this action.



## 2.4: Communities that are well serviced with essential infrastructure

### 2.4.1: Develop a strategically located network of quality, accessible and safe public amenities that are adequately maintained and renewed


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.4.1.1	Provide public amenities for residents and visitors	Deliver maintenance and renewal programs for public amenities	Director Infrastructure and Development	Service levels	Met		Maintenance ongoing. No renewals proposed at this time.

### 2.4.2: Implement Council's strategic asset management plan and continue to develop asset systems, plans and practices for infrastructure assets to minimise whole of life costs

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.4.2.1	Develop and implement asset management plans	Review and update the plant asset management plan	Director Infrastructure and Development	Plan update	Completed		Review commenced.
		Review and update the sewer asset management plan	Manager Waste, Water & Sewerage Services	Plan update	Completed		No further progress in the last quarter.
		Review and update the water supply asset management plan	Manager Waste, Water & Sewerage Services	Plan update	Completed		No further progress in the last quarter.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Review and finalise buildings asset management plan, including service levels	Director Infrastructure and Development	Plan	Finalised		Overtaken by Drought Communities Program with upgrades for selected community buildings. Further review and amendment of the Buildings AMP warranted.
		Review and update the transport asset management plan	Director Infrastructure and Development	Review	Completed		Update underway.
		Incorporate Council cemeteries plan into the Parks and Open Spaces asset management	Director Infrastructure and Development	Plan	Completed		Pending.
		Implement the stormwater drainage asset management plan	Director Infrastructure and Development	Plan update	Completed		Pending finalisation of Asset Management Plan.

#### 2.4.3: Provide the infrastructure to embellish public spaces, recreation areas and parkland areas

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.4.3.1	Provide connectivity to public spaces	Connect footpaths and cycle ways	Manager Infrastructure and Works	Connectivity	Improved		Grant application for 2018/19 was not successful.

### 3: Our Environment

#### 3.1: To preserve, protect and renew our beautiful natural environment

##### 3.1.1: Record and promote the region's heritage in partnership with the community

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.1.1.1	Preserve Uralla Shire's heritage	Continue to implement the recommended actions from the Heritage Strategy within budget allocations	Manager Development and Planning	Implemented	Funded strategy actions		Ongoing.

##### 3.1.2: Protect the Shire's historic buildings and sites, recognising their value to the community

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.1.2.1	Provide heritage services and support	Facilitate a Heritage Advisory Service and Local Heritage Assistance Fund	Manager Development and Planning	Maintained	Number of service activities		Ongoing.
				Maintained	Value of funded assistance		

##### 3.1.3: Protect and maintain a healthy catchment and waterways

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.1.3.1	Maintain compliant catchment and waterways management	Review Kentucky Creek Dam safety plan	Manager Waste, Water & Sewerage Services	Reviewed	Plan		Review pending.
		Test treated effluent	Manager Waste, Water & Sewerage Services	Compliant	Testing regime		Ongoing.

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
		Undertake annual maintenance program for Council's Gross Pollutant Traps	Manager Infrastructure and Works	Completed	Program		Ongoing.
		Implement actions for the Wooldridge fossicking area management plan	Environmental Management Coordinator	Commenced	Implementation		Progressive actions on schedule as per the WFR Plan of Management.
		Maintain compliance with Environmental Protection Licence requirements for the Uralla landfill, sewer and water treatment plants	Manager Waste, Water & Sewerage Services	Compliant	Testing regime		Ongoing.

### 3.1.4: Raise community awareness of environmental and biodiversity issues

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.1.4.1	Provide bush regeneration activities and information	Review the bush regeneration strategy and action plan	Environmental Management Coordinator	Completed	Plan		2018 review is complete and is guiding the 2018-19 Bush Regeneration annual works plan.

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
		Implement the environmental sustainability action plan priorities	Environmental Management Coordinator	Commenced	Implementation of priorities		Slightly behind schedule but tracking OK due to the scope of works to initiate complex plans. A business case for LED streetlights has accounted for the majority of time invested in this area.
		Implement the bush regeneration strategy and action plan	Environmental Management Coordinator	Commenced	Implementation		Actions as per the 2018-19 Bush regeneration Annual Works Plan are on schedule.

### ***3.2: Maintain a healthy balance between development and the environment***


#### **3.2.1: Retain open space and greenbelts that are accessible to everyone**

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.2.1.1	Preserve sensitive greenbelt lands	Review and monitor vegetation and environmental protection measures for sensitive land	Manager Development and Planning	Maintained	LEP and DCP		Ongoing.

### 3.2.2: Educate the community about sustainable practices in the home, at work and in public places

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.2.2.1	Raise community awareness of sustainability practices	Collaborate and partner with the Uralla ZNET	Environmental Management Coordinator	Maintained	Number of awareness programs		Ongoing liaison with Z NET particularly for the progress against the milestones of the Sustainable Firewood project.




### 3.2.3: Ensure that Uralla Shire is sufficiently prepared to deal with natural disasters including bushfires, major storms and flood events

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.2.3.1	Collaborate with service providers to be emergency response ready	Participate in natural disaster mitigation and provide local emergency management officer	Director Infrastructure and Development	Maintained	Number of mitigation activities		Ongoing.

## 3.3: Reuse, recycle and reduce wastage

### 3.3.1: Promoting recycling, reusing and providing regular and efficient waste and recycling services

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.3.1.1	Provide waste removal and recycling services within the Shire	Provide waste collection services to the current established service areas	Manager Waste, Water & Sewerage Services	Met	Kerbside general waste pickup weekly		Ongoing.
					Kerbside recycling pickup weekly		

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
		Develop and implement Waste Services Asset Management Plan	Manager Waste, Water & Sewerage Services	Developed	Plan		AMP will be impacted by the Strategic Plan for Waste Services to be facilitated by consultants.
		Continue operations evaluation and begin community consultation regarding future operation of the Bundarra Landfill site	Manager Waste, Water & Sewerage Services	Progressing	Evaluation		Will be impacted by the Waste Services Strategic Plan being facilitated by consultants.
		Implement an appropriate cash management system at Council's waste facilities	Manager Waste, Water & Sewerage Services	Implemented	System		Cash management systems reviewed, modified and implemented.

### 3.3.2: Providing education to the community on ways to minimise the waste produced by households

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.3.2.1	Improve community awareness of recycling and waste minimisation	Operate the Uralla Community Recycling Centre	Manager Waste, Water & Sewerage Services	Met	Service levels		Ongoing.
		Support the Northern Inland Regional Waste Community Recycling Centre Regional Communication and Education Plan	Manager Waste, Water & Sewerage Services	Delivered	Program		Ongoing.
		Offer schools access to Council-supported participation in waste education programs	Manager Waste, Water & Sewerage Services	3	School participant		Facilitated through Northern Inland Regional Waste.


### 3.3.3: Implementing initiatives to reduce illegal dumping and providing community education to prevent litter

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.3.3.1	Promote litter reduction	Participate in Stage 3 of the Northern Inland Regional Waste Litter Implementation Plan	Manager Waste, Water & Sewerage Services	Delivered	Program		Ongoing.
		Review the NSW Illegal Dumping Strategy for participation and implementation opportunities	Manager Waste, Water & Sewerage Services	Reviewed	Strategy		Review underway.

### 3.3.4: Identifying and implementing water conservation and sustainable water usage practices in Council operations

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.3.4.1	Minimise water wastage	Undertake a water usage review on major Council usage facilities and water leakage assessment program for Council facilities	Director Infrastructure and Development	Completed	Inspections		Not yet commenced.

### 3.3.5: Identifying technologies in Council facilities, infrastructure and service delivery to reduce our ecological footprint

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.3.5.1	Reduce Council's environmental footprint	Update and implement criteria to assess environmental management in infrastructure projects	Environmental Management Coordinator	Implemented	Criteria		Nearing completion of Environmental Management Plan for Depot. Review of Environmental Factors and Environmental Management Plans have supported USC road construction projects where required. REFs updated to align with changes in legislation.
		Partner with ZNET to deliver the Elephants in the Woodlands project	Environmental Management Coordinator	=4	Participation at meetings		Project milestones and co-ordination with USC is on schedule.




### 3.4: Secure sustainable and environmentally sound water-cycle infrastructure and services

#### 3.4.1: Maintain and renew water network infrastructure to ensure the provision of secure, quality and reliable drinking water supplies



Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.4.1.1	Provide water supply	Deliver Uralla and Bundarra water supply in compliance with the Drinking Water Quality Management Plan	Manager Waste, Water & Sewerage Services		Compliance		Ongoing.

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
		Deliver annual water main replacement program	Manager Waste, Water & Sewerage Services	Completed	Program		Program not in place.
		Work with landholders to improve protection of Kentucky Creek and Taylors Pond drinking water storages	Manager Waste, Water & Sewerage Services	Implemented	Improvement		No progress made.
		Progress the investigations for the augmentations of the Bundarra and Uralla water supplies to increase yield, as identified in the Yield Study	Manager Waste, Water & Sewerage Services	Completed	Review		Delayed.

### 3.4.2: Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.4.2.1	Provide sewerage services	Operate the Uralla sewer treatment plant in an efficient and effective manner	Manager Waste, Water & Sewerage Services	Met	Licence compliant		Ongoing.
		Maintain and renew the sewer infrastructure network in-line with established programs	Manager Waste, Water & Sewerage Services	Met	Service levels		OHS upgrades to be considered in 2019/20 budget deliberations.
		Progress Bundarra Sewerage Scheme	Manager Waste, Water & Sewerage Services	Milestones met	Scheme implementation progressing to project plan		Additional funding being sought through Safe and Secure Water Program.

### 3.4.3: Ensure adequate stormwater and drainage infrastructure is provided, maintained and renewed

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.4.3.1	Provide stormwater and drainage infrastructure	Maintain and renew stormwater and drainage infrastructure	Manager Infrastructure and Works	Met	Service levels		Pending Rowan Avenue design.
		Develop and implement Stormwater Asset Management Plan for the Urban stormwater network	Director Infrastructure and Development	Finalised	Asset management plan		Asset Management Plan pending.




## 4: Our Leadership

### 4.1: A strong, accountable and representative Council



#### 4.1.1: Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program and Operational Plan






Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.1.1	Improve organisational capacity to deliver integrated strategic planning and reporting requirements	Increase staff awareness of the Integrated Planning and Reporting Framework	Coordinator Governance and Risk	IPRF included in staff induction program	Implemented		Pulse training sessions conducted including IPR overview.
				Coordination group information sessions	Completed		
4.1.1.2	Deliver integrated strategic planning and reporting requirements	Develop the Resourcing Strategy in support of the four-year Delivery Program, integrating the: * Asset Management Plan * Workforce Management Plan * Long Term Financial Plan	Director Infrastructure and Development	Resourcing strategy	Commenced		Structural review completed, consultation undertaken and being implemented.
		Develop and monitor the annual Operational Plan	Coordinator Governance and Risk	Plan	Adopted		Quarterly review reported to council; development of Operational Plan 2019-2020 underway.
		Coordinate and produce the Annual Report	Coordinator Governance and Risk	Return	Adopted and provided to the Office of Local Government		Complete.

#### 4.1.2: Engage with the community effectively and use community input to inform decision making

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.2.1	Incorporate inclusive community consultation and stakeholder engagement in Council decision making	Facilitate the delivery of community presentations to Council	General Manager	Number of community presentations to Council	Maintained		All presentations have been facilitated.
		Conduct Councillors community engagement events	General Manager	Number of councillor community engagement activities	=3		Compliance with resolution (Senior's Week, Youth Week and Volunteer's Week events held).
		Facilitate the delivery of International Association of Public Participation (IAP2) training to build staff capacity for community engagement	Coordinator Community Development and Engagement	Training program	Commenced		Monitoring.


#### 4.1.3: Provide open, accountable and transparent decision making for the community

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.3.1	Implement and maintain a transparent and accountable decision making framework	Review and update the agency information guide	Coordinator Governance and Risk	Guide review	Commenced		Agency Information Guide 2018 listed on council website and included in policy register.
		Coordinate the publication of identified open access information to the website	Coordinator Technology and Information	Identified open access information published	=>30%		On target

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Publish the formal access to information disclosure log to the website	Coordinator Technology and Information	Information disclosure log updated and published	every 45 days		On target.
		Publish the register of government contracts over \$20,000 to the website	Coordinator Governance and Risk	Register of government contracts published to the website	Every 20 days		Register being prepared.
		Priority statutory and corporate policies and codes reviewed and updated as required	Coordinator Governance and Risk	Priority policy and codes updated	=>50%		Review and updates progressed, including Code of Meeting Practice 2019, Code of Conduct 2019, Procedures for Administration of Code of Conduct 2019, Internal Reporting Policy 2019.
		Business papers and minutes are distributed to Councillors and published to the community within agreed service levels	General Manager	Service levels	Met		Service levels and statutory requirements met.
		Council ordinary and extraordinary meetings are conducted and open to the public	General Manager	Adopted schedule of meeting	Conducted		All ordinary and extraordinary meetings have been conducted and are open to the public.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Maintain the register of government contracts over \$20,000	Coordinator Governance and Risk	Register of government contracts	Maintained		Underway.
		Progressively implement the Policy Register Review Program	Coordinator Governance and Risk	Implementation milestones	Progressing		Underway.

#### 4.1.4: Provide strong representation for the community at the region, state and federal levels

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.4.1	Maintain effective partnerships and advocacy activities	Advocate the needs of the shire to State and Federal Governments through regional joint organisations of council	General Manager	Regular advocacy activities	Maintained		Advocacy is central to the strategic plan of the NEJO. USC have played a central role in the development of the NEJO strategic plan.





#### 4.1.5: Undertake the civic duties of Council with the highest degree of professionalism and ethics

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.5.1	Implement and manage Council's integrity system	Publish a register of pecuniary and non-pecuniary interests disclosures to council's website in accordance with Government Information (Public Access) Act guidelines	Coordinator Governance and Risk	Interests disclosure log updated and published	every 45 days		On target.


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Maintain Public Interest Disclosure, Conflict of Interest, Related Party Disclosures and Code of Conduct Complaint Registers in accordance with legislative requirements	Coordinator Governance and Risk	Registers	Maintained		On target.
		Coordinate Public Interest Disclosures and Code of Conduct complaints in accordance with legislation, policy, and procedures	General Manager	Reporting	Compliant		Compliance met.
		Implement the Office of Local Government's Local Government Act reform program	Coordinator Governance and Risk	New legislation implementation	Progressing		On target including staff training on legislative and statutory requirements.
		Implement the Fraud and Corruption Control Strategy, within the constraints of the budget allocation	Coordinator Governance and Risk	Implementation milestones	Progressing		Audit report completed with action being implemented.







## 4.2: An effective and efficient organisation







### 4.2.1: Provide a range of services that meet benchmarks determined with the community, having regard to quality and cost








Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.1.1	Improve the cost effectiveness and efficiency of community service provision	Identify priority infrastructure and regulation areas for service level review	Director Infrastructure and Development	Priority areas	Identified		Service levels determined as part of AMP developments.
		Undertake service level reviews of identified infrastructure and regulation priorities	Director Infrastructure and Development	Number of service levels reviews completed	=3		Service levels reviewed as part of AMP development.
		Identify priority community and governance areas for service level review	General Manager	Priority areas	Identified		Ongoing.
		Undertake service level reviews of identified community and governance priorities	General Manager	Number of service levels reviews completed	=3		Sought and achieved \$500,000 grant fund for upgrading ensuites at McMaugh Gardens to improve the effectiveness of that facility.







#### 4.2.2: Operate in a financially responsible and sustainable manner




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.2.1	Maintain and control financial system and improve long term financial sustainability	Review and revise the 10-year Long Term Financial Plan	Chief Financial Officer	Reviewed and adopted	Annually		Draft budget for 2019/20 presented to Budget Review and Finance Committee on 9/4/19. The updated LTFP will evolve from this document.
		Complete and report quarterly budget review statements	Chief Financial Officer	Budget review reported	Quarterly		Second quarter report presented to February 2019 meeting with the third quarter review currently being prepared and expected to be presented to the May 2019 council meeting.
		Ensure adequate and effective internal controls are in place for all financial management and purchasing functions	Chief Financial Officer	Internal audit actions for financial controls	Implemented		Some internal controls improvements are being recommended to the 16 April 2019 ARIC meeting.
		Maintain cash flow and maximise return on investment within the risk parameters provided by the Office Local Government	Chief Financial Officer	Investment returns	Met		Continuing to monitor daily.
				Bank Bill Swap Rate	Met		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Model and adopt rate structures to maximize equity across the Council area and between categories	Chief Financial Officer	Rate structure review	Completed		Draft budget included modelling for next year's rates.
		Collect all rates and charges in-line with payment requirements and undertake debt recovery action for outstanding accounts	Chief Financial Officer	Outstanding debts	=<6.5%		Staff continue to monitor and manage outstanding rates and charges.
		Develop and implement a Procurement Policy	Chief Financial Officer	Policy	Adopted		The update to the draft policy to include tendering is expected to be completed prior to 31 July 2019.
		Develop and implement a procurement guide and toolkit	Chief Financial Officer	Guidelines and toolkit	Implemented		This will form part of the development of the final procurement policy.
		Provide staff workshop session on the procurement guide and toolkit	Chief Financial Officer	Staff workshops	=>2		This will be completed once the policies, procedures and toolkit are finalised.
		Implement strategies to achieve annual expenditure reduction dividend (FFTF)	Chief Financial Officer	Expenditure reduction =>\$62,500 per annum	Achieved		Budget Review and Finance Committee has recommended to Council potential expenditure savings. Further investigation is progressing.



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Review all fees and charges for full cost recovery where appropriate (FFTF)	Chief Financial Officer	Review	Completed		Progress is continuing with the implementation of the new fees and charges system which includes a review of all fees and charges.
		Review asset valuations and depreciation methodology for all asset classes (FFTF)	Chief Financial Officer	Reviews	Completed 50%		We will continue to monitor this annually.
		Review Council's borrowing policy and capital expenditure guidelines (FFTF)	Chief Financial Officer	Review	Completed		This review is undertaken as part of the annual budget setting process which is currently under way.
		Determine asset maintenance backlog based on asset management plans (FFTF)	Director Infrastructure and Development	Asset maintenance backlog	Determined		Reported in LTFP.
		Review building and land assets to identify surplus assets for disposal (FFTF)	Chief Financial Officer	Disposal program	Established		Review undertaken annually.
		Make an application for a special rate variation in accordance with the Independent Pricing and Regulatory Tribunal criteria (FFTF), subject to the approval and resolution of Council	Chief Financial Officer	Special rate variation application	Lodged and successful		Council has determined that it will not implement an SRV this financial year.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.2.2	Develop and implement business plans for all business areas	Develop and implement a water supply business plan (PBPR)	Director Infrastructure and Development	Plan	Completed		This project is well underway, but no progress in the last quarter.
				Implementation	Commenced		
		Develop and implement a business plan for caravan parks	Director Infrastructure and Development	Plan	Completed		Pending.
				Implementation	Commenced		
		Develop a business plan for McMaugh Gardens (PBPR)	General Manager	Plan	Developed		Draft business plan almost complete.
		Develop a business plan for Tablelands Community Support	General Manager	Plan	Developed		Draft business plan almost complete.
		Develop a business plan for Tablelands Community Transport	General Manager	Plan	Developed		Draft business plan almost complete.
		Finalise and implement a waste management services business plan (FFTF)	Manager Waste, Water & Sewerage Services	Plan	Developed		Pending the completion of the Strategic Plan for USC's waste management services.
		Finalise and implement a sewer business plan	Director Infrastructure and Development	Plan	Developed		This project is underway but no progress in the last quarter.
				Implementation	Commenced		



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Develop and implement a business plan for caravan parks after selection of preferred option for the Queens Street Uralla Caravan Park	Director Infrastructure and Development	Plan	Developed		Pending. Requires further review of financials after implementation of management contract for the Uralla Caravan Park.
				Implementation	Commenced		
4.2.2.3	Maximise grant and funding partnership opportunities	Identify and seek grant funding opportunities as resources provide for infrastructure and regulation projects or services	Director Infrastructure and Development	Number of grant funding opportunities pursued	Maintained		Ongoing.
4.2.2.4	Achieve efficiency gains for internal services with a program of continuous improvement	Identify priority community and governance processes for review	General Manager	Priority areas	Identified		Priority area is Council policies and governance frameworks.
		Undertake process reviews of identified community and governance priorities	General Manager	Number of process reviews completed	=3		Process reviews for risk assessment and policy updates are primary focus.
		Identify priority infrastructure and regulation processes for review	Director Infrastructure and Development	Priority areas	Identified		2 processes reviewed, Development Application process and Heritage colour palette information.
		Undertake process reviews of identified infrastructure and regulation priorities	Director Infrastructure and Development	Number of process reviews completed	=3		2 processes reviewed, Development Application process and Heritage colour palette information.






Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Implement the Virtuous Circle Project to improve organisational capacity and effectiveness	General Manager	Project milestones	Progressing		Progress tracking consistent with deed from government. Substantial human resource requirement for implementation.
		Identify priority finance processes for review	Chief Financial Officer	Priority areas	Identified		Processes for debt collection and invoice processing are being prepared.
		Undertake process reviews of identified finance priorities	Chief Financial Officer	Number of process reviews completed	=1		These reviews are currently in progress for debt collection and debtor invoicing.
		Identify priority human resource processes for review	Manager Human Resources	Priority areas	Identified		A review of annual performance core behaviour statements completed.
		Undertake process reviews of identified human resource priorities	Manager Human Resources	Number of process reviews completed	=1		A review of Scout Talent recruitment was conducted with Scout Talent in March 2019.

#### 4.2.3: Develop and consistently apply an asset management framework that ensures existing and future infrastructure is affordable, funded and maintained to ensure inter-generational equity and sustainability




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.3.1	Provide asset revaluation and long term funding scenarios for asset maintenance and renewal	Develop long term funding scenarios that explore options to fund asset maintenance and renewal	Chief Financial Officer	Long term financial plan scenarios	Developed		We continue to develop these scenarios as part of the annual review of the LTTP.
		Deliver the asset revaluation program	Director Infrastructure and Development	Scheduled revaluations	Completed		In conjunction with finance department.

#### 4.2.4: Establish Uralla Shire Council as an employer of choice that trains, recruits and retains talented staff and facilitates a diverse workforce

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.4.1	Enhance Council's reputation as an innovative and inclusive workplace	Develop and implement a corporate staff induction program, including orientation information about what inclusion means (DIAP 1.1)	Manager Human Resources	Program	Implemented		Information addressing inclusion in the workplace has been added to the Council's Employee Guide.
		Develop a succession planning program for key positions (WMP 2.1 & 5.2)	Manager Human Resources	Program development	Commenced		Directors and Managers are to identify key positions in respect to succession planning.




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Review annual staff performance processes to improve effectiveness and efficiencies	Manager Human Resources	Review	Completed		Pulse employee performance review behaviour statements located into EPM system. Training for staff to be conducted on 29 and 30 May in preparation for implementation of the system.
		Review and implement staff reward and recognition systems (WMP 3.1)	Manager Human Resources	Number of systems	=>2		Reward and recognition system operating as required.
		Proactively manage the return to work and workers compensation processes (WMP 1.2)	Manager Human Resources	Number of absentee days	Maintained for reducing		Proactive management of all workers compensation matters and recover at work strategies are in place and operating well.
		Develop and implement clear communication strategies for organisation leaders (WMP 5.3)	General Manager	Staff communication strategy	Developed		Communication strategies are developing.
		Audit selected operational facilities and plan improvements to enhance disability access to support employment of people with a disability (DIAP)	Director Infrastructure and Development	Site audits	=3		McMaugh Gardens access issues investigated as part of ensuite uprate project.
				Plan	Commenced		



#### 4.2.5: Provide customer service excellence

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.5.1	Enhance customer service excellence	Review and update Council's Customer Service Charter	Coordinator Community Development and Engagement	Charter review	Commenced		Monitoring.
		Implement Council's customer satisfaction and community wellbeing surveys	Coordinator Community Development and Engagement	Survey development	Commenced		Monitoring.
		Improve customer service skills and knowledge, including responding to people with a disability - including those with a language or literacy difficulty (DIAP)	Coordinator Community Development and Engagement	Staff training	Commenced		Monitoring.




#### 4.2.6: Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment







Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.6.1	Develop and incorporate a risk management framework which is effective and accessible	Develop a workplace safety system	Risk Management & Safety Officer	Workplace Health and Safety System	Commenced		WHS Policy reviewed and presented to the Council Executive Team.  SWMS Template and Waste Operations Skidsteer SWMS drafted and presented to the Council Executive Team.
		Develop an enterprise wide risk management framework	Risk Management & Safety Officer	Risk management framework	Commenced		Enterprise Risk Management Manual has been drafted.  Quantitative Consequence Table relative to USC for risk matrix has started to be developed.
		Facilitate regular meetings of the Audit, Risk and Improvement Committee	General Manager	Committee meetings held	=>6		All required meetings held.



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Coordinate and report on the status of internal audit action recommendations to the executive	Risk Management & Safety Officer	Report action status	Monthly		Both internal audits of 'Cash Collection' and 'Financial Controls' have been undertaken with the draft reports provided.  Cash Collection final report provided.  The Centium Group to present to the ARIC on 16 April 2019.
		Improve staff risk awareness, and risk management and reporting practices	Risk Management & Safety Officer	Risk training workshops	=>2		The RMSO is engaging with internal stakeholders to develop the Consequence Table for the Risk Matrix.
		Facilitate regular meetings of the Work Health and Safety Committee	Risk Management & Safety Officer	Workplace Health and Safety Committee Meetings held	=>6		Next Meeting 2 May 2019

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Coordinate and report the status of the Work Health and Safety system to the executive	Risk Management & Safety Officer	Status report provided	Monthly		Reports received in March and April.
		Facilitate an annual internal audit program, within constraints of the budget allocation		Audit program completed	=1		Audits completed for "Cash Collection and Petty Cash" and "Financial Controls".

#### 4.2.7: Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.7.1	Improve the corporate governance framework	Undertake a corporate governance gap analysis and develop an improvement action plan	General Manager	Gap analysis	Completed		Project progress is satisfactory.
				Improvement action plan	Completed		
		Coordinate compliance and reporting requirements to meet statutory obligations, and provide regular status reporting to the executive	Coordinator Governance and Risk	Compliance status reports	Monthly		On target.
		Report customer complaints status to the executive	Coordinator Community Development and Engagement	Status reports	Monthly		Monitoring.



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Complete and lodge annual Financial Statements in accordance with statutory requirements	Chief Financial Officer	Statutory requirements	Met		Statements lodged on time.
		Complete all taxation returns and grant acquittals as required by external bodies	Chief Financial Officer	Returns and acquittals	Provided		Current year acquittals and taxation returns have been completed as required.
		Organise and manage the external audit of Council and address any management letter recommendations	Chief Financial Officer	External audit	Completed		The interim audit has just been completed and was managed effectively.
				Management letter actions	Addressed		
		Establish and implement the Corporate Governance Improvement Action Plan	Coordinator Governance and Risk	Action implementation milestones	Progressing		Corporate Governance Improvement Action Plan being progressively implemented including policy review and updates.
		Maintain the Gifts and Benefits Register	Coordinator Governance and Risk	Register	Maintained		On target.
		Maintain the secondary employment register	Coordinator Governance and Risk	Register	Maintained		On target.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Develop and maintain customer complaints management protocols and procedures	Coordinator Community Development and Engagement	Protocols and procedures	Commenced		Monitoring.
		Report outstanding inwards correspondence to the executive	Coordinator Technology and Information	Status reports	Quarterly		On target.

### 4.3: Deliver the goals and strategies of the Community Strategic Plan

#### 4.3.1: Resource the organisation of Council adequately to provide the services and support functions required to deliver the goals and strategies detailed in this plan

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.3.1.1	Enhance the effectiveness of Council resourcing strategies	Review organisation structure to enable delivery of agreed services levels and projects	General Manager	Structure	Developed		Organisation structure reviewed and presented to March ordinary council meeting.
		Offer profit making services for private works to help off-set council cost when plant and staffing capacity exists	Director Infrastructure and Development	Private works	Increasing		Ongoing.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Develop and implement the Service Desk cloud based system and user rollout training, and maintain hardware and software asset register	Coordinator Technology and Information	Service desk system rollout	Progressing		All service desk calls are now being logged in the product.
				Asset Register	Maintained		
		Research corporate telecommunication/communications improvement options	Coordinator Technology and Information	Options	Established		Library now on NBN. Looking at options for Landfill, Water and Sewer sites next.



## REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	Senior Executive Officer
Reference/Subject:	Report 5 – Schedule of Actions as at 23 April 2019

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

### SUMMARY:

The purpose of this report is to provide Council with the Schedule of Actions updates as at 23 April 2019.

### OFFICER'S RECOMMENDATION:

**That Council receive and note the Schedule of Actions as at 23 April 2019.**

### BACKGROUND:

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

### REPORT:

The Schedule of Actions as at 23 April 2019 shows a total of 38 resolutions with actions which are either currently pending or completed. Actions which were completed as at the date of Council's last ordinary meeting, 26 March 2019, have been removed from the document.

Prepared by staff member:	Gabrielle Stratton, Senior Executive Officer
TRIM Reference Number:	UINT/19/2405
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	General Manager's Office
Attachments:	A. Schedule of Actions as at 23 April 2019

# SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23 Mar 2015	26.03/15	<b>Land Disposal – Karava Place, Uralla</b>	That Council: 3. Give the General Manager delegation to negotiate payment options; and 4. Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.	MDP/DID	2/6/15	Negotiations between all parties not yet completed. Lot 103 – No agreement made  May 2018: Lot 103 – no agreement with landholder has been reached as landholder is unwilling to negotiate.	B
23 Nov 2015	24.11/15	<b>Bergen Road Land Acquisition and Exchange for Road Works</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.	DID	May 2019	Survey plans completed. Awaiting result of other like applicants. Item to be revisited.	B
25 July 2016	17.07/16	<b>2.18.06.9 Gazetting of Compulsorily Acquired Land for Thunderbolts Way realignment</b>	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2, 3 and 7 in Deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) for the purpose of a public road realignment in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.  2. Make an application to the Minister and the governor for approval to acquire the Land described as Lot 1, 2 and 7 in deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) by compulsory process under Section 177 of the roads Act 1993	DID  DID	Feb 2019	Gazettal pending for Lots 1, 2 and 3.. Referred to Council's solicitors.  June 2018. Application being processed by OLG for Lots 1, 2 and 3. Lot 7 (Crown Land) to be progressed separately with the Lands Department.  Sept 18 - OLG have provided approval. Gazettal can be undertaken for Lots 1, 2 and 3.  December 2018. Gazettal notice prepared and signed and submitted to Council's solicitor to finalise.	B  B
25 July 2016	18.07/16	<b>2.18.06.10 Gazetting of Land Acquired for approaches to new Emu Crossing Bridge</b>	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) for the purpose of a public road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.	DID	Feb 19	Application has been sent to Office of Local Government by solicitors (Nov 16) for approval.	B

# SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) by compulsory process under Section 177 of the Roads Act 1993.	DID		Letter drafted to Local Member regarding delays in processing from OLG.  June 2018. Application being processed by OLG.  August 2018 – Further delays as OLG has requested extension of Lands Department approval for Lot 110 and updated confirmation of status of land claims.  Referred to Council solicitors to progress.	B
25 July 2016	19.07/16	<b>2.18.06.11 Road Closure Request – Lot 32 DP 813093</b>	That Council: 2. Subject to the necessary statutory requirements Lot 32 DP 813093 be sold to A & L McLean upon completion of the road closure on the basis that the purchase price is based on the value of the land plus the full cost of the road closure application; and  3. Delegation be given to the General Manager to: a. Complete the road closure, and b. Undertake any necessary negotiations to complete the sale. 4. Approve the fixing of the Council Seal to all necessary documents.	DID	Feb 17	2. Noted  3. Future action once closure has been undertaken  4. Future action once closure has been undertaken  June 2018: Approval from crown lands for Road closure. Land Registry services have advised that current survey plan may be used for gazettal.  August 2018: closure is currently with Council solicitors.  November 2018 – closure complete and valuer engaged to determine price for sale.  December 2018 – valuation received.  February 2019 – Valuation provided to purchasers. Solicitors requested	B  A A B C

# SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
						to undertake conveyancing and progress sale if price acceptable to purchasers. Purchasers have agreed to valuation price. Contracts have been exchanged (12/04/2019) with completion anticipated 24 May 2019.	
28 February 2017	23.02/17	Dept: I&R Submitted by: Director I & R Reference/Subject: Report 13 - Uralla Local Traffic Committee	That: 1. The minutes of the Uralla Local Traffic Committee held on 6 December 2016 be noted by Council. 2. For the King St and Maitland St intersection, Council prepare a couple of intersection layouts incorporating traffic calming and considering pedestrian continuity for the consideration of the Traffic Committee in response to the recorded accident history. 3. Council drafts a Road Closure policy for review by the LTC. 4. That Council undertake further investigation regarding sight distances and other factors affecting traffic at the Bargibal access from Thunderbolts Way for submission to the next Local Traffic Committee Meeting.	DID DID		1. Noted 2. Completed 3. Under preparation. Draft to be circulated to LTC. 4. Completed	C C B C
28 February 2017	26.02/17	Dept: I&R Submitted by: DIR I&R Reference/Subject: Report 16 - Rowan Avenue, Stormwater Drainage	That: 1. The open channel on the southern side of Rowan Avenue be piped with funding from the Uralla Stormwater Management Levy subject to sufficient funding being available. 2. A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue. 3. The residents of 21 and 23 Rowan Avenue be advised of councils resolution.	DID DID DID	May 2019 April 18 Dec 17	1. Budgeted for construction in 17/18. Rescheduled to be completed by May 2019. Design commenced. 2. Installed during December 2017. 3. Completed	B C C
25 July 2017	22.07/17	Dept: I&R: Submitted by: Dir I&R Reference/Subject: Report 11 - Uralla Sporting Complex	That Council; (a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access, (b) provide additional seating around the perimeters of the fields and oval if residual funding is available, and c) develop a plan of management for the sharing of the facilities among the user groups, (d) staff investigate relocation and redevelopment of the playground area.	DID		a) Completed b) No residual funding available. SCCF Round 2 funding has provision for seating. c) Under preparation. d) Playground under construction. Funded under SCC Round 1.	C C B C

# SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
22 August 2017	20.08/17	<b>Dept: I&amp;R</b> <b>Submitted by: DIR I&amp;R</b> <b>Reference: Report 13 – Development Application</b>  <b>25/2017 M Smith &amp; L Ducat</b>	<p>That Council;</p> <p>a) Support the Clause 4.6 Development Application 25/2017 being for a variation of minimum lot size on land known as 4 Rocklea Road, Invergowrie, being Lot 13 DP 875212 under the ownership of PJ &amp; CM Ducat subject to conditions.</p> <p>b) Request concurrence from the Director General of the NSW Office of Planning &amp; Environment.</p> <p>c) Upon receipt of concurrence from the Director General of the NSW Office of Planning &amp; Environment, delegate the General Manager to approve Development Application 25/2017 submitted by M Smith and L Ducat for a staged development being:</p> <ul style="list-style-type: none"> <li>Stage 1 - Subdivision of two lots being Lots 3 and 4 with building envelopes, and the construction of a dwelling in the E4 zoned land</li> <li>Stage 2 - Subdivision of two lots being Lot 1 and 2 along the zone boundary with a building envelope on Lot 2 on land known as 4 Rocklea Road, Invergowrie, being Lot 13 DP 875212 subject to the following conditions</li> </ul> <p>d) Amend Uralla Local Environmental Plan 2012 to:</p> <ul style="list-style-type: none"> <li>Alter the zone boundary on Lot 13 DP 875212 between the E4 and R5 zone to be 50 metres from the edge of the working face of the quarry, and Amend Clause 4.1A by modifying the wording to reflect the current model clause and one that would better suit the subdivision of split zoned land circumstance and be clearer in its intent.</li> </ul>	MDP	Sept 2017	a) Noted	C
				MDP	Sept 2017	b) Requested from DG	C
				MDP		c) Pending – developer advised of proposed modification	B
				MDP		d) Stage 1 determination issued. Completed.	C
28 Nov 2017	13.11/17		<p>That;</p> <p>That Council review its development control plans to consider setbacks and other issues for RU2 &amp; RU1 zoning.</p>	MDP	March 2019	September 2018: DCP to be presented to future workshop. December 2018 – proposed amendments presented to workshop	B
19 Dec 2017	15.12/17	<b>Dept: Community &amp; Governance</b> <b>Submitted by: Dir C&amp;G</b> <b>Reference/Subject: Report 8 – Report of the Audit and Risk Committee Meeting held on 21 November 2017</b>	<p>That;</p> <p>1. Council note the minutes of the Audit and Risk Committee Meeting held on 21 November 2017</p> <p>2. Council adopt the following Committee Recommendation: Report No. 6.2 Audit and Risk Committee Review Committee Recommendation 6.2.1</p> <p>Council:</p> <p>a) Set the meeting schedule for 2018 as follow:</p> <ul style="list-style-type: none"> <li>9am Tuesday, 10 April 2018</li> <li>9am Tuesday, 10 July 2018</li> </ul>	RMSO		Noted	C

# SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
COUNCIL BUSINESS PAPER - 23 APRIL 2019			<ul style="list-style-type: none"> <li>• 9am Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements</li> <li>• 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements, prior to Ordinary Council Meeting held at 12:30pm)</li> </ul>				
			b) Note the resignation of independent external Committee member Mr Sean Johnston and thank him for his contribution.	RMSO		Noted	C
			c) Call for expressions of interest for a new external Committee member with relevant skills and experience, including accounting and auditing standards in the public sector environment.	RMSO	28/2/18	c) EOI called and reported to March Ordinary Meeting	C
			d) Defer receipt of the Fraud and Corruption Prevention Policy and Plan final drafts, and consider their priority as part of the forward meeting plan, as required by section 6.1 of the Committee Charter.	RMSO	31/1/18	d) Noted for inclusion in 2018 Audit & Risk Committee Forward Plan.	C
			Report No. 6.4 Procurement Policy Final Draft Committee Recommendation 6.4.1: That:				
			a) the draft Procurement Policy be circulated to senior Council staff to review for implementation functionality with feedback to be provided to the Chief Financial Officer; and	CFO	27/11/17	a) Email sent to senior staff seeking feedback	C
			b) the Chief Financial Officer make minor amendments as might be identified in the review process to improve functionality, and	CFO/DCG	5/1/18	b) Prepare Council paper to put policy on public exhibition for 28 days.	B
			c) report the draft Procurement Policy to Council recommending public exhibition for 28 days prior to adoption.			c) Awaiting draft policy review to include tendering provisions and provisions regarding procurement for TCS as discussed with external auditor	
			3. Council:				
			a) note the Committee's request to receive a report on cash handling procedures and practices at Council's waste facility, including recommendations for improvements identified at 7.1 Cash Handling at Waste Facilities, under Other Business.	CFO	21/11/17	Noted. Internal audit completed; draft report provided to ARIC. Final report to go to ARIC 16/4/19	C
			b) as part of implementing its internal audit program in 2018, prioritise an internal audit of all cash handling and petty cash procedures and practices, and receive a report via the Audit and Risk Committee on the findings and recommendations for improvement.	RMSO	31/1/18	members with final report to go to next ARIC meeting	C
24 April 2018	19.04/18	<b>Dept: C&amp;G Submitted by: RMSO Reference/Subject: Report 4 – Report of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018</b>	<ol style="list-style-type: none"> <li>1. That Council note the minutes of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018, Attachment A.</li> <li>2. Report No. 2 Chair's Review of Committee Performance. Committee Recommendation 2.1: <i>That Council receive and note the Audit, Risk and Improvement Committee Chair's Review of Committee Performance Report [Attachment B].</i></li> <li>3. Report No. 3 Policy Risk Management 2018. Committee Recommendation 3.1: <i>That Council:</i></li> </ol>	RMSO	27.04.18	Noted	C
				RMSO	27.04.18	Noted	C

# SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p>a. place the draft Policy: Risk Management 2018, as amended by the Committee, on public exhibition for a period of 28 days [Attachment C].</p> <p>b. adopt the draft Policy: Risk Management 2018 to replace the Risk Management Policy adopted in 2014, subject to no public submissions being received.</p> <p>4. Report No. 4 2018 Internal Audit Program Committee Recommendation 4.1: That Council receive and note the:</p> <p>a. Charter: Internal Audit 2018, as modified by the Committee [Attachment D].</p> <p>b. 2018 Internal Audit Program, as modified by the Committee [Attachment E].</p> <p>5. Report No. 5 Committee Annual Program Committee Recommendation 5.1: That Council receive and note the 2018 Annual Committee Program, as modified by the Committee [Attachment F].</p> <p>6. Report No. 6 Policy: Fraud and Corruption Control 2018 and Strategy: Fraud and Corruption Control 2018. Committee Recommendation 6.1:</p> <p>a. That Council:</p> <p>i. place the draft Policy: Fraud and Corruption Prevention 2018 on public exhibition for a period of 28 days [Attachment G].</p> <p>ii. adopt the Policy: Fraud and Corruption Prevention Policy 2018, subject to no public submissions being received.</p> <p>b. That Council adopt the Strategy: Fraud and Corruption Control 2018, as modified by the Committee, and note the financial implications for its implementation [Attachment H].</p> <p>7. Report No. 7 Risk Management Action Plan 2017-18 Committee Recommendation 7.1: That Council:</p> <p>a. receive and note the four improvement actions plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) resulting from Council's insurer's 'Continual Improvement Pathway Workbooks' used to self-assess the integrity of Council's existing systems [Attachment I].</p> <p>b. refer the four improvement action plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) to the Director</p>	<p>CGR</p> <p>CGR</p> <p>RMSO</p> <p>RMSO</p> <p>RMSO</p> <p>CGR</p> <p>CGR</p> <p>CGR</p> <p>DID</p> <p>DID</p>		<p>Placed on Exhibition from 27 April to 25 May 2018.</p> <p>No submissions received, added to Policy Register</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Placed on Exhibition from 27 April to 25 May 2018.</p> <p>No submissions received, added to Policy Register.</p> <p>Strategy added to Corporate Documents Register following adoption.</p> <p>Noted</p> <p>Pending.</p>	<p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>B</p>

# SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<i>Infrastructure and Regulation for consideration as to funding and resourcing for implementation as part of the 2018/19 Operational Plan and Budget preparation process.</i>				
24 April 2018	50.04/18	<b>Dept: I&amp;R Submitted by: DID Ref/Subject: Late Report 2 – Industrial Land Subdivision</b>	That Council resolve to: <ul style="list-style-type: none"> <li>Endorse option 2 of the Kehoe Myers report dated 6 April 2018 for the subdivision of the Uralla Industrial Estate, being Lot 14 DP 787477, Rowan Avenue Uralla,</li> <li>Progress detailed design of the subdivision and the construction of Stage 1,</li> <li>Install billboard signage at the property indicating the endorsed layout and undertake additional marketing of the project.</li> </ul>	DID  DID  DID	Ongoing	Noted  Survey and design consultant commissioned. DA considered at the Feb 2019 Council meeting.  Signage installed. Valuation received. Probity advice received and probity plan developed. DA Consent concluded. Design being finalized.	C  B  B
24 July 2018	35.07/18	<b>Dept: DIR Submitted by: MDP Ref/Subject: Report 14 - Petition for a Primitive Campground at The Glen recreation area.</b>	That; Council consider the proposal detailed in the petition in the preparation of the Uralla Open Spaces Strategy.	DID		Pending	B
28 August 2018	9.08/18	<b>Dept: DID Submitted by: MDP Ref/Subject: Report 2 – Design options for the redevelopment of Pioneer Park under the Stronger Country Communities Fund – Round 1</b>	That Council; <ol style="list-style-type: none"> <li>Place the Option 1 and Option 2 proposals, contained in this Business Paper, on public exhibition for submissions for a period of not less than 14 days.</li> <li>Advise the New South Wales Government that, after receiving community feedback, it wishes to change the location of the approved project from Pioneer Park to Porter Park.</li> <li>Subject to New South Wales Government approval change the location of the approved project from Pioneer Park to Porter Park: <ol style="list-style-type: none"> <li>Endorse the redevelopment works underway, funded through Round 1 of the Stronger Country Communities Fund for all other parks.</li> <li>Engage with Council's Uralla Township and Environs Committee to further develop concepts for Pioneer Park.</li> <li>Place any concept plans developed with Council's Uralla Township and Environs Committee for Pioneer Park on public exhibition for a period of not less than 14 days.</li> </ol> </li> <li>Should New South Wales Government approval to modify the Pioneer Park project not be received, consider the submissions received during the public exhibition period of the Options 1 and 2 proposals, as contained in this Business Paper, at the September Ordinary Meeting and determine the preferred option for implementation.</li> </ol>	MDP	Sep 2018	<ol style="list-style-type: none"> <li>Complete</li> <li>Advised</li> <li> <ol style="list-style-type: none"> <li>Noted</li> <li>February 2019 – consultation with community groups done. Minor amendments to plans incorporated.</li> </ol> </li> <li>Noted.</li> <li>N/A</li> </ol>	C C  C C C C C C C

## SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 Sept 2018	22.09/18	Dept: DID Submitted by: MDP Ref/Subject: Report 10 – DIVISION DECISION - Planning Proposal, Amendment to the Uralla Local Environment Plan 2012 (ULEP 2012) by the inclusion of site specific enabling clause under Schedule 1 'Additional permitted uses' of the ULEP 2012	That; Council endorse Planning Proposal – Amendment to Schedule 1 of the Uralla LEP 2012, prepared by Bath Stewart Associates Pty Ltd for Kanha Pty Ltd and submit the document to the Department of Planning and Environment for a Gateway Determination.	MDP		Referred to Department of Planning & Environment  November 2018 – Gateway Determination received and public exhibition commenced. December 2018 – Public exhibition completed: no submissions received. February 2019 – Request for DPE Tamworth to provide mapping services lodged.	B

# SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25 Sept 2018	30.09/18	Dept: DID Submitted by: MDP Ref/Subject: Report 16 – Recommendations of Uralla Township and Environs Committee July and August 2018 meetings	That Council resolve to: <ol style="list-style-type: none"> <li>1. Consider readoption of the lapsed slogan, “Find Yourself In Uralla”, and the stylised copperplate “Uralla” logo, in the context of the development of a Destination Marketing Plan</li> <li>2. Consider installation of “Find Yourself” street banners in Uralla should the slogan be readopted through the future development of a Destination Marketing Plan.</li> <li>3. Engage with Uralla Arts in relation to their proposal to design a makeover for The Glen recreation area information shelter.</li> <li>4. Engage with Uralla Arts in relation to their proposal to provide a strategy for the completion of “Constellations of the South” installation at The Glen recreation area.</li> <li>5. Engage with Uralla Arts in relation to their proposal to provide specifications and cost estimates for walking track works and exercise stations at The Glen recreation area.</li> <li>6. Incorporate minor “Fibonacci” design components within a prominent existing park or other public area within Uralla to gauge public interest in the concept.</li> <li>7. Write to the Uralla Township and Environs Committee and advise that no funding is available under the Regional Tourism Product Development Program for upgrading or developing meeting and/or local community facilities—including picnic or playground areas, local parks, barbeques, meeting facilities and regional and town entry features.</li> <li>8. Advertise the Uralla Township and Environs Committee member vacancy resulting from the resignation of Fay Porter.</li> <li>9. Provide a copy of this report and Council’s resolution to the Uralla Township and Environs Committee.</li> </ol>	MDP		<ol style="list-style-type: none"> <li>1. Noted</li> <li>2. Noted</li> <li>3. Engagement commenced</li> <li>4. Pending</li> <li>5. Pending – will be undertaken as part of the development of the open spaces strategy</li> <li>6. Pending</li> </ol>	 B B B B B B C C C

# SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
30 Oct 2018	33.10/18	<b>Dept: Infrastructure and Regulation Submitted by: DID Ref/Subject: Late Report 1 – Drought Communities Program - Extension</b>	<p>That Council;</p> <ol style="list-style-type: none"> <li>Participate in the Drought Communities Program with the following list of projects in priority order, noting that the funding is unlikely to extend to all projects: <ol style="list-style-type: none"> <li>Uralla Memorial Hall – upgrades/repairs</li> <li>Grace Munro Centre, Bundarra – upgrades/repairs</li> <li>The Showgrounds Lands Management Committee projects</li> <li>Bundarra Hall – upgrades/repairs</li> <li>Kentucky Hall – upgrades/repairs</li> <li>Composite project including eg Bird Hide repairs at Dangars Lagoon, shed and concrete pad for Friends of McMaugh Gardens, repainting of the logo frames on the 4 Uralla town entrances.</li> <li>Control of roadside weeds and vermin</li> <li>Uralla Preschool – upgrades/repairs</li> <li>Series of community events</li> </ol> </li> <li>Authorise a committee comprising of the Mayor, the Deputy Mayor and the General Manager to determine the amount of funding to be attributed to each project.</li> <li>Secure the necessary human resources to: <ol style="list-style-type: none"> <li>Scope the necessary works and pricing to support the funding application(s);</li> <li>Prepare the funding application(s);</li> <li>If successful, procure and coordinate the contractors and materials necessary to deliver the works; and</li> <li>Liaise with the stakeholders of the facilities and/or activities to which the funding will be directed.</li> </ol> </li> <li>Wherever possible utilise resources, businesses and suppliers from within the Uralla Shire Council area for works and/or activities delivered in accordance with the program.</li> </ol>	DID		<ol style="list-style-type: none"> <li>Applications submitted and approved.</li> <li>Noted</li> <li> <ol style="list-style-type: none"> <li>Scoping completed</li> <li>funding application submitted and approved</li> <li>noted</li> <li>noted</li> </ol> </li> <li>Noted</li> </ol>	<p>C</p> <p>C</p> <p>B</p> <p>B</p> <p>B</p>
28 Nov 2018	21.11.18	<b>Dept: Infrastructure and Regulation Submitted by: MDP Ref/Subject: Report 8 - Recommendations of Uralla Township and Environs Committee September and October 2018 meetings</b>	<p>That Council;</p> <ol style="list-style-type: none"> <li>Include consideration of the Rocky River Tennis Courts in the Uralla Open Spaces Strategy and provide UTEC with information regarding the tenure of the site, specifically with regard to leasing.</li> <li>Instruct Council's heritage advisor to investigate the history of Fuller Memorial Park as part of the reference material for the Uralla Open Spaces Strategy.</li> <li>Instruct Council's heritage advisor to research the history of the plaque that was removed when Thunderbolt's Grave was enhanced and provide suggestions on options for interpretive signage for the layout of the Pioneer Cemetery.</li> </ol>	MDP		<ol style="list-style-type: none"> <li>Pending</li> <li>Refer April Heritage Officer's report</li> <li>Refer April Heritage Officer's report</li> </ol>	<p>A</p> <p>B</p> <p>B</p>

# SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<ul style="list-style-type: none"> <li>4. Investigate options for suitable visual enhancement of the dump point and toilet at the Pioneer Cemetery.</li> <li>5. Invite the McCrossin's Mill Museum to submit an application for advertising signage at the Pioneer Cemetery directing people to the Museum for further information regarding the history of the cemetery.</li> <li>6. Review the information available on tourist sites within Uralla and possible means of imparting information on significant sites to the travelling public.</li> <li>7. Consult with representatives from community groups once Council has a draft plan for the installation of the new playground equipment in Alma Park which was formerly allocated to Pioneer Park under Round 1 of the Stronger Country Communities Fund.</li> </ul>			<ul style="list-style-type: none"> <li>4. Pending</li> <li>5. Pending</li> <li>6. Pending</li> <li>7. Completed</li> </ul>	<ul style="list-style-type: none"> <li>A</li> <li>A</li> <li>A</li> <li>C</li> </ul>
28 Nov 2018	29.11/18	Dept: Infrastructure & Regulation Submitted by: DID Ref/Subject: Report 15 - Heritage Advisory Services Summary for November 2018	<p>That;</p> <ul style="list-style-type: none"> <li>1. The Heritage Advisory Services Summary for November 2018 be received and noted by Council; and</li> <li>2. That consideration be given to utilising the bronze plaques prepared for the Old Cemetery in Uralla as part of the Open Spaces Strategy.</li> </ul>	DID/MDP		<ul style="list-style-type: none"> <li>1. Complete</li> <li>2. Pending</li> </ul>	<ul style="list-style-type: none"> <li>C</li> <li>B</li> </ul>
28 Nov 2018	31.11/18	Submitted by: Cr I Strutt Ref/Subject: Notice of Motion 1 - Impact of Cost Shifting on Local Government in NSW	<p>That Council;</p> <ul style="list-style-type: none"> <li>a) Note the latest LGNSW report on the Impact of Cost Shifting on Local Government in New South Wales;</li> <li>b) strongly supports the actions of LGNSW in calling on the New South Wales and Federal Governments to end cost shifting and to make a commitment to make no new, increased or transferred responsibilities to local government without a corresponding source of revenue sufficient for the responsibility;</li> <li>c) write to State Member the Hon. Adam Marshall MP and Federal Member Hon. Barnaby Joyce MHR confirming the detrimental effect of cost-shifting for Local Government and stating Council's strong support for the actions of LGNSW to achieve an end to cost shifting;</li> <li>d) refer this matter to the New England Joint Organisation and the Country Mayors Association seeking support from these organisation for LGNSW actions to bring an end to cost shifting.</li> </ul>	GM	Dec 2018	<ul style="list-style-type: none"> <li>a) Noted</li> <li>b) Noted</li> <li>c) Complete</li> <li>d) Pending</li> </ul>	<ul style="list-style-type: none"> <li>C</li> <li>C</li> <li>C</li> <li>B</li> </ul>
18 Dec 2018	25.12/18	Dept: Infrastructure & Regulation Submitted by: DID Ref/Subject: Report 13 - Industrial Land Subdivision – Probity	<p>That Council:</p> <ul style="list-style-type: none"> <li>a) Receive and note the probity advisor's recommendations;</li> <li>b) Prepare a probity plan to detail the procedures going forward to manage the sales of lots within the subdivision.</li> </ul>	DID		<ul style="list-style-type: none"> <li>a) Completed</li> <li>b) Probity plan prepared. Under review</li> </ul>	<ul style="list-style-type: none"> <li>C</li> <li>B</li> </ul>

# SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
		Advice for the Sale of Lands					
18 Dec 2018	31.12/18	Dept: Infrastructure and Regulation Submitted by: MWWSS Ref/Subject: Report 15 - Waste Management Services Options Evaluation	That Council; 1. Engage the necessary consultancy services to undertake an assessment of the long term waste management options available to Council; 2. Approve a budget variance of up to \$40,000 from the Waste Management Budget for the consultancy; 3. Instruct the Budget Review and Finance Committee to receive a draft scope of works for approval prior to engaging the consultant.	MWWSS CFO	4 Feb 2019	1. Pending  2. Noted and to be included in QBR3 3. Completed at the Feb BRFC meeting.	B  C C
18 Dec 2018	34.12/18	Submitted by: Cr Tara Toomey Ref/Subject: Notice of Motion 1 – Bridge St Design Project	That; Should funding be received for the High Pedestrian Activity Area-Bridge Street Detailed Design, Council resolve to; 1) As part of the community engagement strategy for the project: a) Publicise proposed designs of the project to the Uralla Shire community via Council's newsletter and Facebook page and other print media where relevant. b) Provide relevant additional information to any address where street frontage is impacted by the design. c) Give consideration to suggestions and/or ideas which come from community consultation activities and provide feedback to the community which articulates that consideration. 2) Give consideration to the design intent of the Creative Village project and confirm to the design consultant the elements of the Creative Village project Council would like to see incorporated into the detailed design. 3) Request the design consultant address the potential for the project to increase traffic on local streets parallel to Bridge Street. 4) Refer the draft detailed design to the UTEC committee for comment. 5) Review traffic and accident data for local streets parallel to Bridge Street to determine if there has been an increase in traffic numbers and accidents over time. 6) Receive advice from the General Manager about the arrangements for the planting and maintenance of those blisters in Bridge Street not currently maintained by the generosity of volunteers. 7) Define the impact of any proposed project design on our Long Term Financial Plan and the next annual budget after implementation of the design is commenced.	DID		Noted	B

# SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26 Feb 2019	18.02/19	<b>Committee: Budget Review &amp; Finance Submitted by: GM Ref/Subject: Report 1 - LTFP – Horizontal Service Review – Priority Actions</b>	<p>That Council: Address the actions identified in the ‘First Tranche of Potential Actions’ list, in the Report, as follows:</p> <ul style="list-style-type: none"> <li>I. Items: 1, 3, 4, and 14 be implemented or researched further then, where viable, implemented by staff as quickly as possible.</li> <li>II. Items: 2, 5, 6, 9, 11, 13, 16 and 18 be researched further and then presented to Council as quickly as possible for consideration and direction.</li> <li>III. Items: 7, 8, 10, 12, 15 and 17 are to have separate cost/benefit assessments prepared and presented to Council prior to, where possible, the final determination of the 2019/20 budget.</li> <li>IV. Items directly relating to Bundarra, specifically Item 6, be referred to the Bundarra School of Arts Hall Committee.</li> </ul>	GM		<p>I. <u>Item 1</u>: VIC stock pricing continuously reviewed as stocks are reordered and replenished. <u>Item 3</u>: Business case being prepared for energy initiatives <u>Item 4</u>: Stewart Brown business plans to address overhead community care costs and recovery: will refer to these for outcomes. <u>Item 14</u>: Have identified potential phone cost savings in capability to renegotiate phone fleet pricing. Further investigation required. Internet costs are currently at retail price. Uralla Library and Bundarra Library internet costs partly funded by grant money. There are potential savings in the future once all council sites are connect through the NBN.</p> <p>II. <u>Item 2</u>: Full cost recovery for non-statutory fees and charges to be addressed in 2019/20 budget. <u>Item 5</u>: Pending further research <u>Item 6</u>: Pending further research and consultation with the Bundarra s355 School of Arts Hall Committee. <u>Item 9</u>: Pending further research <u>Item 11</u>: Further research being undertaken <u>Item 13</u>: Further research being undertaken <u>Item 16</u>: Pending further research <u>Item 18</u>: Landfill opening days to be addressed in waste management consultancy (see item 7 below)</p>	B

# SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
						<p>III. <u>Item 7</u>: Strategic review of waste services to be undertaken. Draft Scope of Works for Waste Management Consultancy approved per resolution 21.02/19</p> <p><u>Item 8</u>: Pending further research</p> <p><u>Item 10</u>: Pending further research</p> <p><u>Item 12</u>: An option to implement business paper efficiencies was put to council workshop as additional budget item.</p> <p><u>Item 15</u>: Pending</p> <p><u>Item 17</u>: See item 7 above</p> <p>IV. Noted</p>	
26 Feb 2019	30.02/19	<b>Dept: Community &amp; Governance</b> <b>Submitted by: CGR</b> <b>Ref/Subject: Report 9 - Policy – Draft Code of Meeting Practice 2019</b>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Exhibit the Draft Code of Meeting Practice 2019 for 28 days.</li> <li>2. Subject to no submissions being received within 42 days, adopt the Draft Code of Meeting Practice 2019.</li> <li>3. Allocate funding of \$15,000, from Council's reserves, to provide for recording and webcasting of council meetings in accordance with s5.19 of the Draft Code of Meeting Practice.</li> </ol>	CGR	Feb 2018	1. On exhibition	B
26 Feb 2019	31.02/19	<b>Dept: Community &amp; Governance</b> <b>Submitted by: CGR</b> <b>Ref/Subject: Report 10 - Draft Code of Conduct 2019 and Draft Procedures for the Administration of the Draft Code of Conduct 2019</b>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Exhibit the "Draft Code of Conduct 2019" (Attachment 1) for 28 days; and</li> <li>2. Exhibit "Draft Procedures for the Administration of the Draft Code of Conduct 2019" (Attachment 2) for 28 days;</li> <li>3. Subject to no submissions being received within 42 days, Council adopt the Draft Code of Conduct 2019 and Draft Procedures for the Administration of the Draft Code of Conduct 2019; and</li> <li>4. Review council's panel of conduct reviewers as required by the Draft Code.</li> <li>5. Request the Mayor to ask the New England Joint Organisation to consider the establishment of a regional panel of Conduct Reviewers for the member Councils of the Organisation.</li> </ol>	CGR	Feb 2018	<ol style="list-style-type: none"> <li>1. On exhibition</li> <li>2. On exhibition</li> </ol>	B

# SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26 Feb 2019	39.02/19	<b>Dept: Infrastructure &amp; Development Submitted by: MDP Ref/Subject: Report 16 - Road Naming: "Somerset Close" in Stage A Phase 1 – DA-27-2015-5 – 114 Barleyfields Road, Uralla and "Wards Lane" off Eastern Avenue, Kentucky South</b>	That Council: 1. Accept the name of "Somerset Close" as a suitable name for a road off Warwick Street within the Staged 42 Lot Low Density Residential Subdivision at 114 Barleyfields Road, Uralla. 2. Accept the name of "Wards Lane" as a suitable name for the unformed road off Eastern Avenue, Kentucky South, to access Lot Lots 203-207 and Lots 2011-213 DP 755829. 3. Advertise both names for public submissions and, if no submissions are made, the General Manager be given delegated authority to accept the road names on behalf of Council. 4. Follow the process through NSW Online Road Naming System for approval by the Geographical Names Board, which involves notification to relevant parties and gazettal for "Somerset Close" and "Wards Lane". 5. Advertise both road names in the local newspaper and on council's website once gazetted.	MDP		Pending	B
26 Feb 2019	43.02/19	<b>Dept: Infrastructure &amp; Development Submitted by: DID Ref/Subject: Report 20 -Planning Proposal 8 - Amendment Land Classification</b>	That Council: 1. Resolve to note and receive the Public Hearing Report and Recommendation prepared by Barnson (Ref: 30501-PR01_B) dated 10 January 2019, and 2. Resolve to continue to progress Planning Proposal 8 – Amendment of Land Classification to reclassify the Uralla Caravan Park (Lot 30 DP793510) and the proposed Industrial Estate (Lot 14 DP787477) from community land to operational land with the Department of Planning and Environment.	MDP		1. Noted 2. A draft of Uralla Local Environmental Plan 2012 (Amendment No 8) for the land reclassification of the Uralla Shire Caravan Park and industrial estate has been received from parliamentary counsel	C B
26 Feb 2019	44.02/19	<b>Dept: Infrastructure &amp; Development Submitted by: DID Ref/Subject: Report 21 - Drought Communities Assistance Program</b>	That Council: 1. Submit a grant application (being the second under this program) based on the quoted works for: the Showgrounds Projects, Bundarra School of Arts Hall; Dangars Lagoon bird hide; Arding Hall; Kentucky Memorial Hall; the Uralla Preschool building, and Uralla Memorial Hall. 2. Seek additional quotations from contractors and tradespeople, inside and outside the Uralla Shire for works to: the Uralla Memorial Hall; the Uralla Shire Council owned preschool building; the Uralla Court House; the McMaugh Garden's garden shed; and the Council Chambers/Administration Building, subject to available funding. 3. Seek quotations for potential rectification work to the Grace Munro buildings where such would not otherwise be funded by the recently awarded ACRII grant for that facility. 4. Submit a grant application (being the third under this program) for works identified in accordance with 2 and 3, above, and to exhaust the remainder of the 'up to' \$1 million grant available to Council.	DID		1. Completed  2. Additional quotes requested  3. Underway  4. Completed as part of 1	C  B B C

# SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26 Feb 2019	48.02/19	Dept: Infrastructure & Development Submitted by: MDP Ref/Subject: Report 25 - Recommendations of Uralla Township and Environs Committee November and December 2018 meetings	That Council: receive and note the minutes of Uralla Township and Environs Committee for Tuesdays 13 November and 11 December 2018 and adopt the following suggestions as recommendations: 1. Council provide clear parameters to the Uralla Township and Environs Committee. 2. Council explore the concept of Uralla 2358 in the development of a Fibonacci Discovery Park or other options in the Pioneer Park Precinct with the Uralla community and seek avenues of funding as part of the development of the Open Space Strategy.	MDP		1. Completed 2. Pending	C B
26 Feb 2019	53.02/19	Dept: Infrastructure and Development Submitted by: DID Ref/Subject: Late Report 1 - Tolleys Gully Bridge – GLE Business Case	That Council: 1. Vote \$30,000 from Council's reserves to fund the development of the Business Case for the Tolleys Gully Bridge replacement and road realignment.	CFO/DID	March 2019	Business Case finalised and submitted.	C
26 Feb 2019	54.02/19	Submitted by: Cr Tara Toomey Ref/Subject: Uralla VIC	That Council: 1) Resolve to progress the detailed design, costings and tender documentation of the VIC in accordance with the plans put on display; and 2) Draw on the VIC Restricted Funds to meet the costs.	DID		1. RFQ advertised 2. Noted	B C
26 March 2019	12.03/19	Dept: Infrastructure and Development Submitted by: MDP Ref/Subject: Report 14 – DIVISION DECISION – Development Application 11/2019 – Wind turbine and tank stand – 24 McDonalds Lane, Rocky River	That Council 1. Approve the tank stand component of the Development Application 11/2019 at 24 McDonalds Lane Rocky River; and 2. Lay the wind turbine in Development Application 11/2019 on the table pending further investigation relating to General Conditions 12 and 13 in the Officer's Recommendation.	MPD	May 2019	1. Noted 2. Pending	C A
26 March 2019	21.03/19	Dept: Community and Governance Submitted by: CCDE Ref/Subject: Report 5 – 2019 Bush Bursary/ CWA's Scholarship Program	That a) Council participate providing one of the Uralla based medical practices commits to hosting a medical student in the Bush Bursary, CWA Scholarship Program 2019. b) Council allocate \$3,000 for the sponsorship of one medical student into the 2019/20 Operational Plan and Budget.	CCDE	May 2019	1. CCDE to contact Uralla Medical Centre	B

# SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26 March 2019	22.03/19	<b>Dept: Community and Governance</b> <b>Submitted by: CCDE</b> <b>Ref/Subject: Report 6 – Community Grants Program 2018/19 – Round 2</b>	That Council adopt the following Committee Recommendation, to: 1) Approve the Community Grants, round two of 2018/19 funding allocations to the following applicants and in accordance with the General Grant Conditions and any special conditions identified in Table 3 of the Report: <ul style="list-style-type: none"> <li>Northern Tablelands Wildlife Carers Inc - \$500</li> <li>Uralla Shire Business Chamber Inc - \$2,000</li> <li>Mrs Pam Meehan - \$210</li> <li>Mr Trevor Watkins - \$210</li> <li>Mrs Robyn Wheeler - \$210</li> </ul> 2) Amend the special condition in Table 3 – Successful Applicants and Special Conditions for the Uralla Shire Business Chamber Inc. <i>“2. That Uralla Shire Council is acknowledged as a significant sponsor of the 2019 Uralla Shire Business Awards and sponsorship of a key award category.”</i>	CCDE	April 2019	1. Complete	C
26 March 2019	29.03/19	<b>Dept: Community and Governance</b> <b>Submitted by: CGR</b> <b>Ref/Subject: Report 9 – Draft Internal Reporting Policy 2019</b>	That Council; 1. Exhibit the Draft Internal Reporting Policy 2019 at Attachment A for 28 days; and 2. Adopt the Draft Internal Reporting Policy 2019 at Attachment A subject to no submissions being received in the exhibition period.	CGR	March 2019	1. On exhibition until 26 April 2019. 2. Submissions open until 10 May 2019.	B
26 March 2019	45.03/19	<b>Dept: Infrastructure and Development</b> <b>Submitted by: MWWSS</b> <b>Ref/Subject: Confidential Report Acquisition of land Bundarra Sewerage Treatment Plant</b>	That; Council authorise the General Manager to effect the purchase of a 20 ha portion of Lot 38 DP 753656 as detailed in this report, for the agreed Land Acquisition (Just Terms Compensation) value of up to \$132,000 plus GST (if applicable) and reasonable associated costs, including reasonable legal costs incurred by the landowners in entering into the Private Treaty Agreement.	DID	June 2019	In progress.	B

## Responsibility Matrix

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

• GM	General Manager	General Manager's Office
• CFO	Chief Financial Officer	General Manager's Office
• MHR	Manager Human Resources	General Manager's Office
• DID	Director Infrastructure and Development	Infrastructure and Development
• EMC	Environmental Management Coordinator	Infrastructure and Development
• MWWSS	Manager Waste, Water and Sewer Services	Infrastructure and Development
• MDP	Manager Development and Planning	Infrastructure and Development
• MIW	Manager Infrastructure and Works	Infrastructure and Development
• DCG	Director Community and Governance	Community and Governance
• CCDE	Coordinator Community Development and Engagement	Community and Governance
• CGR	Coordinator Governance and Risk	Community and Governance
• MMG	Manager McMaugh Gardens Aged Care	Community and Governance
• MCC	Manager Community Care	Community and Governance
• CTI	Coordinator Technology and Information	Community and Governance
• TPOO	Tourism Promotion and Operations Officer	Community and Governance
• RMSO	Risk Management and Safety Officer	Community and Governance



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	Acting Coordinator Governance and Risk
<b>Reference/Subject:</b>	<b>Report 6 – Draft Councillor Induction and Professional Development Policy 2019</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	<b>4.1 A strong, accountable and representative Council</b>
<b>Strategy:</b>	<b>4.1.5 Undertake the civic duties of Council with the highest degree of professionalism and ethics</b>
<b>Activity:</b>	<b>4.1.5.1 Implement and manage Council's integrity system</b>
<b>Action:</b>	<b>Implement the Office of Local Government's Local Government Act reform program.</b>

### SUMMARY:

This report provides a DRAFT Councillor Induction and Professional Development Policy 2019 at Attachment A, prepared in accordance with Local Government Act 1993 (Section 23A), Local Government (General) Regulation 2005 and the model policy as issued by the Office of Local Government in 2018.

### OFFICER'S RECOMMENDATION:

That Council

1. Exhibit the Draft Councillor Induction and Professional Development Policy 2019 at Attachment A for 28 days; and
2. Adopt the Draft Councillor Induction and Professional Development Policy 2019 at Attachment A subject to no submissions received during the exhibition period.

### BACKGROUND:

Council's policy of 2013 *Candidates for Council and New Councillor Induction* requires review and the updated policy at Attachment A has been prepared to meet current requirements and guidelines.

### REPORT:

The Office of Local Government issued a circular in 2018 on *Councillor Induction and Professional Development Guidelines* (the Guidelines) under section 23A of the *Local Government Act 1993* (the Act) to assist general managers and council staff to develop, deliver, evaluate and report on the induction and professional development programs they are required to provide mayors and councillors under the *Local Government (General) Regulation 2005* (the Regulation). Councils are required to consider the Guidelines when undertaking these activities.

This report provides a DRAFT Councillor Induction and Professional Development Policy 2019 at Attachment A as prepared in accordance with the model policy as issued by the Office of Local Government with the 2018 guidelines.

The Office of Local Government circular *Councillor Induction and Professional Development Guidelines 2018* advises as follows:

Under section 232(1)(g) of the Act, all mayors and councillors have a responsibility to make all reasonable efforts to acquire and maintain the skills necessary to perform their roles. To support this, the general manager is required under the Regulation to ensure the delivery of:

- an induction program for newly elected and returning councillors and a specialised supplementary induction program for the mayor within six months of their election, and
- an ongoing professional development program for the mayor and each councillor over the term of the council to assist them to acquire and maintain the skills necessary to perform their roles. The content of the ongoing professional development program is to be determined in consultation with the mayor and each councillor. It must be needs-based and reflect the specific skills, knowledge and personal attributes required by the mayor, each individual councillor and the governing body as a whole, to perform their roles effectively.

These requirements also apply to councillors and mayors elected during the term of a council to fill a casual vacancy. Under the Regulation, mayors and councillors must make all reasonable efforts to participate in the activities offered to them as part of an induction or professional development program. Councils are also required to report on the participation of the mayor and councillors in these programs.

**KEY ISSUES:**

- Policy Review to comply with current legislation and guidelines
- Updated policy addresses requirements for councillor induction and professional development
- Recent election to fill a vacancy and next council ordinary elections currently scheduled for September 2020.

**COUNCIL IMPLICATIONS:**

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

- The policy is proposed for public exhibition for 28 days.

**2. Policy and Regulation**

- *Local Government Act 1993 (Section 23A) and Local Government (General) Regulation 2005*
- Under section 232(1)(g) of the Local Government Act 1993, all mayors and councillors have a responsibility to make all reasonable efforts to acquire and maintain the skills necessary to perform their roles.
- On adoption this DRAFT Councillor Induction and Professional Development Policy 2019 at Attachment A will replace council's current policy of 2013 *Candidates for Council and New Councillor Induction*.

**3. Financial (LTFP)**

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

The purpose of this policy is to demonstrate Uralla Shire Council's commitment to ensuring that the mayor and councillors have access to induction and ongoing professional development which will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the *Local Government Act 1993* ('the Act').

**8. Project Management**

Nil

Prepared by staff member:	Elisabeth Brown, Acting Coordinator Governance and Risk
TRIM Reference Number:	UINT/19/2369
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	General Manager's Office
Attachments:	A. Draft Councillor Induction and Professional Development Policy 2019



DRAFT

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## **DRAFT Policy:**

### **Councillor Induction and Professional Development Policy**

**2019**

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## INFORMATION ABOUT THIS DOCUMENT

<b>Date Adopted by Council</b>		<b>Resolution No.</b>	
<b>Document Owner</b>	<i>Executive Manager Corporate Services</i>		
<b>Document Development Officer</b>	<i>Coordinator Governance and Risk</i>		
<b>Review Timeframe</b>	<i>Every 4 years</i>		
<b>Last Review Date:</b>	<i>April 2019</i>	<b>Next Scheduled Review Date</b>	<i>April 2023</i>

### ***Document History***

<b>Doc No.</b>	<b>Date Amended</b>	<b>Details/Comments eg Resolution No.</b>
1	April 2019	Presented at 23 April 2019 Ordinary Council Meeting

<b>Related Legislation*</b>	<i>Local Government Act 1993 (Section 23A)</i> <i>Local Government (General) Regulation 2005</i>
<b>Related Policies</b>	
<b>Related Procedures/ Protocols, Statements, documents</b>	NSW Office of Local Government Model Councillor Induction and Professional Development Policy and Guidelines 2018

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## **1. PURPOSE**

The purpose of this policy is to demonstrate Uralla Shire Council's commitment to ensuring that the mayor and councillors have access to induction and ongoing professional development which will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the Local Government Act 1993 ('the Act').

## **2. SCOPE**

This policy applies to all councillors of Uralla Shire Council, including the mayor.

## **3. STATEMENT**

Uralla Shire Council is committed to developing an induction and ongoing professional development program for the mayor and councillors to ensure they can fulfil their statutory roles and responsibilities. As part of this program, the mayor and each councillor will have a professional development plan that identifies specific gaps in their capabilities (ie their knowledge, skills and attributes) and identify professional development activities to build these capabilities.

## **4. INDUCTION PROGRAM**

Uralla Shire Council will develop an induction program for new and returning councillors as well as a supplementary program for the mayor to ensure they are provided all the information they need to effectively fulfil their roles in the first few months of Council's term and feel confident in their ability to do so. The induction program will cover:

- an orientation to council facilities and the local government area
- an overview of the key issues and tasks for the new council including council's community strategic plan, delivery program, operational plan, resourcing strategy and community engagement plan
- the legislation, rules, principles and political context under which councils operate
- the roles and responsibilities of councillors and the mayor
- Council's organisational structure, workforce management strategy and the roles and responsibilities of the general manager and council staff
- what Council does and how it operates, including an overview of integrated planning and reporting, land-use planning, natural resource management, financial management and asset management by Council
- key Council policies and procedures councillors must comply with including the code of conduct
- the role of Council meetings and how to participate effectively in them
- the support available to the mayor and councillors and where they can go to get more information or assistance, and
- information on the process for taking the oath of office and electing the mayor at the first council meeting (where applicable).

In the case of the mayor, the program will also cover:

- how to be an effective leader of the governing body and the council
- the role of the Chair and how to chair council meetings
- the mayor's role in integrated planning and reporting

- the mayor's role and responsibilities under the code of conduct
- the mayor's role and responsibilities in relation to the general manager's employment
- the mayor's role at regional and other representative bodies, and
- the mayor's civic and ceremonial role.

The mayor and councillors must have a working knowledge and understanding of these areas by the end of the induction program.

The induction program will also include team building activities to help the governing body establish itself as a cohesive and collaborative team focused on a common purpose with shared values and goals. Activities will aim to ensure mayors and councillors:

- identify how they would like to work together as a team and identify a common vision for the governing body
- build relationships with each other based on trust and mutual respect that facilitate collaboration
- contribute to a positive and ethical culture within the governing body
- work towards consensus as members of the governing body for the benefit of the community
- develop respectful negotiation skills and manage alternative views within the governing body without damaging relationships
- understand what supports or undermines the effective functioning of the governing body
- respect the diversity of skills and experiences on the governing body, and
- communicate and uphold the decisions of Council in a respectful way, even if their own position was not adopted.

Activities should also help the mayor, as the leader of the governing body, to:

- act as a stabilising influence and show leadership, and
- promote a culture of integrity and accountability within Council and when representing Council in the community and elsewhere.

The mayor and councillors, including those re-elected to office, must attend all induction sessions. Uralla Shire Council will evaluate the induction program at the end of each council term to determine whether it has achieved these outcomes, and to identify and address areas for improvement.

## **5. ONGOING PROFESSIONAL DEVELOPMENT PROGRAM**

An individual ongoing professional development plan will be developed for the mayor and each councillor to address any gaps in the capabilities (ie the knowledge, skills and attributes) needed to effectively fulfil their role.

Each professional development plan will span the council's term, and identify professional development activities that the mayor or councillor will participate in. Professional development activities will be prioritised according to need and approved by the general manager where council funds are required in accordance with council's councillor and expenses and facilities policy. The Mayor and councillors are expected to complete all the activities included in their professional development plan.

Professional development activities will, wherever possible, follow the 70/20/10 principle. The 70/20/10 principle requires that:

- 70% of learning activities are provided via learning and developing from experience
  - for example, on-the-job training, self-directed learning, developmental roles, problem solving, exposure and practice
- 20% of learning activities are provided via learning and training through others
  - for example, personal or professional networks, coaching, mentoring, feedback, memberships and professional associations, and
- 10% of learning activities are provided via learning and developing through structured programs
  - for example, training courses, external or in-house workshops, seminars, webinars and other e-learning and briefing sessions conducted by the council, external training providers or industry bodies.

The timing of professional development activities for the mayor and councillors will be designed in such a way so as to not overload councillors with learning activities in the early part of council's term. The timing will reflect what knowledge and skills councillors and the mayor need at various points in council's term to undertake their roles.

The mayor and councillors will be provided with as much notice as possible for upcoming induction and professional development activities.

## **6. RESPONSIBILITIES**

The mayor and each councillor are responsible for making themselves available to attend any development activities identified in the professional development plan. The mayor and all councillors must make all reasonable endeavours to attend and participate in the induction sessions and professional development activities arranged for them during the term of the council.

The Executive Manager Corporate Services is responsible for planning, scheduling and facilitating induction and professional development activities for the mayor and councillors in consultation with the general manager. The general manager has overall responsibility for Uralla Shire Council's induction and professional development program.

## **7. BUDGET**

An annual budget allocation will be provided to support the induction and professional development activities undertaken by the mayor and councillors. Expenditure will be monitored and reported quarterly.

## **8. APPROVAL OF TRAINING AND/ OR EXPENSES**

Professional development activities that require council funds are to be approved by the general manager in accordance with Uralla Shire Council's Councillor Expenses and Facilities Policy.

## **9. EVALUATION**

Council will evaluate the professional development program at the end of each council term to assess whether it was effective in assisting the mayor and councillors to develop the capabilities required to fulfil their civic roles.

## **10. REPORTING**

The general manager of Uralla Shire Council will publically report each year in Council's annual report:

- the name of the mayor and each individual councillor that completed council's induction program (where an induction program has been delivered during the relevant year)
- the name of the mayor and each councillor who participated in any ongoing professional development program during the year
- the number of training and other activities provided to the mayor and councillors during the year as part of a professional development program, and
- the total cost of induction and professional development activities and any other training provided to the mayor and councillors during the relevant year.



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	<i>Acting Governance and Risk Coordinator</i>
<b>Reference/Subject:</b>	<b>Report 7 – Draft Work Health and Safety Policy 2019</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4.2	An effective and efficient organisation
<b>Strategy:</b>	4.2.6	Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment workforce
<b>Activity:</b>	4.2.6.1	Develop and incorporate a risk management framework which is effective and accessible
<b>Action:</b>	4.2.6.1.2	Develop a workplace safety system

### SUMMARY:

This report provides a “Draft Work Health and Safety Policy 2019” at Attachment A, prepared in accordance with current legislative requirements.

### OFFICER’S RECOMMENDATION:

That Council:

1. Exhibit the “Draft Work Health and Safety Policy 2019” at Attachment A for a period of 28 days; and
2. Adopt the Draft Work Health and Safety Policy 2019 at Attachment A subject to no public submissions being received during the public exhibition period.

### BACKGROUND:

Council’s current policies “Work Health and Safety Policy 2014” and “OH&S Workplace Inspection Policy 2013” are out of date and require review to comply with the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017.

### REPORT:

The draft Work Health and Safety Policy 2019 outlines how Uralla Shire Council will provide a safe, healthy and inclusive workplace, in accordance with legislation, the Community Strategic Plan 2017-2027 and the Delivery Program 2017-2021.

The “Draft Work Health and Safety Policy 2019” at Attachment A has been prepared in accordance with the requirements of the Work Health and Safety Act 2011 and regulatory updates as issued in the Work Health and Safety Regulation 2017.

Key changes to previous policies include compliance with current legislation, updated definitions and identified responsibilities by all to Work Health and Safety.

**KEY ISSUES:**

- Compliance with legislation and Regulation updates

**COUNCIL IMPLICATIONS:**

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

The policy is proposed for public exhibition for 28 days.

**2. Policy and Regulation**

- The draft policy complies with the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2017.
- On adoption the draft “Work Health and Safety Policy 2019” at Attachment A will replace council’s Work Health and Safety (WHS) Policy 2014 and OH&S Workplace Inspection Policy 2013.

**3. Financial (LTFP)**

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

The Draft policy provides for responsibilities for all to Work Health and Safety.

**6. Legal and Risk Management**

The draft Work Health and Safety Policy 2019 outlines how Uralla Shire Council will provide a safe, healthy and inclusive workplace, in accordance with legislation, the Community Strategic Plan 2017-2027 and the Delivery Program 2017-2021.

**7. Performance Measures**

Nil

**8. Project Management**

Nil

Prepared by staff member:	Elisabeth Brown, Acting Coordinator Governance and Risk
TRIM Reference Number:	UINT/19/2361
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	General Manager’s Office
Attachments:	A. DRAFT Work Health and Safety Policy 2019



**DRAFT**

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**Policy:**

**Work Health and Safety**

**2019**

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## INFORMATION ABOUT THIS DOCUMENT

<b>Date Adopted by Council</b>		<b>Resolution No.</b>	
<b>Document Owner</b>	Executive Manager Corporate Services		
<b>Document Development Officer</b>	Risk Management and Safety Officer		
<b>Review Timeframe</b>	4 Years or when applicable legislative changes occur		
<b>Last Review Date:</b>	2019	<b>Next Scheduled Review Date</b>	2023

### *Document History*

<b>Doc No.</b>	<b>Date Amended</b>	<b>Details/Comments</b>
<b>2.1.04</b>	August 2008	Occupational Health and Safety Policy Resolution Number: 280/08
<b>2.1.04</b>	July 2011	Policy reviewed and revised. Resolution Number: 262/11
<b>1.2.21</b>	March 2014	Work Health and Safety Policy Policy renamed, reviewed and revised to reflect changes in legislation. Resolution Number: 110/14
	January 2019	Policy reviewed and revised.

<b>Related Legislation*</b>	Local Government Act 1993; Local Government General Regulation 2005; Work Health and Safety Act 2011; and Work Health and Safety Regulation 2017.
<b>Related Policies</b>	Policy: Risk Management 2018
<b>Related Procedures/ Protocols, Statements, documents</b>	Manual: Work Health and Safety 2019

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DRAFT

## 1. OBJECTIVES

Uralla Shire Council is committed to providing a safe place of work and safe systems of work for its workers; being its staff, contractors, labour hire staff, and volunteers. This commitment not only stems from legislative and legal obligations but also from a sincere desire to keep its workers, community and visitors out of harm's way and to be a safe, healthy and active shire.

The purpose of this policy is to outline how Uralla Shire Council will provide safe, healthy and inclusive workplaces.

## 2. SCOPE

Health and safety of workers and persons is the responsibility of all in the workplace. This policy applies to all areas of Uralla Shire Council's activities in the delivery of its functions as a Local Government Authority, and to the Council Executive Team, Managers/Supervisors and workers of Council.

## 3. DEFINITIONS

<b>Risk Control(s)</b>	The means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.
<b>Council</b>	Uralla Shire Council
<b>Hazard</b>	A situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.
<b>Managers/Supervisors</b>	Those workers of Council whom have direct reports
<b>Persons</b>	Other people whom are not Council workers such as members of the public and visitors to Council
<b>Risk</b>	Is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.
<b>Worker(s)</b>	Any employee; contractor or subcontractor; employee of a contractor or subcontractor; labour hire company personnel, outworker; apprentice or trainee; work experience student; or volunteer undertaking work for Council

## 4. STATEMENT

Council is committed to providing a workplace where hazards and risks to the health and safety of workers and persons are identified and controlled to prevent harm and injury. Council aims to achieve this by:

- Continual development, implementation and review of Council's Work Health and Safety Management System (WHSMS) and Enterprise Risk Management (ERM) framework;
- Complying with all relevant acts, regulations, standards and codes of practice;
- Providing work health and safety (WHS) advice, information, education and training to Council workers;

- Consultation with workers and workers' representatives to involve them when change and/or development of work practices are required when there is a risk to their health and safety from workplace hazards;
- Provision of adequate resources to enable the control of hazards/risks to the health and safety of workers and persons at Council workplaces; and
- The establishment, monitoring and review of health and safety objectives/targets to ensure continual improvement aimed at the elimination of work related illness and injury;

## **5. RESPONSIBILITIES**

Everyone who is present at a Council workplace has a responsibility and a 'Duty of Care', being a legal obligation, to ensure the safety and well-being of others in the workplace. Specific responsibilities are cited below. Full details of WHS responsibilities are included in Council's WHS Manual.

### **5.1. Council Executive Team**

- The Council Executive Team have the authority to identify required resources and to allocate provided resources for the development, implementation and maintenance of Council's WHSMS and ERM framework;
- The Council Executive Team are responsible for gaining an understanding of the hazards and risks associated within their Directorate's operations and to ensure hazards/risks are effectively controlled in the workplace; and
- Council's WHSMS, ERM and associated programs will be reviewed by the Council Executive Team at scheduled intervals.

### **5.2. Managers/Supervisors**

Managers/Supervisors have a responsibility to:

- Ensure changes to policy, procedures and other WHS information are communicated and disseminated to their direct reports in a timely and efficient manner;
- Identify where resources are required for the development, implementation and maintenance of Council's WHSMS and ERM framework, and report this to their Director/Manager.
- To develop policy, procedures and other documentation to ensure a safe and healthy workplace relative to the scope of their operations and control;
- Be accountable, for taking all practical measures to ensure that the workplace under their control is safe and hazards/risks to the health and safety of workers and persons have appropriate controls in place to eliminate or reduce the risk to health and safety;
- Ensure any unsafe work practices/behaviour or unhealthy conditions are identified/'called out' and appropriately dealt with;
- Report promptly to their immediate Director/Manager when they do not have the necessary authority to implement controls or fix an issue, together with any proposed corrective actions; and
- Ensure that workers and their representatives, if needed, are consulted when change and/or development of work practices are required, and that any concerns they may have are referred to the appropriate Director/Manager, where there is a risk to health and safety.

### 5.3. Workers

Workers of Council have a responsibility to:

- Ensure the health and safety of themselves, other workers and other persons in the workplace;
- To work according to Council policy, procedure, safe systems of work, use appropriate personal protective equipment (PPE) provided and use all plant, materials, tools and substances in the manner for which they are intended; and
- Report to their Manager/Supervisor any hazards/risks to the health and safety of persons that cannot be controlled.

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## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	<i>Acting Coordinator Governance and Risk</i>
<b>Reference/Subject:</b>	<b>Report 8 – Draft Investment Policy 2019</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4.2	An effective and efficient organisation
<b>Strategy:</b>	4.2.2	Operate in a financially responsible and sustainable manner
<b>Activity:</b>	4.2.2.1	Maintain and control financial system and improve long term financial sustainability
<b>Action:</b>	4.2.2.1.4	Maintain cash flow and maximise return on investment within the risk parameters provided by the Office Local Government.

### SUMMARY:

This report provides a Draft Investment Policy 2019 at Attachment A, prepared in accordance with the Local Government Act, 1993 (S625), Local Government (General) Regulation 2005, Ministerial Investment Order 2011 and guidelines.

### OFFICER'S RECOMMENDATION:

That Council:

- a. Exhibit the Draft Investment Policy 2019 at Attachment A for 28 days; and
- b. Adopt the Draft Investment Policy 2019 at Attachment A subject to no submissions being received during the exhibition period.

### BACKGROUND:

Council's Investment policy of 2013 requires review to meet current requirements. This report provides an updated policy in accordance with current requirements.

### REPORT:

The Draft Investment Policy 2019 at Attachment A is prepared in accordance with the Local Government Act, 1993 (S625), Local Government (General) Regulation 2005, Ministerial Investment Order 2011 and guidelines.

### KEY ISSUES:

- Review of Council's investment policy to meet current requirements

### COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**  
Public exhibition of the draft policy is proposed for 28 days

**2. Policy and Regulation**

- The Draft Investment Policy 2019 is prepared in accordance with the Local Government Act, 1993 (S625), Local Government (General) Regulation 2005 and Ministerial Investment Order 2011 and guidelines
- On adoption the Draft Investment Policy 2019 will replace Council's investment Policy 2013

**3. Financial (LTFP)**

- Council Investments and policy compliance with the Ministerial Order 2011 and guidelines, Local government Act 1993, Local Government (General) Regulation 2005.
- The Local Government (General) Regulation 2005 (clause 212) requires a monthly report on investments to be provided to Council.

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil

Prepared by staff member:	Elisabeth Brown, Acting Coordinator Governance and Risk
TRIM Reference Number:	UINT/19/2426
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	General Manager's Office
Attachments:	A. DRAFT Investment Policy 2019



DRAFT

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**DRAFT Policy:**

**Investment Policy**

**2019**

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## INFORMATION ABOUT THIS DOCUMENT

<b>Date Adopted by Council</b>		<b>Resolution No.</b>	
<b>Document Owner</b>	<i>Chief Financial Officer</i>		
<b>Document Development Officer</b>	<i>Coordinator Governance and Risk</i>		
<b>Review Timeframe</b>	<i>Every 4 years</i>		
<b>Last Review Date:</b>	April 2019	<b>Next Scheduled Review Date</b>	April 2023

### ***Document History***

<b>Doc No.</b>	<b>Date Amended</b>	<b>Details/Comments eg Resolution No.</b>
<b>1</b>	April 2019	Presented to Ordinary Council Meeting

<b>Related Legislation*</b>	Local Government Act, 1993 (S625) Local Government (General) Regulation 2005 Ministerial Investment Order 2011
<b>Related Policies</b>	
<b>Related Procedures/ Protocols, Statements, documents</b>	

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## 1. OBJECTIVES

- 1.1. To provide a framework for the investing of Council's funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security for that investment type and ensuring that liquidity requirements are being met.
- 1.2. While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return of investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.

Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance.

- 1.3. This policy only deals with Council's investments with financial institutions and does not consider investments Council may wish to make in other forms of capital, such as property.

## 2. BACKGROUND

Council has a fiduciary and legislative responsibility to manage public monies in a prudent and diligent manner. The Investment Policy sets the tone and expectations of Council and establishes guidelines and parameters for staff who are required to actually place the investments on a daily basis.

## 3. DEFINITIONS

<b>BBSW</b>	The Bank Bill Swap reference rates are independent and transparent rates for the pricing and revaluation of privately negotiated bilateral Australian dollar interest swap transactions. The rates are published daily.
<b>APRA</b>	The Australian Prudential Regulation Authority is a body established by an act of parliament. APRA oversees banks, credit unions, building societies, general insurance and reinsurance companies, life insurance, friendly societies and most members of the superannuation industry. APRA is funded largely by the industries that it supervises. It was established on 1 July 1998.
<b>ADI</b>	Authorised Deposit-taking Institutions are corporations which are authorised under the Banking Act 1959. ADIs include banks, building societies, and credit unions.

## 4. SCOPE OF POLICY

This policy applies to Councillors, Committees of Council and Council employees.

## **5. RELATED DOCUMENTATION**

See section 6 on Legislative Authority for Investments and also Council's Delegation Register.

## **6. LEGISLATIVE AUTHORITY FOR INVESTMENTS**

All investments are to comply with the following:

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Ministerial Investment Order;
- Local Government Code of Accounting Practice & Financial Reporting;
- Australian Accounting Standards; and
- Office of Local Government Circulars.

## **7. DELEGATION OF AUTHORITY**

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993. The General Manager may in turn delegate the day-to-day management of Council's investments to the Responsible Accounting Officer and or authorised finance staff, subject to regular reviews. Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role. The placement or redemption of investments requires a minimum of two signatures from officers with delegated authority.

## **8. PRUDENT PERSON STANDARD**

The investment will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy.

It is expected that the skills of officers making investments will include:

- an understanding of the current positioning of the financial markets. ie knowledge of the current 90 day BBSW rate;
- an understanding of the type of investments in which they are dealing. ie investment rate offered, term to maturity and the underlying conditions of the transaction that impact risk and reward including circumstances in which the user of the funds may default in payment of capital and interest;
- an understanding of the institution that will receive and use the funds including their credit worth. ie current Standard & Poor's rating and confirmation they are APRA regulated; and
- an understanding of Council's Investment Policy and associated legislation such that when placing an investment all relevant conditions are considered and weighed.

The role of the investing officer will be to:

- avail themselves of current market information and investment options;
- be aware of Council's current liquidity position and the options that best suit Council in terms of length of the investment;
- in most instances the form of investment shall be a term deposit with an ADI and the investing officer shall consider at least three quotes from different ADI's (Typically the investing officer becomes aware of daily rates by phoning the institution or receiving an email);
- phone the preferred institution and advise them that they have been successful, arrange for funds to be transferred as agreed, ensure that the recipient institution provides Council with appropriate acknowledgement and documentation following their receipt of funds, complete Council's investment placement sheet and have verifying officer sign sheet; and
- in instances where the form of investment is not a term deposit then the matter shall be discussed between at least two recognised investment officers, including the Responsible Accounting Officer prior to making a placement.

The investment officer shall maintain an investment register which shall include:

- the source and the amount of money invested;
- particulars of the security or form of investment in which the money was invested;
- the term of the investment (ie, placement and maturity dates where applicable);
- if appropriate, the rate of interest to be paid, and the amount of money that the Council has earned, in respect of the money invested; and

## **9. ETHICS AND CONFLICT OF INTEREST**

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

## **10. APPROVED AND PROHIBITED INVESTMENTS**

10.1. Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government. A copy of the current order is attached to this policy.

10.2. In accordance with the Ministerial Investment Order, this Investment Policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

## **11. RISK MANAGEMENT GUIDELINES**

Council's primary strategy is to preserve the capital invested by diversifying with different approved financial institutions on the short term (12 months or less) money market. This minimises the risk in terms of interest rate movement and integrity of individual financial institutions.

Investments obtained are to be considered in light of the following key criteria:

- Preservation of Capital - the requirement for preventing losses in an investment portfolio's total value (considering the time value of money);
- Diversification - setting limits to the amounts invested with a particular financial institution or government authority to reduce credit risk;
- Credit Risk - the risk that a council has if an institution fails to pay the interest and or repay the principal of an investment;
- Market Risk - the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity Risk - the risk an investor is unable to redeem the investment at a fair price within a timely period; and
- Maturity Risk - the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

## **12. LIQUIDITY RISK PARAMETERS**

- 12.1. All investments are to be placed with institutions regulated by the Australian Prudential Regulation Authority (APRA) in accordance with the Banking Act 1959, ie Authorised Deposit-taking Institutions (ADIs) or the NSW Treasury Corporation, but excluding subordinated debt obligations.
- 12.2. At least three quotations shall be obtained from qualifying institutions whenever an investment is proposed. The best quote of the day will be successful, providing the investment will not breach any parameters contained within this policy and after allowing for administrative and banking costs.
- 12.3. Not more than 40% of the portfolio can be placed in investments exceeding 12 months to maturity and not more than 20% in investments exceeding 3 years to maturity.

## **13. CREDIT RISK PARAMETERS**

- 13.1. Investment portfolio parameters are risk-management tools used to manage credit risk by diversifying the portfolio to avoid a narrow concentration of investments. Investment credit risk parameters are based on credit rating bands as published by the credit rating agencies (eg Standard & Poor's, Moody's, Fitch).
- 13.2. Council will use Standard & Poor's (S&P) long term credit ratings (or Moody's or Fitch equivalents). The S&P ratings are broadly defined as follows:
  - AAA Extremely strong capacity to repay
  - AA+, AA, AA- A very strong capacity to repay

- A+, A, A- A strong capacity to repay
- BBB+, BBB, BBB- Adequate protection and adequate capacity to pay
- BB+, BB, BB- Less vulnerable to non-payment however adverse economic conditions could lead to inadequate capacity to meet financial obligations
- CCC Vulnerable to non-payment and requires positive economic conditions to meet its financial obligations

13.3. The following credit risk parameters apply to the investment portfolio:

<b>Maximum/Minimum Thresholds – ADI Portfolio Limits</b>			
<b>Credit Rating</b>	<b>Maximum % of Total Portfolio</b>	<b>Minimum % of Total Portfolio</b>	<b>Exposure to a Single ADI</b>
A- or higher	100%	40%	30% of portfolio
BBB and BBB+	60%	n/a	10% of portfolio

#### **14. PERFORMANCE BENCHMARKS**

- 14.1. Investment performance will be measured monthly, in relation to both current month and twelve (12) month rolling returns, against relevant benchmarks.
- 14.2. The investment portfolio's performance as to interest rate achieved should be compared to the 90 day BBSW and as to earnings to the approved budget.

#### **15. REPORTING**

- 15.1. Documentary evidence must be held for each investment and details thereof maintained in an investment register.

The documentary evidence must provide Council legal title to the investment.

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

- 15.2. The Local Government (General) Regulation 2005 (clause 212) requires a monthly report on investments to be provided to Council.

The monthly report to Council will include, as a minimum:

- the total value of the portfolio and the balance of the trading bank account;
- a complete list of all investments in the portfolio, including the 'Fair Value' of any tradeable investments;
- a break up of the portfolio per institution, showing the rating for each institution;
- a comparison of interest earned to budget for the month and year to date;
- a statement as to whether the investments are in accordance with the Local Government Act, Regulations and Council's Investment Policy; and
- a commentary on portfolio performance and other matters of interest.

- 15.3. Annual financial statements must be prepared by Council in accordance with the Local Government Code of Accounting Practice & Financial Reporting (the Code). The Code sets the minimum requirements set by the Australian Accounting Standards and the Office of Local Government, including accounting for investments.

## **16. POLICY REVIEW**

The Investment Policy will be reviewed annually or as required in the event of legislative changes. The Investment Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this policy. Any amendment to the Investment Policy must be by way of Council resolution.

## **17. THRESHOLD BREACHES**

- 17.1. This policy imposes limits and thresholds in relation to the acquisition and holding of investments. However, due to changes in the amount of Council's investment portfolio over time, situations may occur where these limitations or thresholds are breached.
- 17.2. Where limitations or thresholds are breached due to a change in the overall size of the total investment portfolio, or a possible change in ratings of the financial institutions, the following process will apply:
- Details of any breach to be reported to Council in the monthly report immediately following the breach.
  - Immediate forced sale of the investments in breach of the limits or thresholds will not be required unless, in the General Manager's or Council's opinion that such sale is necessary to protect the value of the overall investment portfolio.
  - An immediate freeze on acquisitions of new investments in the relevant category will commence, until the portfolio can be effectively managed back to align with the requirements of this policy.
  - The objective will be to manage the portfolio back in accordance with the policy limits, within three months from the date the portfolio first exceeds the limit or threshold.

## **18. GRANDFATHERING OF INVESTMENTS**

### *Transitional Arrangements*

- 18.1. Transitional arrangements contained in the Minister's Order dated 12 January 2011, state that Council investments purchased prior to 31 July 2008, which complied with the previous Minister's Order, are taken to be in compliance with the current Minister's Order. This same 'grandfathering' provision applies to this Investment Policy.
- 18.2. Council will continue to hold investments that fall under the Minister's grandfathering provisions until maturity or until such time as the market price of such investments will allow a sale considered to be financially beneficial to Council.

**Attachment: CURRENT MINISTERIAL INVESTMENT ORDER 2011**

A copy of the Ministerial Investment Order for councils of 2011 is shown below:

**LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER**  
(Relating to investments by councils)

I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the *Local Government Act 1993* and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993* (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959* (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation;

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

Key Considerations

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.

All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.

The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 12<sup>th</sup> day of January 2011

  
Hon BARBARA PERRY MP  
Minister for Local Government



## REPORT TO COUNCIL

<b>Department:</b>	<b>General Manager's Office</b>
<b>Submitted by:</b>	<i>Senior Executive Officer</i>
<b>Reference/Subject:</b>	<b>Report 9 – Minutes of the New England Joint Organisation (NEJO)</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

### SUMMARY:

The purpose of this report is to provide Council with the minutes from the 26 November 2018 and 25 February 2019 meetings of the New England Joint Organisation (NEJO).

### OFFICER'S RECOMMENDATION:

**That Council receive and note the minutes of the New England Joint Organisation meetings held 26 November 2018 and 25 February 2019.**

### BACKGROUND:

Uralla Shire Council joined the New England Joint Organisation (NEJO) in May 2018. Other member councils of NEJO are Armidale Regional Council, Glen Innes Severn Council, Inverell Shire Council, Moree Plains Shire Council, Narrabri Shire Council, and Tenterfield Shire Council.

### REPORT:

The minutes of the New England Joint Organisation's meetings held 26 November 2018 and 25 February 2019 are attached. Mayor Michael Pearce and General Manager Andrew Hopkins were in attendance at both meetings.

Key matters discussed at the 26 November 2018 meeting included:

- Presentation by Mr Steve Robb, NSW Electoral Commission
- Presentation by Ms Rechelle Leahy, Northern Inland Employment Facilitator
- Presentation by The Hon. Adam Marshall, MP highlighting major infrastructure projects to be funded in the future
- Endorsement of the Draft Statement of Regional Priorities (SRP)
- Adoption of the 2018/19 Operational Plan
- Recruitment of an Executive Officer
- Reconsideration of the Tenterfield Waste to Energy research project
- Process for approving projects in the Stronger Country Communities Fund program
- Relationship with Local Government NSW

**Uralla Shire Council**  
**Council Business Paper – 23 April 2019**

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Key matters discussed at the 25 February 2019 meeting included:

- Recruitment of the Executive Officer
- Work plan of the interim Executive Officer
- Presentation by Moree Plains Shire Council on Regional Developments to Capitalise on Inland Rail
- Management of Crown Lands

Prepared by staff member:	Gabrielle Stratton, Senior Executive Officer
TRIM Reference Number:	UINT/19/2148
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	General Manager's Office
Attachments:	<ul style="list-style-type: none"><li>A. Minutes of the New England Joint Organisation meeting held 26 November 2018</li><li>B. Minutes of the New England Joint Organisation meeting held 26 February 2019</li></ul>

MINUTES OF THE NEW ENGLAND JOINT ORGANISATION OF COUNCILS (NEJO) MEETING HELD ON 26 NOVEMBER 2018 IN THE FUNCTION ROOM, ARMIDALE REGIONAL COUNCIL, LEVEL 1, 135 RUSDEN STREET, ARMIDALE COMMENCING AT 10AM

Present: Cr Michael Pearce (Chairperson) and Mr Andrew Hopkins (Uralla Shire Council), Cr Simon Murray and Ms Susan Law (Armidale Regional Council), Cr Carol Sparks and Mr Hein Basson (Glen Innes Severn Council), Cr Paul Harmon and Paul Henry (Inverell Shire Council), Cr Peter Petty and Mr Terry Dodds (Tenterfield Shire Council), Cr Cathy Redding and Mr Stewart Todd (Narrabri Shire Council), Ms Alison McGaffin Director New England & North West, DPC Regional), Jodie Healy (Office Local Government).

Meeting opened at 10.00am

ACKNOWLEDGEMENT OF COUNTRY

Cr Murray acknowledged the traditional custodians of the land on which the meeting is being held.

1 APOLOGIES

An apology was received from Lester Rogers.

Moved: Inverell Seconded: Tenterfield

That the apology from Lester Rogers be received and noted.

2 DISCLOSURE OF CONFLICT OF INTEREST/PECUNIARY AND NON-PECUNIARY INTERESTS

No disclosures were made by members.

3 MINUTES OF THE PREVIOUS MEETING HELD 27 AUGUST, 2018

Moved: Inverell Seconded: Narrabri

That the minutes of the meeting held 27 August, 2018 be adopted as a true and accurate record.

4 PRESENTATIONS

NSW ELECTORAL COMMISSION

Presentation made by Steve Robb, NSW Electoral Commission. A copy of the presentation material has been sent to Councils under separate cover.

NORTHERN INLAND EMPLOYMENT FACILITATOR

Presentation made by Ms Rechelle Leahy. The Federal Government has recently completed a tender process for Employment Facilitation Services. The facilitator's role is to work with 'employment solution sponsors' to develop place based solutions to high employment rates.

Up to \$200K per project is available. A 25% contribution (cash or in kind) is required from sponsors. A project takes 8 weeks for approval.

MEMBER NORTHERN TABLELANDS

Mr Adam Marshall highlighted the opportunities for major infrastructure projects to be funded in the future, as a result of the 'Snowy Funding 2.0' program. There will be a simplified approval process compared to the 'Stronger Local Economies' program. No BCR study will be required. The program areas that will be funded are:

- Water security
- Rail/road connectivity
- Freight transport
- Digital connectivity
- Industry activation precincts.

5 REPORTS

5.1 DRAFT STATEMENT OF REGIONAL PRIORITIES (SRP)

A workshop on the draft document was facilitated by Ms Kim Appleby. The basic tenet of the document was endorsed, with minor amendments to expression approved.

Moved: Inverell                      Seconded: Tenterfield

1.11/18                      RESOLUTION

*That the Board:*

- a) *Endorse the three (3) key regional priorities of:*
  - i) *Drive Economic Sustainability*
  - ii) *Educated, healthy and safe communities that are well connected*
  - iii) *Attract investment in Critical Infrastructure*
- b) *That the strategies for achieving the priorities be implemented*
- c) *A copy of the SRP for NEJO is attached as an attachment to these minutes.*

CARRIED

Alison McGaffin, Jodie Healy and Kim Appleby left at 1.00pm.

5.2 ADOPTION OF 2018/19 OPERATIONAL PLAN

Moved: Tenterfield                      Seconded: Armidale

2.11/18                      RESOLUTION

*That the Board adopt the Operational Plan, including the following:*

- i) *Allocation of \$100K for pursuing the Transport Plan for the Region,*

- ii) *Allocation of \$100K to pursuing the implementation of strategies detailed in the Regional Economic Development Strategies prepared for member Councils.*

CARRIED

Cr Murray departed the meeting at 1.05pm.

### 5.3 RECRUITMENT OF EXECUTIVE OFFICER

Moved: Inverell Seconded: Narrabri

#### 3.11/18 RESOLUTION

- i) *That the following general parameters be utilised to finalise the position statement for the Executive Officer:*
- ii) *That Inverell Shire Council undertake the recruitment process for this position,*
- iii) *That an interview panel of Cr Pearce, Cr Petty, Ms Law and Mr Henry be established to:*
- o *Prepare a 'shortlist' of applicants for interview by the Board*
  - o *Prepare a recommended 'preferred applicant' shortlist following psychometric/capability testing of 'shortlisted applicants'*
  - o *Shortlisted applicants to be interviewed by the Board*
  - o *Board to make appointment to the position.*
- iv) *Authority be delegated to the Chairperson, Cr Pearce, to take any necessary action to give effect to the approved recruitment process, provided those actions are undertaken in consultation with the Board.*

CARRIED

### 5.4 WASTE TO ENERGY PROJECT

Moved: Moree Seconded: Inverell

#### 4.11/18 RESOLUTION

*That the Board request members to reconsider the request from Tenterfield Shire Council for a \$15K contribution to the research project.*

CARRIED

### 5.5 STRATEGIC TASKS

Moved: Inverell Seconded: Glen Innes

#### 5.11/18 RESOLUTION

*That the Board note the information.*

CARRIED

## 5.6 FINANCIAL REPORT

Moved: Moree Seconded: Tenterfield

### 6.11/18 RESOLUTION

- i) That the Income and Expenditure Statement be received and noted; and*
- ii) Inverell Shire Council be requested to continue to provide interim executive officer services for a further three (3) months and that the 'service fee' of \$1.5K per month be authorised.*

CARRIED

## 6 OTHER BUSINESS

### A. Process for Approving Projects in the SCCF Funding Program

Members discussed the timetable for obtaining approval for SCCF projects and the funding/milestones agreement required to be completed by Councils.

The Board requested that discussions be held with the DPC in order to achieve:

- i) A reduction in the timeframe from project approval to provision of funds, and
- ii) A change in the percentage of funding provided at each milestone, to provide for a greater initial payment on signing of funding agreement.

### B. Regional Employment Facilitation

The Board considered the content of the presentation earlier in the meeting.

GMAC was requested to consider any actions that may be required for the region to participate in this program.

### C. Armidale – Airport Intermodal Hub

Ms Law advised of consideration by Armidale Regional Council of the linkage of local businesses to international markets through the Armidale Airport.

Requested the Board to consider authorising the establishment of a working party to explore this opportunity.

The Board agreed that ARC prepare a proposal for consideration by the Board at a future meeting.

### D. Relationship with LGNSW

Cr Harmon spoke of the need to maintain a working relationship with LGNSW. The Board agreed to:

- i) Send a copy of Board minutes to LGNSW, and
- ii) Copy LGNSW into any approaches the NEJO makes to State or Federal Ministers.

Next Meeting: 25 February, 2019 (Note: Cr Humphries is an apology for this meeting).

There being no further business the meeting closed at 2.05pm.

CR MICK PEARCE

CHAIRPERSON

#### APPENDIX

- NEJO Strategic Plan
  - NEJO Strategic Plan Appendix 1
  - NEJO Strategic Plan Appendix 2
  - NEJO Strategic Plan Appendix 3

MINUTES OF THE NEW ENGLAND JOINT ORGANISATION OF COUNCILS (NEJO) MEETING HELD ON 25 FEBRUARY 2019 IN THE COUNCIL CHAMBERS, INVERELL SHIRE COUNCIL, 144 OTHO STREET, INVERELL COMMENCING AT 10AM

Present: Cr Michael Pearce (Chairperson) and Mr Andrew Hopkins (Uralla Shire Council), Cr Simon Murray and Ms Susan Law (Armidale Regional Council), Cr Carol Sparks (Glen Innes Severn Council), Cr Paul Harmon (Inverell Shire Council), Cr Peter Petty and Andre' Kompler (Tenterfield Shire Council), Cr Cathy Redding (Narrabri Shire Council), Cr Greg Smith and Lester Rogers (Moree Plains Shire Council), Ms Alison McGaffin (Director New England & North West, DPC Regional).

Meeting opened at 10.00am

1 APOLOGIES

Apologies were received from:

- Cr Humphries (Moree Plains Shire Council),
- Mr Paul Henry (Inverell Shire Council),
- Mr Hein Basson (Glen Innes Severn Council),
- Mr Terry Dodds (Tenterfield Shire Council),
- Mr Stewart Todd (Narrabri Shire Council), and
- Jodie Healy (Office Local Government)

Moved: Tenterfield

Seconded: Inverell

That the apologies from:

- Cr Humphries (Moree),
- Mr Paul Henry (Inverell Shire Council),
- Mr Hein Basson (Glen Innes Severn Council),
- Mr Terry Dodds (Tenterfield Shire Council),
- Mr Stewart Todd (Narrabri Shire Council), and
- Jodie Healy (Office Local Government)

be received and noted.

CARRIED

2 DISCLOSURE OF CONFLICT OF INTEREST/PECUNIARY AND NON-PECUNIARY INTERESTS

No disclosures were made by members.

3 MINUTES OF THE PREVIOUS MEETING HELD 26 NOVEMBER, 2018

Moved: Inverell

Seconded: Narrabri

That the minutes of the meeting held 26 November, 2018 be adopted as a true and accurate record.  
CARRIED

4 REPORTS

4.1 RECRUITMENT OF EXECUTIVE OFFICER (EO)

Moved: Inverell Seconded: Glen Innes Severn

1.2/19 RESOLUTION

*That:*

- a) The information be noted;*
- b) Incorporate in the table on Page 8 'Key External Relationships' words to the effect - "collaboration with relevant State agencies and the Federal government, as necessary, to further develop partnerships to assist the JO".*
- c) Commend the Interim EO for his efforts to date.*

CARRIED

#### 4.2 WORK PLAN – EXECUTIVE OFFICER

Moved: Inverell Seconded: Tenterfield

2.2/19 RESOLUTION

*That:*

- a) The Work Plan of the Interim Executive Officer be noted;*
- b) The Board undertake a workshop to prioritise the 'Strategy'/'Actions' and the associated 'Priorities' and required outcomes.*
- c) Ensure the transportation study includes review of existing studies undertaken by councils, the federal government and the RMS.*

CARRIED

#### 4.3 REGIONAL DEVELOPMENTS TO CAPITALISE ON INLAND RAIL – MOREE PLAINS SHIRE COUNCIL PRESENTATION

Moved: Moree Plains Seconded: Armidale

3.2/19 RESOLUTION

*That the NEJOC:*

- 1. Ensure that any transport planning work within the NEJOC Region take into account proposed economic developments throughout the Region including, in particular, transport opportunities for route enhancement to improve access to Inland Rail;*
- 2. Endorse both the Moree Intermodal Masterplan and the Narrabri Intermodal Masterplan as key infrastructure elements to support the Inland Rail project, including benefits to the New England region (including the Northern and Southern New England High Country sub-regions, as well as to the NSW Upper North West Region); and*
- 3. Note and endorse complementary initiatives such as the proposed developments in Council areas within the NEJOC as set out in the relevant Regional Economic Development Strategies which strengthen the overall 'offer' of the New England/North-West Region.*

CARRIED

#### 4.4 MANAGEMENT OF CROWN LANDS

Moved: Narrabri Seconded: Armidale

##### 4.2/19 RESOLUTION

*That:*

- a) *A 'Plan of Management' Working Party be established, consisting of a representative of Narrabri Shire Council, a representative of Armidale Regional Council and a representative of Tenterfield Shire Council.*
- b) *The role of the Working Party will be to recommend:*
  - o *The five (5) categories of community land that would be suitable for a standardised Plan of Management*
  - o *A brief that could be utilised to invite suitably qualified persons to prepare a standard template for Plans of Management of those categories of community land selected as suitable for this treatment.*

CARRIED

#### 4.5 FINANCIAL STATEMENTS

Moved: Inverell Seconded: Armidale

##### 5.2/19 RESOLUTION

*That the Income and Expenditure Statement be received and noted.*

CARRIED

#### 5 OTHER BUSINESS

##### Uralla

Chair to present 'Waste to Energy' concept to meeting of the JO chairs on 7<sup>th</sup> March. Chair to report back content of presentations from other chairs.

##### Inverell

New CEO of LGNSW has commenced – Tara McCarthy.

##### Inverell

LGNSW wanting every council to move a Mayoral Minute supporting the return of revenue to Councils from recycling – regarding waste levy.

##### Moree Plains

Suggested joint submission to National Assembly about cost shifting.

Moree Plains

Possibility of free seminar to be held at Moree about Crown Lands and Native Title.

Armidale

Suggested JO submit a cost-shifting question to the joint LGNSW and Country Mayors meeting.

All

Workshop for JO – preference is for a Thursday or a Friday.

Next Meeting: 27<sup>th</sup> May, 2019 (tentative).

There being no further business the meeting closed at 12.15pm.

CR MICK PEARCE

CHAIRPERSON



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure and Development</b>
<b>Submitted by:</b>	Manager Development and Planning
<b>Reference/Subject:</b>	<b>Report 10 – Recommendations of Uralla Township and Environs Committee February and March 2019 meetings</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	1.1	A proud, unique and inviting community
<b>Strategy:</b>	1.1.2	Embellish our community with parks, paths, cycleways, facilities and meeting places
<b>Activity:</b>	1.1.2.1	Prepare open space strategy
<b>Action:</b>	1.1.2.1.1	Engage with the community and key stakeholders in developing the Open Spaces Strategy

### OFFICER'S RECOMMENDATION:

That Council resolve to:

Receive and note the minutes of the February and March 2019 meetings of the Uralla Township and Environs Committee.

### BACKGROUND:

Uralla Township and Environs Committee (UTEC) have provided Council with recommendations for tourism and recreation areas from their February and March 2019 meetings minutes.

### REPORT:

- UTEC met on the 12 February 2019. A copy of the minutes is attached.
- UTEC met on the 12 March 2019. A copy of the minutes is attached.

### KEY ISSUES: RECOMMENDATIONS ANALYSIS

#### Meeting of 12 February 2019

- Recommendation: Council readopt "Find Yourself . . ." and encourage use of variations e.g. "Find Good Coffee in Uralla", etc..

This was addressed in the September 2018 report to Council. Council resolved to:

1. Consider readoption of the lapsed slogan, "Find Yourself In Uralla", and the stylised copperplate "Uralla" logo, in the context of the development of a Destination Marketing Plan
2. Consider installation of "Find Yourself" street banners in Uralla should the slogan be readopted through the future development of a Destination Marketing Plan.

- Recommendation: *Fuller Memorial Park: Council remove vandalised Street Stall and Concrete Pots.*

This was addressed in the February 2019 report to Council. The recommendation was not adopted.

- Recommendation: *UTEC endorses the recommendations of the public meeting in regards to the Alma Park redevelopment, held on 7 February 2019.*

Noted desired outcomes of the meeting included:

- Establishment of a consolidated “Memorial Area” in Alma Park;
- Relocation of park awards as they are a trip hazard, and
- Installation of identification plaques for some species.

Investigation and consultation around these matters is currently underway as part of the works being undertaken under Round 2 of the Stronger Country Communities Fund (SCCF).

Council staff have met with representatives from the RSL and a scope of works has been agreed for the relocation of the Korean War Memorial to an existing slab between the memorial gates and the Vietnam memorial. Additionally some power supply and lighting works in conjunction with a footpath upgrade and reconfiguration in the immediate vicinity of the memorial gates has been agreed. These works will be funded through a combination of SCCF funds and a contribution of \$3,300 of grant funds received by the Uralla RSL.

- Recommendation: *Uralla Military Museum Detritus- . Council take action to have removed both “The Big Soldier” and the vandalised sign 30km south of Uralla. Amendments: UTEC to send an invitation to the owner of the sign to have it replaced with advertising, and the original recommendation be referred to the next UTEC meeting.*

No action required by Council at this time.

- Recommendation: *Council invite Uralla Arts to provide new material for the information panels for the information shelter at the Glen.*

Uralla Arts Council provided a draft scope of works to Council on 1 March 2019. Council staff met with a representative of Uralla Arts on Council 9 April 2018 to refine the scope of information content from an advertising focus to a creative / historical focus.

- Recommendations:
  1. *Council consider incorporating the plan for a walking track and locally-made exercise stations as presented by Carl Merten and Charlie Rudd on behalf of Uralla Arts.*
  2. *Council invite Carl Merten to provide a plan of action to complete this project.*

These recommendations should be considered as part of the Uralla Shire Open Space Strategy.

- Recommendation: *Council to clarify the current status of public access to the Rocky River Tennis Courts.*

Council staff will provide advice to UTEC in regard to public access to the courts.

- Recommendation: *Council General Manager to be requested to clarify the role of UTEC.*

Council General Manager presented on the role of UTEC at the 12 March 2019 meeting.

- Recommendation: UTEC to develop and provide policy input to “Parks and Open Spaces” strategy.

Noted.

#### Meeting of 12 March 2019

- Recommendation: That Council readopt “Find Yourself in Uralla” ...and encourage use of variations e.g. “Find Good Coffee in Uralla”.

See previous comments in Meeting of 12 February 2019 section.

#### CONCLUSION:

It is appropriate that Council consider the recommendations of the Uralla Township and Environs Committee in the development of the Open Spaces Strategy and the management of open spaces generally.

#### COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**  
Nil
2. **Policy and Regulation**  
Nil
3. **Financial (LTFFP)**  
Nil
4. **Asset Management (AMS)**  
Nil
5. **Workforce (WMS)**  
Nil
6. **Legal and Risk Management**  
Nil
7. **Performance Measures**  
Nil
8. **Project Management**  
Nil

Prepared by staff member:	Matt Clarkson, Manager Development & Planning
TRIM Reference Number:	UINT/19/2347
Approved/Reviewed by Manager:	Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	1 - UTEC minutes – 12 February 2019 2 - UTEC minutes – 12 March 2019

# URALLA TOWNSHIP & ENVIRONS COMMITTEE

MEETING 6pm, TUESDAY, 12 FEBRUARY, AT  
McCROSSIN'S MILL

## Minutes

### Meeting opened: 18:00

**Election of Secretary:** Louis van Ekert - for this meeting only

**Moved:** Anne Mayo **Seconded:** James Sinclair **Accepted**

**Present:** Kent Mayo, Anne Mayo, Louis van Ekert, James Sinclair, Noelene Porter, Sean Platford, Cr Isabel Strutt, Cr Levy Sampson

**Apologies:** Phil Smith, Carl Merten (resigned – via letter to UTEC Chair), Andrea Wallace (resigned – via email)

### Matters Arising From Previous Minutes:

Notice of resignation from UTEC had been received from Andrea Wallace and Carl Merten

### General Business:

#### 1. SHIRE BRANDING:

“Find Yourself In Uralla”, and variations (VIC)

“A Smart Place to Live”, (Warning Signs in Parks)

“Uralla . . . It's Yours to Enjoy”, and images (Litter Bins)

Kent spoke to the above, and explained why “Find Yourself In Uralla” is the preferred branding. Cr. Strutt pointed out that this recommendation had been received previously by Council , and noted. It was decided to repeat the recommendation in order to emphasise UTEC's sentiment in this regard.

**Recommendations:** Council readopt “**Find Yourself . . .**” and encourage use of variations e.g. “**Find Good Coffee in Uralla**”, etc.

**Amendments:** none

**Moved:** Noelene Porter **Seconded:** Anne Mayo **Accepted**

## 2. Fuller Memorial Park

as discussed previously.

**Recommendations:** Council remove vandalised **Street Stall** and **Concrete Pots**  
Cr. Strutt pointed out that this recommendation had been received previously by Council , and noted.

**Amendments:** and that Council be requested to acknowledge UTEC’s recommendation

**Moved:** James Sinclair **Seconded:** Anne Mayo **Accepted**

## 3. Alma Park

**Background:** A public meeting was held on Thursday 7, February, 2019, involving members of the Thunderbolt Festival Committee; Uralla Branch RSL; UTEC; Matt Clarkson (USC); and Rob Seymour, Landscape Architect (Insite EMLA). Also present were Andrew Hopkins (GM), Councillors Bell, Toomey, Ledger, Crouch and Strutt.

Consensus seemed to be that:

**War Memorials:** Korean and Vietnam memorials to be relocated closer to the Memorial Gates to establish a “memorial area”. The Vietnam Memorial Boulder be replaced by one to accommodate the plaques, but of a smaller size more appropriate to the new setting in the garden. The concrete pots to be removed.

**Park Awards:** These plaques be relocated, as they can be trip hazards.

**Botanical Plaques:** Identification Plaques be installed for some species.

**Recommendations:** UTEC endorses the recommendations of the above meeting.

**Amendments:** none

**Moved:** Kent Mayo **Seconded:** Anne Mayo **Accepted**

## 4. Uralla Military Museum Detritus

**Recommendations:** Council take action to have removed both “**The Big Soldier**” and the vandalised sign 30km south of Uralla.

Sean pointed out that both objects are on private property. The owner is [REDACTED], with whom he has been in contact.

**Amendments:** Sean to send an invitation to the owner of the sign to have it replaced with advertising, and the original recommendation be referred to the next UTEC meeting.

**Moved:** Anne Mayo **Seconded:** Sean Platford **Accepted**

## 5. The Glen:

**The Information Shelter** structure is sound, but the information relating to “Die Back”, is now well out-of-date.

**Recommendations:** Council invite **Uralla Arts** to provide new material for the information panels.

Uralla Arts has not yet received an invitation. (Bob Anderson from Uralla Arts was present as an observer at the meeting)

**Amendments:** UTEC rather than Council to invite Uralla Arts to provide a proposal to Uralla Shire Council.

**Moved:** James Sinclair **Seconded:** Noelene Porter **Accepted**

**Exercise Stations:** Council evidently has plans to install these at Hampden Park and the Sporting Complex.

**Recommendations:** Council consider incorporating the plan for a walking track and locally-made exercise stations as presented by Carl Merten and Charlie Rudd on behalf of Uralla Arts. (Cost approx. \$250,000?)

Cr Sampson mentioned that a number of Uralla citizens had expressed their opinion to him that these would be better placed at Alma Park. Terry Seymour (USC engineer, present as an observer) stated that plans for Hampden Park are well under way, and that the UTEC recommendations might still be incorporated in the “Parks and Open Spaces” strategy during the next financial year.

**Amendments:** none

**Moved:** Anne Mayo **Seconded:** Louis van Ekert **Accepted**

**Constellations of the South:** (Incomplete Sculpture Project)

**Recommendations:** Council invite Carl Merten to provide a plan of action to complete this project.

**Amendments:** none

**Moved:** James Sinclair **Seconded:** Louis van Ekert **Accepted**

## **6. VIC Proposals:**

UTEC to discuss at next meeting – the proposals are available on the USC website.

## **7. Bridge St. Proposals:**

UTEC to discuss at next meeting - the proposals are available on the USC website.

## **Other Business:**

1. **Rocky River tennis courts:** Sean reported that Matt Clarkson (USC) had not been available for a meeting, and that consequently the status of public access is still unknown.

**Recommendation:** USC to clarify the current status with Sean

**Moved:** Sean Platford **Seconded:** Noelene Porter **Accepted**

2. **UTEC scope:** Kent flagged his intent to increase UTEC’s scope beyond the current “Parks and Open Spaces” to a wider beautification of Uralla

3. **UTEC role**

**Recommendation:** USC GM to be requested to clarify the role of UTEC

**Moved:** Noelene Porter **Seconded:** James Sinclair **Accepted**

4. **UTEC membership:** USC GM has been advised of the two aforementioned resignations from UTEC

5. **Policy:** Cr. Sampson suggested that in addition to detailed recommendations, UTEC also provide higher-level policy input to the “Park and Open Space” strategy.

**Recommendation:** UTEC to develop and provide policy input to “Parks and Open Spaces” strategy

**Moved:** Louis van Ekert **Seconded:** Noelene Porter **Accepted**

6. The meeting observed one minute silence in honour of **Cr. Kevin Ward** who has sadly passed away.

**Meeting Closed: 18:56 Next Meeting: Tuesday 12 March 18:00**

# UTEC minutes

Meeting Title			
Date		Meeting Time	Meeting Location
Meeting called by	UTEC – Uralla Township and Environs Committee		
Meeting	12 March 2019 (Monthly – 2 <sup>nd</sup> Tuesday of the month)		
Chairperson	Kent Mayo		
Secretary	Kath Corcoran		
Attendees	<u>Committee</u> : Kent Mayo, Louis van Ekert, Col Hull, Sonia Repin, Noelene Porter, Annie Mayo, Phil Smith, James Sinclair (Phone), Bob Anderson, Andrew Hopkins (General Manager) <u>Observers</u> : Councillor Isabel Strutt, Councillor Levi Sampson, Councillor Bob Crouch, Councillor Natasha Ledger, Ruth Barrett, Sylvana Haynes		
Apologies	Shaun Platford; Carol Higginbottom (new member) Acceptance moved by Kent Mayo and seconded by Sonia Repin		
Agenda Topic 1			
Discussion	Presentation by Andrew Hopkins (General Manager, Uralla Shire Council) re role of UTEC		
	<p>Topics:</p> <ul style="list-style-type: none"><li>• History of group formation</li><li>• Documents and processes that informed the formation</li><li>• The role of UTEC is to provide advice to Council about issues that are ‘in scope’</li><li>• Role is about places not spaces and appearance not function</li><li>• Both suggestions and recommendations can be made</li><li>• Council will add these to their Register</li><li>• The suggestions and recommendations are noted at Council meetings</li><li>• That the number of recommendations be limited as resources to manage or carry them out are limited</li><li>• Advice for UTEC to review The Open Space Strategy</li><li>• The committee could access Council’s response to UTEC recommendations from the Council Meeting Minutes</li><li>• The UTEC Constitution could be ‘modified’ in the future</li></ul> <p>Annie Mayo thanked Andrew for his attendance and his informative presentation. Annie confirmed that it was valuable for UTEC in moving forward positively.</p>		

# UTEC minutes

Action Items		Person Responsible	Deadline
UTEC members advised to review the Open Space Strategy – for discussion at next meeting		Committee Members	Next Meeting – 9 April
Agenda Topic 2			
Discussion	Consistency of Council branding in spaces		
Conclusions	<p>To make a third recommendation to Council that there be a return to the original branding – “Find Yourself in Uralla”</p> <p>The Meeting unanimously supported Sonia Repin’s offer to raise the Shire Branding issue at the next meeting of the Business Chamber.</p> <p><u>Recommendation:</u></p> <p>That Council readopt “Find Yourself in Uralla” ...and encourage use of variations e.g. “Find Good Coffee in Uralla”</p> <p>Amendments: None</p> <p><u>Moved:</u> Kent Mayo</p> <p><u>Seconded:</u> Sonia Repin</p> <p><u>Recommendation:</u></p> <p>That the original design, wording and branding on bins be readopted by Council</p> <p><u>Moved by:</u> Louis van Ekert</p> <p><u>Seconded by:</u> Annie Mayo</p>		
Action Items		Person Responsible	Deadline
That Council note and register these recommendations		Council representatives	Next Meeting – 9 April
Sonia Repin to take this issue to the next meeting of the Business Chamber		Sonia Repin	Next Meeting – 9 April
Agenda Topic 3			
Discussion	Tabling of Draft Policy Statement by Louis van Ekert		
Conclusions	Further discussion will be held at next meeting		

# UTEC minutes

Action Items		Person Responsible	Deadline
UTEC Members to forward further ideas to Louis prior to next meeting		UTEC Members	Next Meeting – 9 April
<b>Agenda Topic 4</b>			
Discussion	General conversation – Bridge Street Upgrade		
Conclusions	Further discussion will be prioritised at next meeting		
Action Items		Person Responsible	Deadline
That all UTEC members are familiar with the Bridge Street Upgrade Plan Proposal documents		UTEC members	Next Meeting – 9 April
<b>Agenda Topic 5</b>			
Discussion	General Conversation re Visitor Information Centre Upgrade		
Conclusions	To be accessed (for review) on the Uralla Shire Council Website in preparation for further discussion		
Action Items		Person Responsible	Deadline
Review Upgrade plan		UTEC Members	Next Meeting – 9 April
<b>Agenda Topic 6</b>			
General items:		Person Responsible	
Bob Anderson asked whether there was a response to his letter to Council regarding The Glen and the upgrade to the Notice Board		Andrew Hopkins	Next Meeting – 9 April
All items for Agenda for next meeting to Secretary one week before i.e. 2 April		UTEC Members	2 April
Minutes required by Council 2 weeks prior to Council Meetings		UTEC Secretary	



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Submitted by:</b>	Director of Infrastructure & Development
<b>Reference/Subject:</b>	<b>Report 11 – Development Approvals and Refusals for March 2019</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

### SUMMARY:

The following details the development approvals issued by Council and by private certification for March 2019 for the entire local government area. A listing of development applications outstanding with a status as at the end of March 2019 has also been provided.

For information purposes a summary of the development values is provided from January 2009 until the end of March 2019. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2008 until the end of March 2019 is provided.

### OFFICER'S RECOMMENDATION:

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

**Uralla Shire Council**  
**Council Business Paper – 23 April 2019**

**REPORT:**

**Development Applications**

**Approved:**

Development Application Number	Applicant	Property	Development
DA-48-2018	Croft Surveying & Mapping	216 Invergowrie Road, Invergowrie	Subdivision of 3 Rural Lots into 10 Rural Lots
DA-5-2019	Mr P & Mrs J Hine	16 John Street, Uralla	Dwelling Additions & Alterations – Kitchen, Bathroom & Laundry
DA-6-2019	Mr N Dagg & Ms R Tubb	34 Macleay Way, Saumarez Ponds	Additions to Existing Guest Suite
DA-7-2019	G J Gardner Homes Armidale	266 Traceys Road, Kentucky	Dwelling
DA-10-2019	Mr A Finlayson & Ms R Passey	79 Barleyfields Road, Uralla	Workshop, Carport & Verandahs
DA-13-2019	Mr N & Mrs T Whitton	31 Hill Street, Uralla	Change of Use – Include Food & Drink Service
DA-14-2019	Brown & Krippner Pty Ltd	22 East Street, Uralla	Subdivision of 2 Urban Lots into 3 Urban Lots
DA-16-2019	Uralla Shire Council	Corner Maitland & King Streets, Uralla	Change of Use – Kiosk; Market; Recreation facility (major); Recreation facility (outdoor)
DA-23-2019	St Joseph's School	Wood Street, Uralla	Change of Use – Centre-based Childcare Facility
<b>Monthly Estimated Value of Approvals: \$519,183.00</b>			

**Cancelled:**

Development Application Number	Applicant	Property	Development
DA-9-2019	Mr P Simmons	38 Barleyfields Road, Uralla	Dual Occupancy & Shed

**Withdrawn:** Nil

**Refused:** Nil

**Comparison to March 2018:**

March 2018:	\$42,500.00	March 2019:	\$519,183.00
Year to date:	\$479,950.00	Year to date:	\$1,051,483.00
(Calendar Year)		(Calendar Year)	

**Development Applications Outstanding**

Application Number	Applicant	Property	Development	Status
DA-6-2012-2	New England Brewing Company Pty Ltd	19 Bridge Street, Uralla	Boutique Brewery – Modification to Operation Hours	Under Assessment

**Uralla Shire Council**  
**Council Business Paper – 23 April 2019**

**Development Applications Outstanding (continued)**

<b>Application Number</b>	<b>Applicant</b>	<b>Property</b>	<b>Development</b>	<b>Status</b>
DA-21-2017	Mr V Hudson	19 Karava Place, Uralla	Dual Occupancy & Conversion of Shed to Dwelling	Awaiting Applicant
DA-37-2018	Mr G & Mrs S Selby	116 Marble Hill Road, Saumarez Ponds	Dual Occupancy – Conversion of Shed to Dwelling	Awaiting Applicant
DA-40-2018	Mr L & Mrs C Seccombe	22 Baker Road, Invergowrie	2 Lot Subdivision	Awaiting Applicant
DA-44-2018	Mr K Hartley – Starfish Enterprises Network Ltd	192 Dumaresq Road, Saumarez Ponds	Natural Burial Ground – Private Cemetery & Shed	Awaiting Applicant
DA-67-2018	Mr T & Mrs R Butcher	113 Ferris Lane, Saumarez Ponds	Conversion of Shed to Secondary Dwelling	Awaiting Applicant
DA-70-2018	Mr V Scollen	18 Uralla Street North, Uralla	Shed	Awaiting Applicant
DA-2-2018	Mrs L Yates	53 Park Street, Uralla	Subdivision of 1 Urban Lot into 3 Urban Lots	Awaiting RFS
DA-11-2019	Mr A & Mrs D Vanden Hoogen	24 McDonalds Lane, Rocky River	Wind Turbine & Tank Stand	Under Assessment
DA-12-2019	Mr A & Mrs D Simmon	188 Kareela Road, Invergowrie	Dwelling & Completion of Existing Studio	Under Assessment
DA-15-2019	Mr M Broom & Ms S Randell	31 Harriet Gully Road, Kellys Plains	Dwelling	Under Assessment
DA-17-2019	Mr G Emery	9 Lentara Road, Invergowrie	Shed with Carport	Awaiting Applicant
DA-18-2019	Mr J Goode	13 Salisbury Street, Uralla	3 Lot Subdivision	Under Notification
DA-19-2019	Mr J & Mrs K Bryant	15B Wilkens Street, Uralla	Dwelling & Shed	Under Assessment
DA-20-2019	Ms J Harman	83 Sawpit Gully Road, Rocky River	Bedroom Extension & South Deck Addition	Under Assessment
DA-21-2019	McDougall Family Superannuation Fund	8 McCrossin Street, Uralla	Dwelling & Garage	Under Notification
DA-22-2019	Mr S & Mrs A Cooper	36 Kooda Road, Invergowrie	Additions & Alterations to Dwelling & Shed	Under Assessment
DA-24-2019	Mrs S Egan, Picton Bros Spanline	35 Rowan Avenue, Uralla	Screen Enclosure	Under Assessment
<b>Total: 18</b>				

**Uralla Shire Council**  
**Council Business Paper – 23 April 2019**

**Construction Certificates**

**Approved:**

Application Number	Applicant	Property	Construction
CC-5-2019	Mr P & Mrs J Hine	16 John Street, Uralla	Dwelling Additions & Alterations – Kitchen, Bathroom & Laundry

**Refused:** Nil

**Issued by Private Certifier:**

Application Number	Applicant	Property	Construction
CC-60-2018	Uralla District Show Society	8A King Street, Uralla	Storage Shed
CC-3-2019	Mr P Byrne	6 Queen Street, Uralla	Remove and Replace Shed
CC-6-2019	Mr N Dagg & Ms R Tubb	34 Macleay Way, Saumarez Ponds	Additions to Existing Guest Suite

**Total Monthly Estimated Value of Construction Certificate Approvals: \$191,000.00**

**Complying Development Certificate Applications**

**Approved:** Nil

**Refused:** Nil

**Withdrawn:** Nil

**Issued by Private Certifier:** Nil

**Total Monthly Estimated Value of Complying Development Certificate Approvals: \$0.00**

**Comparison to March 2018:**

March 2018:	\$84,750.00	March 2019:	\$0.00
Year to date:	\$371,790.00	Year to date:	\$657,000.00
(Calendar Year)		(Calendar Year)	

**Calendar Year Development Values**

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2009	9,290,046	72,578	5,749,162	3,540,884
2010	10,586,972	80,817	5,958,887	4,628,085
2011	6,584,483	51,846	3,449,607	3,134,876
2012	11,390,780	104,503	6,158,718	5,232,062
2013	9,259,318	76,523	4,678,720	4,580,598
2014	8,246,689	69,300	5,657,845	2,588,844
2015	9,137,065	85,393	6,980,198	2,156,867
2016	5,958,716	62,723	3,997,389	1,961,327
2017	8,131,959	82,979	5,953,666	2,178,293
2018	7,537,462	81,929	3,618,198	3,919,264
2019	1,708,483	81,356	1,051,483	657,000

2019 to date

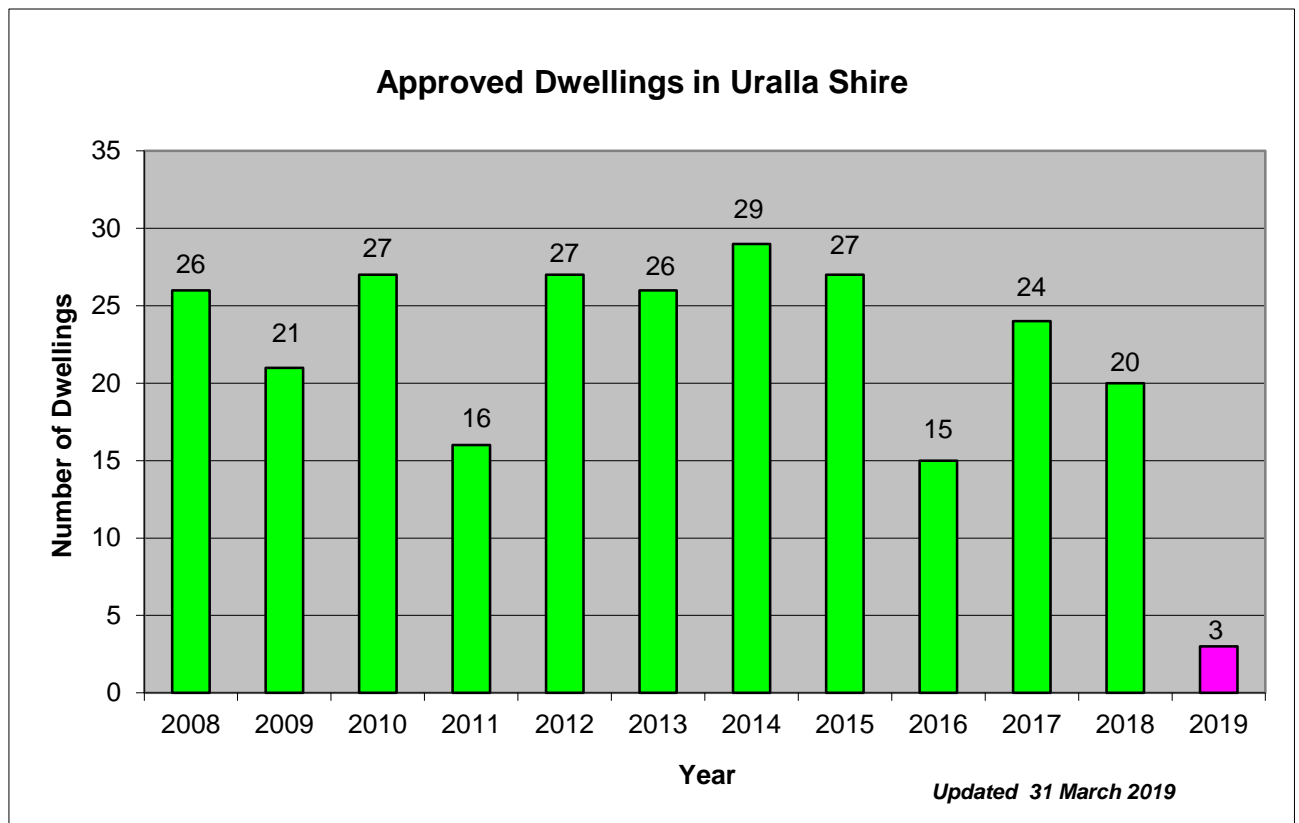
**Uralla Shire Council**  
**Council Business Paper – 23 April 2019**

**Financial Year Development Values**

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	7,560,263	76,366	6,393,433	1,166,830
2016-2017	6,544,087	68,168	4,186,513	2,357,574
2017-2018	9,073,505	87,245	6,057,412	3,016,093
2018-2019	4,903,092	80,379	2,112,638	2,790,454

2018-2019 to date

**Approved Dwellings 2007-2019**



**KEY ISSUES:**

- *Development Applications approved by Council for March 2019 – 9*
- *Development Applications refused by Council for March 2019 – 0*
- *Development Applications cancelled by Council for March 2019 – 1*
- *Development Applications withdrawn by Applicant for March 2019 – 0*
- *Outstanding Development Applications as at 31 March 2019 – 18*
- *Construction Certificates approved by Council for March 2019 – 1*
- *Construction Certificates refused by Council for March 2019 – 0*
- *Construction Certificates issued by private certification for March 2019 – 3*
- *Complying Development Applications approved by Council for March 2019 – 0*
- *Complying Development Applications refused by Council for March 2019 – 0*
- *Complying Development Applications withdrawn by Applicant for March 2019 – 0*
- *Complying Development Applications issued by private certification – 0*
- *Total Development Value for 2019 as at 31 March 2019 – \$1,708,483*
- *Average Development Value for 2019 as at 31 March 2019 – \$81,356*
- *Development Application Value for 2019 as at 31 March 2019 – \$1,051,483*
- *Complying Development Application Value for 2019 as at 31 March 2019 – \$657,000*
- *Approved dwellings as at 31 March 2019 – 3*

**COUNCIL IMPLICATIONS:**

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

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

**2. Policy and Regulation**

*Environmental Planning & Assessment Act, 1979.*

*Environmental Planning & Assessment Regulations, 2000.*

**3. Financial (LTFP)**

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

Prepared by staff member:

Administration Officer

TRIM Reference Number:

U12/168

Approved/Reviewed by Manager:

Manager Development & Planning

Department:

Infrastructure & Development

Attachments:

Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Submitted by:</b>	Director Infrastructure & Development
<b>Reference/Subject:</b>	<b>Report 12 – Heritage Advisory Services Summary for April 2019</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

### SUMMARY:

This report summarises the activities undertaken by Mitch McKay, Council's Heritage Advisor, on his monthly visit undertaken for April 2019. His next visit will be Tuesday, 7 May 2019.

### OFFICER'S RECOMMENDATION:

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

### BACKGROUND:

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

### COUNCIL IMPLICATIONS:

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

**5. Workforce (WMS):**

Nil

**6. Legal and Risk Management:**

Nil

**7. Performance Measures:**

Nil

**8. Project Management:**

Nil

Prepared by staff member:	Matt Clarkson, Manager Development & Planning
TRIM Reference Number:	UINT/19/2335
Approved/Reviewed by Manager:	Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	<b>Edited</b> Heritage Advisor Summary <b>Confidential</b> Heritage Advisor Summary



research | interpretation | education | tours | project management

## HERITAGE ADVISORY MEMO

No. 67

date: 2 April 2019

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### ITEM 1: Uralla Building

Met with owner.

The property is not listed as a heritage item within Uralla LEP 2012. It is within the Uralla CBD Heritage Conservation Area and has been identified for inclusion as a heritage item in the Uralla Community Based Heritage Study.

The statement of significance for the property as provided in the Community Based Heritage Study stated that:

*High level of intactness and integrity shopfront and street façade ensemble, displaying use of traditional materials and workmanship. Highly contributory in the Uralla CBD precinct and as a member of similar era and materials shop buildings.*

While the shop is the item of significance on the site there are several other buildings that make up the property including a residence at the rear which is of a more recent architectural period.

The purpose of the meeting was to discuss a proposal for an addition at the rear of the residence comprising a single room.

No formal application has been submitted to Council only a concept plan was available at the time of my visit. The proposed addition, as shown in the concept plan will project out directly from the existing gable and not be any higher, will not be visible from the shop nor will it be visible from the street and therefore is considered will have no impact on the shop.



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## HERITAGE ADVISORY MEMO

No. 67

date: 2 April 2019

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### ITEM 2: Fuller Park, Bridge St, Uralla

On 13 February, 2019 I was notified by Matt Clarkson, Council's Manager of Development and Planning, of a Council resolution from 27 November, 2018 Ordinary Council meeting, concerning Fuller Park.

The resolution was to:

*Instruct Council's heritage advisor to investigate the history of Fuller Memorial Park as part of the reference material for the Uralla Open Space Strategy.*

### Background

On 2 June, 2015 I met with Council officers.

The purpose of that meeting was to look at a former stall that Council was considering repainting.

At the time of the meeting I found the park to be generally run-down but soon realised that at some time it must have been highly regarded by the community as a quick inspection revealed two plaques. One plaque read:

- *Fuller Memorial Park was dedicated to the memory of Arthur G. Fuller (1908-1962) and the plaque to commemorate Fuller was erected by the Uralla Horticultural Society*

and the other

- *Sydney Morning Herald Garden Competition for large gardens in the New England Zone 1971*

I suggested that if the structure was not going to be completely renovated or the missing perspex/glazing reinstated then rather than expending funds repainting, that Council seek information from the community as to how the park had looked in its hey-day.

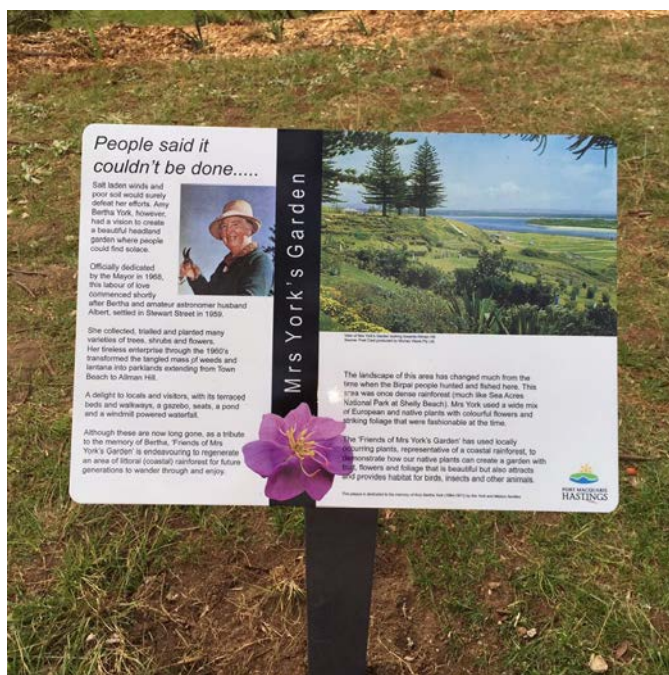
Armed with historical information Council could then seek funding, in collaboration with the local Lions Club and a horticultural society, garden club or nursery, to revitalise the park under a program such as the FRRR grants programme (Foundation for Rural & Regional Renewal), so that it could once again become a feature in the town.

Council placed an article in the Council Newsletter seeking information from the community about the park's history and the life of Arthur G. Fuller.

On 8 September, 2015 I revisited the park and included in my report from that visit **'draft'** text and images that could form the basis for any interpretive signage that could be incorporated in any refurbishment or re-establishment of the park should Council so desire.

I also included an example of interpretive signage that had recently been installed at Mrs. York's Garden, Port Macquarie to tell the history of a park that once stood on that site.

The information from my earlier report has been included in this report.



Interpretive signage – Mrs. York's Garden, Port Macquarie

## ARTHUR GORDON FULLER



Born on 28 September 1908 to George and Elizabeth Fuller in Tingha, NSW. Nicknamed "*Splint*", he would later become known as "*Mr. Green Fingers*".

In about 1937 Fuller commenced employment with the Uralla Shire Council following in the footsteps of his father, George Frederick Fuller, who was also a lifelong employee of the Council before the amalgamation of the shire and the municipality.

By 1954 Fuller was in charge of the waterworks and had constructed a flower garden and lawns surrounding the water filtration building at the Uralla storage dam.

It wasn't long before he had taken over the gardening activities of Uralla Shire Council, contained in the Hill Street plots, Alma Park and the area at the southern end of the town within the boundaries of Bridge, East and Dumaresq Streets.

He grew all the plants, especially dahlias, at the pumping station at the Kentucky Creek reservoir as well as at his home in Queen Street. He started off by purchasing a number of selected tubers but a few years later commenced to experiment with seedlings. Once he began to meet with success he developed these activities further and ended up discarding most of the original stock.

He loved dahlias and with the rare quality he was getting from his own productions he made a lot of other people love them and inwardly strive for greater perfection in their respective gardens.

It became almost a tradition for him to win championships at all northern shows at which he was always a welcome and an honoured exhibitor and he capped a long list of successes by taking the New England Championship in 1961 and again in 1962. In 1962 Fuller also won the first class certificate of merit at the Burnleigh Trail Grounds, with his medium cactus dahlia "*Maid of the Mountains*" which he had propagated. It would win many prizes in the New England and on the North Coast.

It was not unusual for him to grow 3000 and 4000 dahlias from which he selected the most promising seedlings as stock for the parks and gardens in the town area.

He was the uncrowned dahlia king of the north a title that all growers of these lovely blooms conceded unhesitatingly at all times. His collection of championship ribbons was a tribute to his great and unselfish work as a grower.

Fuller had many interests in the town and for years had been a guiding force in the Horticultural Society.

He died on 3 November 1962 at his home at 10 Queen Street, Uralla while watering seedlings. At the time of his death he was Council's Water Service Operator.

At his funeral a wreath from Uralla Beautification Committee bore leaves from every tree in Alma Park which Fuller had assisted in planting.

## FULLER PARK

In 1959 it was suggested to Council that the triangular allotment of land at the southern entrance to Uralla on the corner of East and Dumaresq Streets be beautified by garden plots and advice was sought from Arthur Fuller.

Fuller's untimely death in late 1962 led the Uralla and District Horticultural Society, in 1963, to suggest to Council that the park be named Fuller Park in recognition of Arthur Gordon Fuller a man who had not only been a staunch and good townsman but also for many years a worthy and valuable employee of Uralla Shire.

Council agreed and on 4 February 1967 a memorial, a bronze plaque mounted on a grey granite block, was erected by the Uralla and District Horticultural Society. The stone for the memorial is a local granite and was donated and cut by Mr. Vic Melvaine. The plaque mould was made by Mr. Bede McDonnell and was cast by Mr. Les Young.

The regard in which Fuller was held by the community was evident by the large number of people who attended the unveiling.

In 1971 the Uralla Shire Council was awarded the *Sydney Morning Herald* Garden Competition, New England Zone - Large Park, First Prize.

For many years the park was a feature for those entering the town from the south - its gardens, when in bloom, the picnic shelters and vibrantly painted steam tractor providing a wonderful setting for families and visitors to rest or play.



M. McKay

## HERITAGE ADVISORY MEMO

No. 67

date: 2 April 2019

### ITEM 3: Thunderbolt's Grave – Old Cemetery (also known as Pioneer Cemetery) John St, Uralla

On 13 February, 2019 I was notified by Matt Clarkson, Council's Manager of Development and Planning, of a Council resolution from 27 November, 2018 Ordinary Council meeting concerning a plaque at Thunderbolt's grave.

The resolution was to:

*Instruct Council's heritage advisor to research the history of the plaque that was removed when Thunderbolt's Grave was enhanced and provide suggestions on options for interpretive signage for the layout of the Pioneer Cemetery.*

An article in the Sydney Morning Herald dated February 8, 2004 about Uralla reported on Thunderbolt's grave as:

*The grave is clearly marked and located on the eastern side of the cemetery. There is still a body of local opinion that the grave contains the remains of Thunderbolt's brother-in-law and that Ward was actually killed in a brawl in the USA years later. However, the corpse was positively identified by a friend of Ward's at the post-mortem. It is also widely accepted that the body put on display for some time prior to burial. A plaque at the cemetery outlines Thunderbolt's career.*

I can only assume that the plaque below is the one referred to in the article.



Image of plaque sourced <https://open.abc.net.au/explore/20085> dated 2010

The plaque gives acknowledgement to the Uralla Historical Society and I understand wording on the plaque was composed by Arnold Goode.

The origins of the Uralla Historical Society began on November 13th, 1979, when thirty five people attended a public meeting to form the Society. The members then embarked on a campaign to fund the purchase of what is now known as McCrossins Mill by the sale of six hundred \$20 'debentures'.

McCrossin's Mill Museum was officially opened by Bill McCarthy MLA on May 2nd 1982. Its first exhibition was 'Thunderbolt, Life and Legend.'

So, I have assumed that the plaque was installed after 1980 and was removed some time after improvements were undertaken to Thunderbolt's grave which included the white metal picket surround to the grave and perimeter fence installed, I believe, circa 2010-2011.

What became of the plaque I have not been able to ascertain but it could very well be stored at the Council depot.

A metal plaque is in existence at the entry to the cemetery which provides some information to the layout of the cemetery and location of graves.

I was requested to provide some ideas for interpretive signage. Interpretive signage can take many forms. One idea could be to provide an interpretive sign that provides information about the history of the cemetery such as:

*Uralla was declared a town on 4 October 1890 and this cemetery was dedicated on 9 March, 1894. In July 1910, trustees determined to close the cemetery to any new burials other than within the present enclosures. In 1966, Uralla Shire Council determined that no further burials were to take place within the cemetery. Today some 185 headstones or gravesites are still visible.*

*It is interesting to note that the axis of the cemetery in relationship to the plan of Uralla. The sides of the cemetery are in line with cardinal points but the survey of the town broke the continuity of John and Uralla Streets. The cemetery was shown as Uralla Square in early town maps. Today it is referred to as the Old Uralla Cemetery or Pioneer Cemetery to distinguish it from the Uralla Cemetery now used for burials.*

Another form of interpretation could address headstone stylisation so those walking through the cemetery can understand and appreciate the significance of the headstones. This could include the following information:

*There is a close relationship between the design of gravestones and the architectural style of the time. Early headstones are simple with little decoration and this can be seen in the Norman upright shape and the anthropomorphic design, where there is a representation of the head and shoulders of a human figure. Obelisks and columns are seen in this cemetery with one broken to symbolise a shortened life. A number of Greek cinerary urns sometimes shrouded or garlanded are evident demonstrating classical features of style. Above all, the skills of the stonemason are evident as they carved the stone to suit the taste of the grieving families.*

*In time, more decorations were used as demonstrated by the Victorian buildings constructed in the late 1800s. The Victorian love of symbolism is evident in this cemetery as stonemasons used a number of ancient symbols on their headstones. The symbols observed in this cemetery include: a **skull** representing mortality; the **poppy** representing sleep; the **palm leaf** representing a spiritual victory with the martyr's triumph over death; the **lamb** representing*

childhood innocence; **shaking hands** representing farewell or welcome to everlasting life; **ivy** representing a symbol of hope by an everlasting plant and the **crown** representing the crown of glory. The **descending dove** is the traditional symbol of the Holy Spirit and the **dove with an olive sprig** alluded to Noah's dove and a symbol of promise and hope. The **lily** is a symbol of virginity and purity while grief and loss is symbolised by **weeping willows** and **sad-faced allegorical figures**. The **book** represents knowledge of the Book of Life – the Bible, which can be open or closed. The **shell** is an ancient design but is also representative of fertility and the resurrection while the **olive branch** represents peace. A number of crosses appear: the decorated **Celtic Cross**; **Christ the King on the Crucifix**; the **Calvary Cross** with the three steps representing faith, hope and charity and the simple **Latin Cross**. The **thistle** represents earthly sorrow and sin but it can also represent the early Scottish settlers in the New England. Other places of origin are represented by the **rose** for the English and the **shamrock** for the Irish. A person's **trade** or **profession** is demonstrated by the Masonic symbols of the setsquare and compass.



## HERITAGE ADVISORY MEMO

No. 67

date: 2 April 2019

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### ITEM 4: Meeting with representative of Uralla Historical Society

Matt Clarkson and I met with a representative of Uralla Historical Society.

The representative raised a number of issues:

- Fuller Park, Alma Park and Pioneer Park – these parks are being considered in the Open Space Strategy,
- Colour schemes of heritage buildings and buildings within conservation areas – Mr. Mayo was advised of a colour palette being prepared by Council,
- Incompatible works being undertaken to buildings of heritage significance, and
- The siting of the RV Dump Ezy and toilet at the Old Cemetery.



**HERITAGE ADVISORY MEMO**

**No. 67**

**date: 2 April 2019**

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**ITEM 5: Field inspection – Rocky River Goldfields**

Visited a section of the Rocky River Goldfields Precinct off Lookout Road with Matt Clarkson, Council's Manager of Development and Planning and a consultant.

A rectangular box containing a handwritten signature in green ink that reads "M. McKay".

**HERITAGE ADVISORY MEMO**

**No. 67**

**date: 2 April 2019**

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**ITEM 6: Next Heritage Advisor visit**

The Heritage Advisor's next visit will be 7 May, 2019.

A rectangular box containing a handwritten signature in green ink that reads "M. McKay".



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	Tourism Promotions and Operations Officer
<b>Reference/Subject:</b>	<b>Report 13 – Monthly Report - Visitor Information Centre</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1	An attractive environment for business, tourism and industry.
<b>Strategy:</b>	2.1.1	Promote Uralla Shire and the region as a place to live, visit and invest
<b>Activity:</b>	2.1.1.1	Promote Uralla Shire through the Visitor Information Centre
<b>Action:</b>	2.1.1.1	Operate the Visitor Information Centre to meet agreed service levels

### SUMMARY:

This report provides an outline of activities at the Visitor Information Centre for the month of March 2019.

### OFFICER'S RECOMMENDATION:

**That the report be received and noted.**

### BACKGROUND:

Not applicable.

### REPORT:

During March we received 742 visitors: an increase of 29.49 % on the February figure of 573 but a slight decrease of 4.01% on the March 2018 figure of 773 visitors. The eight-year average for March is 930 visitors.

In March the majority of travellers who came through the Visitor Information Centre (VIC) came from New South Wales (62.40%) then Queensland (22.24%) and Victoria (5.53%). We welcomed 35 international visitors, principally from UK (40%), Germany (14%), then Canada and New Zealand (11% each), then France, Spain and the US (6% each).

Sales for March 2019 totalled \$1,750 (ex GST) - a 97.96% increase on the February figure of \$884, and 11.61% increase on the March 2018 figure of \$1,568. This year has recorded the highest sales for March for the last 5 years.

**Uralla Shire Council**  
**Council Business Paper – 23 April 2019**

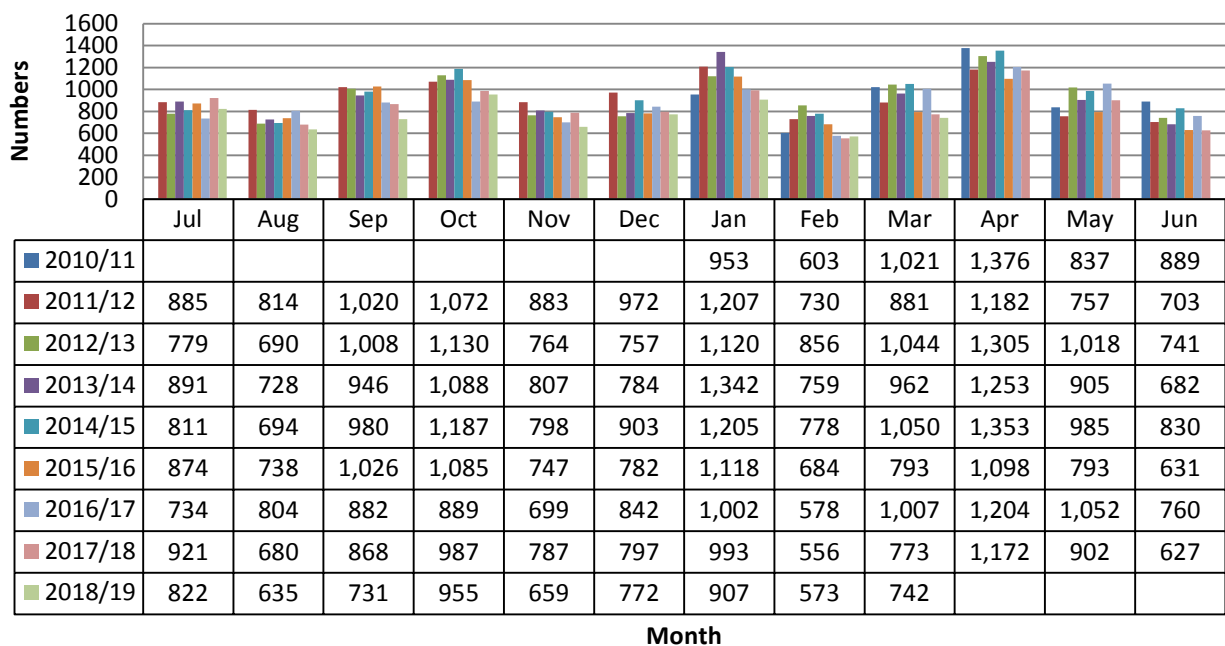
**Sales to-date for 2018-19**

Month	Total (ex. GST)
July	\$2,182
August	\$1,477
September	\$1,738
October	\$2,619
November	\$1,621
December	\$2,324
January	\$2,417
February	\$884
March	\$1,750
<b>Total (\$)</b>	<b>\$17,012</b>

**Annual March Sales**

Year	Total (ex GST)
2014/15	\$1,715
2015/16	\$1,261
2016/17	\$1,174
2017/18	\$1,568
2018/19	\$1,750

**Uralla Visitor Information Centre Visitor Numbers**



**COUNCIL IMPLICATIONS:**

1. **Community Engagement/ Communication (per engagement strategy)**  
Nil.
2. **Policy and Regulation**  
Nil.
3. **Financial (LTFP)**  
Nil.
4. **Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil

Prepared by staff member:	Clare Campbell, Tourism Promotions and Operations Officer
TRIM Reference Number:	UINT/19/2331
Approved/Reviewed by Manager:	Terry Seymour, Director of Infrastructure and Development
Department:	Infrastructure and Development
Attachments:	Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Governance</b>
<b>Submitted by:</b>	<i>Coordinator Community Development &amp; Engagement</i>
<b>Reference/Subject:</b>	<b>Report 14 – Monthly Report - Library</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	1.3	A diverse and creative culture
<b>Strategy:</b>	1.3.1	Provide enhanced and innovative library services that support and encourage lifelong learning.
<b>Activity:</b>	1.3.1.1	Provide library services and programs
<b>Action:</b>	1.3.1.1	Operate the library services to meet the agreed service levels

### SUMMARY:

This report provides an outline of activities at the Library for the month of March 2019.

### OFFICER'S RECOMMENDATION:

**That the report be received and noted.**

### BACKGROUND:

Not applicable.

### REPORT:

#### Uralla Library March

March proved to be a very busy month with loans totalling 2,555 items (for all loanable resources). Uralla Library achieved the second highest of fifteen branches for items loaned in the Central Northern Library Group (CNRL) for the month, ranking behind the larger library and community of Tamworth.

This month we welcomed a substantial 25 new members.

Key matters of interest included:

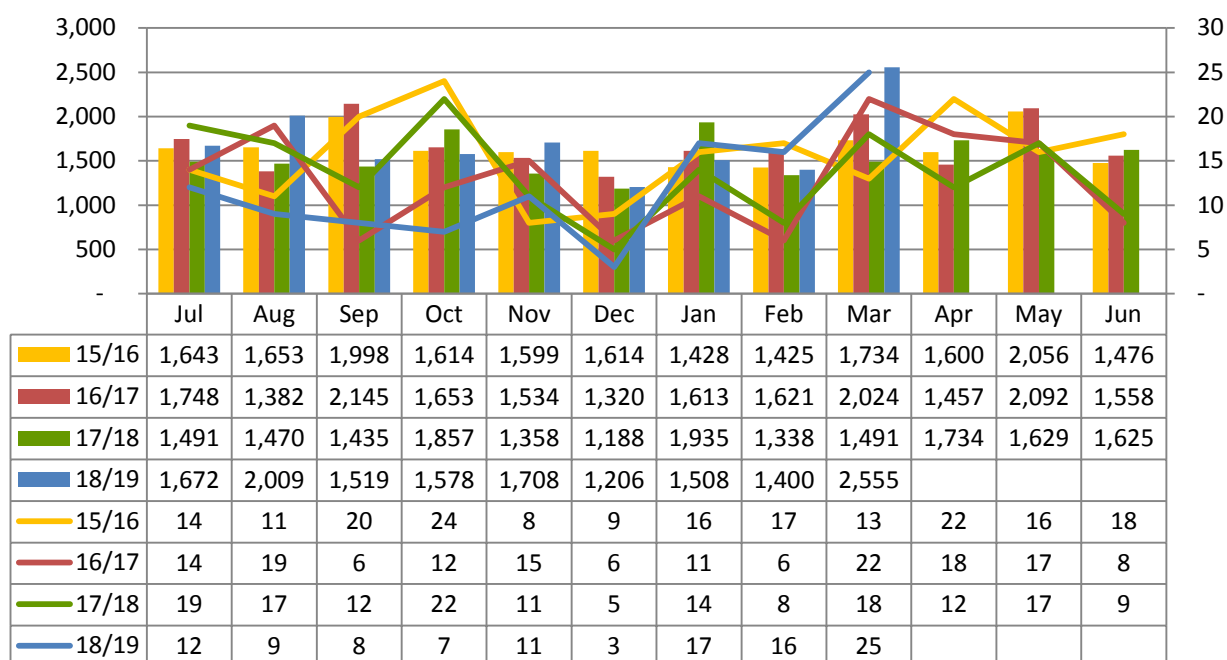
- NBN is now connected at Uralla Library and delivering consistent and swift access to the internet for both WiFi and public computers.
- Librarian attended the North East Zone Public Libraries NSW Library Managers meeting.
- The Arts Uralla Committee kindly donated lanterns for Storytime craft during the week of the Lantern Parade.
- Delivery of 450 resources to the Bundarra branch.
- Children's Storytime, Lego Club and Chess & Checkers Club continue to be well attended.
- 13 adults attended Book Discussion Group in March.
- Storytimers commenced the annual Life Cycle of a Chicken program, 24 fertile eggs have been placed into an incubator and we await the hatch date with great anticipation!

**Uralla Shire Council**  
**Council Business Paper – 23 April 2019**

**Figures to-date for 2018-19 Financial Year**

Month	Loans	New Members
July	1,672	12
August	2,009	9
September	1,519	8
October	1,578	7
November	1,708	11
December	1,206	3
January	1,508	17
February	1,400	16
March	2,555	25
<b>Total</b>	<b>15,155</b>	<b>108</b>

**Uralla Library - Issues & New Members**



**KEY ISSUES:**

Eight public computers are shortly to be replaced with new 'All-in-one' computers.

Prepared by staff member:

Jane E Ogden, Coordinator Community Development and Engagement

TRIM Reference Number:

UINT/2019/02407

Approved/Reviewed by Manager:

Andrew Hopkins, General Manager

Department:

General Manager's Office

Attachments:

Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Submitted by:</b>	Manager Waste, Water and Sewer Services
<b>Reference/Subject:</b>	<b>Report 15 – Bundarra Sewer Scheme Quarterly Report January - March 2019</b>

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	3.4	Secure, sustainable and environmentally sound water-cycle infrastructure and services
<b>Strategy:</b>	3.4.2	Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services
<b>Activity:</b>	3.4.2.1	Provide sewerage services
<b>Action:</b>	3.4.2.1.2	Maintain and renew the sewer infrastructure network in-line with established programs

### SUMMARY:

The purpose of this report is to update Council on progress with the Bundarra Sewer Scheme and outline activities underway for the next quarter. The report notes total progress with the scheme to date, any milestone achievements, issues and media coverage.

### OFFICER'S RECOMMENDATION:

**That the Bundarra Sewer Scheme Quarterly Report January - March 2019 be received and noted by Council.**

### BACKGROUND:

The Bundarra Sewer Scheme will provide reticulated sewerage to 165 - 171 properties within the Bundarra urban area. This will be a change from on-site treatment and disposal of wastewater within the property to a reticulated system with a single remote treatment plant outside the urban area. The new system is proposed to be a low pressure sewage system discharging to a pump well with rising main to an oxidation lagoon treatment system. Disposal, when needed, will be via irrigation at the treatment plant site. Each developed property will have its own pump and tank, and will be connected to a mains line outside the dwelling.

Based on the project value of \$5.477m, approximately 77% of the scheme cost is funded via a grant with Restart NSW, Water Security for Regions. Council is funding approximately 23% of the scheme.

### REPORT:

Development of the Detailed Design continued during the quarter. The design consultant hosted a CHAIR (Construction Hazard Assessment Implication Review) meeting with Council representatives. Consultation with relevant agencies and land acquisition are also progressing.

Council's has formalised its request for additional funding from Infrastructure NSW and the Department of Industry Water. The Department of Industry Water has confirmed they are assessing Council's request.

Key achievements of the previous quarter:

1. GHD, PWA and Council conducted a review meeting regarding the Detailed Design Plan and Draft Final Estimate.
2. Design consultant, GHD, hosted a CHAIR (Construction Hazard Assessment Implication Review) meeting with Council's operations and project management staff.
3. The land acquisition process continued. In March, Council provided approval for the General Manager to effect the purchase of 20 ha portion of preferred Site 1 for the Bundarra Sewerage Treatment Plant.
4. On-property design plans continue to be issued to landholders.
5. Council has formalised its request for additional funding to complete the project to Infrastructure NSW and the Department of Industry Water.
6. On 21 March, Council, PWA and GHD hosted a drop in session and two community meetings in Bundarra.
7. At an Extraordinary Meeting of Council on 18 March 2019, Council resolved to "Lift the charge for the coming Financial Year (2019/2020) and reapply it from the financial year after the additional required funding is secured."

By 31 March 2019, the Detailed Design Phase was 90% complete.

Key activities for the current quarter:

1. Finalise the Draft Detailed Design and Draft Final Estimate.
2. Approve the Review of Environmental Factors assessment for the project.
3. Submit Detailed Design Report to Department of Industry Water and seek Section 60 Approval.
4. Continue with the land acquisition process for the sewerage treatment plant.
5. Continue with preparations for Construction Tender documentation.
6. Continue discussions with Department of Industry Water regarding Council's request for additional funding for the scheme under Safe and Secure Water Program.

**KEY ISSUES:**

The current estimate of scheme costs, as per the Draft Final Estimate (dated 19 December 2018) is \$8,429,000. This estimate is based on a valuation of the design by the quantity surveyor Muller Partnership under instruction from GHD.

Council will not be able to call tenders for the project without having voted the necessary budget funds.

A revised timeframe for project completion is not yet available.

Council has formalised its request for additional funding from Infrastructure NSW and the Department of Industry Water. The Department of Industry Water has confirmed they are assessing Council's request.

**COUNCIL IMPLICATIONS:**

1. **Community Engagement/ Communication (per engagement strategy)**  
As above
2. **Policy and Regulation**  
Nil
3. **Financial (LTFP)**  
Muller Partnership estimated the cost of the scheme, based on the concept design, as \$8.429m (\$2.949m greater than the project value at \$5.48m)
4. **Asset Management (AMS)**

Future asset management implications as the scheme will see the development of new reticulation network, pump station and sewerage treatment plant

**5. Workforce (WMS)**

Involves Council staff and contractors

**6. Legal and Risk Management**

Inadequate funds available to progress the project. Reliant on additional grant funds



**7. Performance Measures**

Nil

**8. Project Management**

PWA, Director Infrastructure and Development, Manager Waste, Water and Sewer Services

Prepared by staff member:	Manager Waste, Water and Sewer Services.
TRIM Reference Number:	UINT/19/2220
Approved/Reviewed by Manager:	Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	RNSW810 Bundarra Sewer Scheme Progress Reports January to March 2019

	<p align="center"><b>BUNDARRA SEWERAGE</b></p> <p align="center"><b>CONCEPT, DESIGN AND CONSTRUCTION</b></p>	<p align="center">Proudly funded by the NSW Government in association with Uralla Shire Council</p> 
<b>Project Report</b>		<b>January 2019</b>
<b>Scope of Work</b>	The project consists of the provision of a reticulated sewerage system to a previously un-sewered village	
<b>Project Program</b>	Project Start Date : 14/2/2017 Target Completion Date : 30/9/2019 Forecast Completion Date : 24/4/2020	

#### PROGRAM MILESTONES

**Project Initiation: 100% complete**  
**Concept and Design:**  
 ○ Options Development: 100% complete  
 ○ Concept Design: 100% complete  
 ○ Detailed Design: 95% complete  
**Tendering: not yet commenced**  
**Construction: not yet commenced**  
**Overall Project Completion: 80% by time**

#### PROGRESS

The following key activities were undertaken during January 2019:

- Land acquisition negotiations continuing
- Review commenced of Draft Detail Design Report and updated estimate
- Initial meeting held between PWA/CCL to discuss report
- Continued discussions between GHD and land owners regarding on-property design plans

The following key activities are anticipated during February 2019:

- Hold report review meeting and CHAIR workshop
- Finalise Detailed Design Report including consultation with relevant agencies
- Continue with preparation of RFT documents and draft operational manuals
- Continue with land acquisition negotiations
- Commence planning for next community meeting

#### BUDGET (excl. GST)

**Project Value:** \$5,447,000  
**RestartNSW Grant Value:** \$3,675,000  
**Co-contribution Value:** \$1,772,000  
**Total Project Expenditure to Date:** \$421,856  
**RestartNSW Total Exp:** \$282,644  
**Co-contribution Total Exp:** \$139,212  
**Contingency Spent:** \$0  
**Contingency Remaining:** \$710,000



Reticulation Layout



#### WHS / ENVIRONMENTAL

- CHAIR Workshop to be held during detailed design

#### KEY RISKS & ISSUES

- The draft Detailed Design Report estimate for the project is \$8,329,000 which is approx. \$2.9M higher than the project funding deed estimate. Council is considering its position in conjunction with discussions with Infrastructure NSW
- Obtain community support for project.

**Program Impacts:** Detailed design progressing towards projected completion of tender documentation in March 2019. Design review meeting has been deferred due to Council staff unavailability during January 2019. Delayed responses from land owners to the proposed on-property designs have the potential to impact on completion of RFT documents. Other impacts relating to potential funding shortfall TBA

	<p align="center"><b>BUNDARRA SEWERAGE</b></p> <p align="center"><b>CONCEPT, DESIGN AND CONSTRUCTION</b></p>	<p align="center">Proudly funded by the NSW Government in association with Uralla Shire Council</p> 
<b>Project Report</b>		<b>February 2019</b>
<b>Scope of Work</b>	The project consists of the provision of a reticulated sewerage system to a previously un-sewered village	
<b>Project Program</b>	Project Start Date : 14/2/2017 Target Completion Date : 30/9/2019 Forecast Completion Date : 24/4/2020	

#### PROGRAM MILESTONES

**Project Initiation: 100% complete**  
**Concept and Design:**  
 ○ Options Development: 100% complete  
 ○ Concept Design: 100% complete  
 ○ Detailed Design: 97% complete  
**Tendering: not yet commenced**  
**Construction: not yet commenced**  
**Overall Project Completion: 85% by time**

#### PROGRESS

The following key activities were undertaken during February 2019:

- Land acquisition negotiations continuing
- Discussions with DOI Water over options to address potential funding shortfall
- Continued discussions between GHD and land owners regarding on-property design plans

The following key activities are anticipated during March 2019:

- Hold report review meeting and CHAIR workshop
- Hold community information meeting
- Finalise Detailed Design Report including consultation with relevant agencies
- Continue with preparation of RFT documents and draft operational manuals
- Continue with land acquisition negotiations
- Continue with discussions over options to address potential funding shortfall

#### BUDGET (excl. GST)

**Project Value:** \$5,447,000  
**RestartNSW Grant Value:** \$3,675,000  
**Co-contribution Value:** \$1,772,000  
**Total Project Expenditure to Date:** \$421,856  
**RestartNSW Total Exp:** \$282,644  
**Co-contribution Total Exp:** \$139,212  
**Contingency Spent:** \$0  
**Contingency Remaining:** \$710,000



Gwydir River



#### WHS / ENVIRONMENTAL

- CHAIR Workshop to be held during detailed design

#### KEY RISKS & ISSUES

- The draft Detailed Design Report estimate for the project is \$8,329,000 which is approx. \$2.9M higher than the project funding deed estimate. Council is considering its position in conjunction with discussions with Infrastructure NSW
- Obtain community support for project.

**Program Impacts:** Detailed design progressing towards projected completion of tender documentation in April 2019. Design review meeting has been deferred due to Council staff unavailability during January and February 2019. Delayed responses from land owners to the proposed on-property designs have the potential to impact on completion of RFT documents. Other impacts relating to potential funding shortfall TBA

	<p align="center"><b>BUNDARRA SEWERAGE</b></p> <p align="center"><b>CONCEPT, DESIGN AND CONSTRUCTION</b></p>	<p align="center">Proudly funded by the NSW Government in association with Uralla Shire Council</p> 
<b>Project Report</b>		<b>March 2019</b>
<b>Scope of Work</b>	The project consists of the provision of a reticulated sewerage system to a previously un-sewered village	
<b>Project Program</b>	Project Start Date : 14/2/2017 Target Completion Date : 30/9/2019 Forecast Completion Date : 19/6/2020	

#### PROGRAM MILESTONES

**Project Initiation: 100% complete**  
**Concept and Design:**  
 ○ Options Development: 100% complete  
 ○ Concept Design: 100% complete  
 ○ Detailed Design: 98% complete  
**Tendering: not yet commenced**  
**Construction: not yet commenced**  
**Overall Project Completion: 60% by project milestones completed**

#### PROGRESS

The following key activities were undertaken during March 2019:

- Land acquisition negotiations continuing
- Detailed Design Report review meeting and CHAIR workshop held
- Community information meeting held
- Continued discussions between GHD and land owners regarding on-property design plans
- Continue with preparation of RFT documents and draft operational manuals

The following key activities are anticipated during April 2019:

- Finalise Detailed Design Report including consultation with relevant agencies
- Submit Detailed Design Report to DOI Water and seek Sec 60 Approval
- Finalise REF and submit to Council
- Continue with land acquisition negotiations
- Continue with discussions over options to address potential funding shortfall
- Review draft RFT documents

#### BUDGET (excl. GST)

**Project Value:** \$5,447,000  
**RestartNSW Grant Value:** \$3,675,000  
**Co-contribution Value:** \$1,772,000  
**Total Project Expenditure to Date:** \$421,856  
**RestartNSW Total Exp:** \$282,644  
**Co-contribution Total Exp:** \$139,212  
**Contingency Spent:** \$0  
**Contingency Remaining:** \$710,000



Gwydir River Bridge

#### WHS / ENVIRONMENTAL

- REF to be finalised and submitted to Council for determination

#### KEY RISKS & ISSUES

- The draft Detailed Design Report estimate for the project is \$8,329,000 which is approx. \$2.9M higher than the project funding deed estimate. Council is considering its position in conjunction with discussions with Infrastructure NSW
- Obtain community support for project.

**Program Impacts:** Detailed design progressing towards projected completion of tender documentation in April/May 2019. Delayed responses from land owners to the proposed on-property designs have the potential to impact on completion of RFT documents  
 Other impacts relating to potential funding shortfall TBA



## REPORT TO COUNCIL

Department:	Infrastructure and Development
Submitted by:	Director Infrastructure and Development
Reference/Subject:	Report 16 – Response to Questions from March 2019 Ordinary Meeting

### OFFICER'S RECOMMENDATION:

That Council note the responses to Cr Ledger and Cr Bell's questions from March 2019 Ordinary Meeting.

#### QUESTION 1: From Cr N Ledger

*How much will it cost to do an annual kerbside pick up in Bundarra?*

#### RESPONSE:

This depends on the extent of the types of rubbish Council agrees to be collected and the amount of rubbish placed out for collection. It is understood that the previous annual collection program was abandoned due to unacceptable waste and bulky items being left on the footpath for collection and the associated environmental risks and health and safety issues potentially impacting the general public and Council staff.

#### QUESTION 2: From Cr R Bell

*Can the Chief Financial Officer provide an update on the expenditure on the Public Works Advisory Bundarra Sewer.*

#### RESPONSE:

Payments to date are \$72,000 to Public Works Advisory for the project management services for the design development of the Bundarra Sewerage Scheme.

Prepared by staff member:	Director Infrastructure and Development Chief Financial Officer
TRIM Reference Number:	UINT/19/2187
Approved/Reviewed by Manager:	Director Infrastructure and Development
Department:	Department Infrastructure and Development
Attachments:	Nil

## 12. MOTIONS ON NOTICE/QUESTIONS WITH NOTICE



### NOTICE OF MOTION

<b>Submitted by:</b>	<b>Cr Tara Toomey</b>
<b>Subject:</b>	<b>Notice of Motion 1 – Uralla Return and Earn</b>

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#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

**Goal:** 3.3 Reuse, recycle and reduce wastage  
**Strategy:** 3.3.1 Promoting recycling, reusing and providing regular and efficient waste and recycling services

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#### BACKGROUND

From the TOMRA Cleanaway website :

“Return and Earn is a major litter reduction initiative from the NSW Government. Providing a 10 cent refund on all eligible drink containers will positively encourage customer behaviour, resulting in a substantial reduction in litter. TOMRA Cleanaway provides the network of collection points to facilitate refunds across NSW.


The consumer has three ways to claim the 10 cent eligible container refund-reverse vending machines, over-the-counter collection points in selected retail outlets and at automated depots and counting centres for volume refunds. The Scheme also provides a refund donation opportunity for registered charities and community groups to fundraise through collecting and returning eligible containers.”

Previous investigations by Uralla Shire Council staff have not been successful in securing a suitable location for a machine within the Uralla Shire. A recent petition circulated in the community has demonstrated that the facility is needed and Council needs to revisit this issue with a view to securing a site and a machine.

**COUNCILLOR'S MOTION:**

That Council resolve to

- a) Progress discussions with the Uralla community with a view to finding a suitable location to host a Return and Earn facility for the Uralla Shire.
- b) As part of these discussions, direct people to the TOMRA Cleanaway website (<http://www.tcns.w.com.au/>) and the Return and Earn website (<https://returnandearn.org.au/>) to ensure that people and organisations who may be interested in being involved, are aware of the 3 return and earn systems and their hosting obligations and benefits.
- c) In the absence of any other location becoming available, Council Staff should give strong consideration to a location on Council land that provides the community with 24hrs access to an automated Return and Earn facility.

  
Councillor T Toomey

**Supporting Councillor:**

**NAME OF COUNCILLOR:**

ROBERT CROUCH

**SIGNED:**



- 13. CONFIDENTIAL MATTERS**
- 14. CONCLUSION OF THE MEETING**

**END OF BUSINESS PAPER**