



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

28 May 2019

Andrew Hopkins
GENERAL MANAGER



Uralla Shire Council
Council Business Paper – 28 May 2019

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- BUSINESS AGENDA -
Ordinary Meeting of Council
28 May 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
 - Report 1 - Report of the Audit, Risk and Improvement Committee Meeting held on 16 April 2019
11. Reports to Council
 - Report 1 - Cash at Bank and Investments
 - Report 2 - 2018/19 - 3rd Quarter Budget Review Statements
 - Report 3 - Remuneration for Councillors and the Mayor 2019-20
 - Report 4 - Draft Complaints Management Policy 2019
 - Report 5 - Community Grants Program - Individuals 2018-19
 - Report 6 - Monthly Report - Library
 - Report 7 - Monthly Report - Visitor Information Centre
 - Report 8 - Schedule of Actions as at 28 May 2019
 - Report 9 - Development Approvals and Refusals for April 2019
 - Report 10 - Heritage Advisory Services Summary for May 2019
 - Report 11 - Proposed Resignation of Management from Selected Council Managed Crown Reserves
 - Report 12 - Service NSW Easy to do Business Program
 - Report 13 - DIVISION DECISION – Development Application 11/2019 – Wind turbine and tank stand – 24 McDonalds Lane, Rocky River
12. Motions on Notice/Questions with Notice
13. Confidential Matters
14. Conclusion of the meeting

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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 28 May 2019 Meeting of Council:

- Ordinary Meeting of Council held 23 April 2019 (copy enclosed)
- Extraordinary Meeting of Council held 14 May 2019 (copy enclosed)

Minutes to be received and noted at the 28 May 2019 Meeting of Council:

- Budget Review and Finance Committee Meeting held 9 April 2019 (copy enclosed)
- Unconfirmed Minutes of the Bundarra School of Arts Hall s355 Committee Meeting held 17 April 2019 (copy enclosed)
- New England Weeds Authority Meeting held 19 February 2019 (copy enclosed)
- Unconfirmed Minutes of the New England Weeds Authority Meeting held 16 April 2019 (copy enclosed)



ORDINARY MEETING OF COUNCIL

Held at 12:30pm
23 April 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 23 April 2019

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Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 23 April 2019

The Meeting Commenced at: 12:37pm

ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr R Crouch (Deputy Mayor), and Councillors, R Bell, M Disting, 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), Coordinator Community Development and Engagement (Ms J Ogden), Minute Clerk (G Stratton).

1. OPENING & WELCOME

2. PRAYER

3. ACKNOWLEDGEMENT TO COUNTRY

4. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

The Chair advised there were no apologies received.

The Chair advised receipt of a request for Leave of Absence from Cr T Toomey.

MOTION (Crs M Disting / I Strutt)

That;

Council accept the Leave of Absence from Cr T Toomey.

01.04/19

CARRIED

5. DISCLOSURES & DECLARATION OF INTERESTS

The Chair advised there were no disclosures or declarations made.

6. CONFIRMATION OF MINUTES

Minutes to be confirmed at the 23 April 2019 Meeting:

- Minutes of Ordinary Meeting held 26 March 2019 (to be confirmed)

AMENDMENTS

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

There were no amendments requested by Councillors.

MOTION (Crs T O'Connor / I Strutt)

That;

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

02.04/19

CARRIED

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

- Friends of McMaugh's Meeting held 11 February 2019
- Friends of McMaugh's Meeting held 4 March 2019

MOTION (Crs I Strutt / R Crouch)

That;

Council receive and note the Minutes of the Friends of McMaugh's Meetings held 11 February 2019 and 4 March 2019.

03.04/19

CARRIED

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Minutes of the Uralla Shire Council at an Ordinary Meeting
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7. URGENT, SUPPLEMENTARY & LATE ITEMS OF BUSINESS

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

8. WRITTEN REPORTS FROM DELEGATES (Activity Summaries)

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

COUNCILLOR NAME:	Mark Dusting	
COUNCIL MEETING DATE:	23 April 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
26/3/2019	On-site inspection	Uralla
26/3/2019	Ordinary Council Meeting	Uralla
2/4/2019	Weeds Management Meeting	Armidale
9/4/2019	Councillor Strategic Planning Workshop	Uralla
9/4/2019	Budget Review and Finance Committee Meeting	Uralla
16/4/2019	New England Weeds Authority Meeting	Armidale
23/4/2019	Councillor Workshop	Uralla

COUNCILLOR NAME:	Bob Crouch	
COUNCIL MEETING DATE:	23 April 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
29/3/2019	Rotary Art Show	Uralla
3/4/2019	Bundarra s355 School of Arts Hall Committee	Bundarra
4/4/2019	General Manager Performance Review	Uralla
5/4/2019	Meeting with General Manager and Pre-school	Uralla
9/4/2019	Councillor Strategic Planning Workshop	Uralla
9/4/2019	Budget Review and Finance Committee Meeting	Uralla
9/4/2019	Bundarra s355 School of Arts Hall Committee	Bundarra
16/4/2019	Audit, Risk and Improvement Committee Meeting	Uralla
23/4/2019	Ordinary Council Meeting	Uralla
23/4/2019	Councillor Workshop	Uralla

COUNCILLOR NAME:	Levi Sampson	
COUNCIL MEETING DATE:	23 April 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
9/4/2019	Councillor Strategic Planning Workshop	Uralla
9/4/2019	Budget Review and Finance Committee Meeting	Uralla
23/4/2019	Councillor Workshop	Uralla
23/4/2019	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:	Natasha Ledger	
COUNCIL MEETING DATE:	23 April 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
4/4/2019	Business Chamber meeting	Uralla
9/4/2019	Councillor Strategic Planning Workshop	Uralla
9/4/2019	Budget Review and Finance Committee Meeting	Uralla
10/4/2019	Youth Week Activities – Paddington Bear Movie	Uralla
18/4/2019	Volunteer Blaze Aid	Inverell
23/4/2019	Councillor Workshop	Uralla

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COUNCILLOR NAME:	Tara Toomey	
COUNCIL MEETING DATE:	23 April 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
29/3/2019	Rotary Art Show	Uralla
9/4/2019	Councillor Workshop	Uralla
9/4/2019	Budget Review and Finance Committee Meeting	Uralla
9/4/2019	Audit Risk and Improvement Committee	Uralla

COUNCILLOR NAME:	Rob Bell	
COUNCIL MEETING DATE:	23 April 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
4/4/2019	General Manager Performance Review	Uralla
9/4/2019	Councillor Strategic Planning Workshop	Uralla
9/4/2019	Budget Review and Finance Meeting	Uralla
23/4/2019	Councillor Workshop	Uralla
23/4/2019	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:	Tom O'Connor	
COUNCIL MEETING DATE:	23 April 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
9/4/2019	Councillor Strategic Planning Workshop	Uralla
9/4/2019	Budget Review and Finance Committee Meeting	Uralla
10/4/2019	Youth Week – Morning Tea with the Mayor	Uralla
23/4/2019	Budget Workshop	Uralla
23/4/2019	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:	Isabel Strutt	
COUNCIL MEETING DATE:	23 April 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
29/3/2019	Rotary Art Show	Uralla
4/4/2019	General Manager Performance Review	Uralla
9/4/2019	Councillor Strategic Planning Workshop	Uralla
9/4/2019	Budget Review and Finance Committee	Uralla
9/4/2019	Uralla Township and Environs Committee Meeting	Uralla
10/4/2019	Youth Week Activities – Mayor's Morning Tea	Uralla
16/4/2019	Audit Risk and Improvement Committee	Uralla
23/4/2019	Councillor Workshop	Uralla

COUNCILLOR NAME:	Michael Pearce	
COUNCIL MEETING DATE:	23 April 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
27/3/2019	Mayor's Office – Admin	Uralla
28/3/2019	Mayor's Office – Admin	Uralla
28/3/2019	Uralla RSL Sub-branch meeting	Uralla
1/4/2019	Mayor's Office – Admin	Uralla
2/4/2019	Mayor's Office - Admin	Uralla
3/4/2019	Mayor's Office – Admin	Uralla
3/4/2019	2AD interview	Uralla
4/4/2019	Mayor's Office – Admin	Uralla
4/4/2019	General Manager Performance review	Uralla
7/4/2019	RFS Long Service Medal presentation and Building opening,	Armidale

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	Armidale Airport.	
8/4/2019	Mayor's Office - Admin	Uralla
9/4/2019	Mayor's Office – Admin	Uralla
9/4/2019	Councillor Strategic Planning Workshop	Uralla
9/4/2019	Budget, Review and Finance Committee meeting	Uralla
10/4/2019	Mayor's Office – Admin	Uralla
10/4/2019	Youth Week Activities - Mayor's Morning Tea	Uralla
11/4/2019	Mayor's Office - Admin	Uralla
12/4/2019	Mayor's Office – Admin	Uralla
12/4/2019	Anzac Day Commemoration, Bundarra Central School	Bundarra
12/4/2019	Youth Week activities, Uralla Library	Uralla
15/4/2019	Mayor's Office - Admin	Uralla
16/4/2019	Mayor's Office - Admin	Uralla
17/4/2019	2AD Radio interview	Uralla
17/4/2019	Mayor's Office – Admin	Uralla
17/4/2019	Meet Barnaby Joyce and Minister Bridget McKenzie re Drought funding projects	Uralla Showground
18/4/2019	Mayor's Office – Admin	Uralla
23/4/2019	Councillor Workshop	Uralla
23/4/2019	April Council Meeting	Uralla

9. TABLING OF PETITION

The Chair advised receipt of a petition requesting Council consider the installation of a "Return and Earn" module in line with many other participating shires in NSW.

MOTION (Crs T Toomey / M Dusting)

That Council change the order of proceedings to receive the petition.

04.04/19

CARRIED

10. MAYORAL MINUTE

There was no Mayoral Minute to the 23 April Meeting.

11. REPORTS OF COMMITTEES

There were no Reports of Committees to the 23 April Meeting.

12. REPORTS TO COUNCIL (Scheduled Reports)

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

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.

MOTION (Crs T O'Connor / I Strutt)

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.

05.04/19

CARRIED

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

OFFICER'S RECOMMENDATION:
That the report be received and noted.

MOTION (Crs T Toomey / N Ledger)
That the report be received and noted.

06.04/19 CARRIED

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

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.

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

07.04/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs T O'Connor / L Sampson)
To resume Standing Orders

08.04/19 CARRIED

The Chair outlined details of the discussion held in committee.

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

FORESHADOWED MOTION (Crs M Dusting/)
That Council decline to enter into the partnership agreement with Northern Inland Academy of Sport in the 2019/20 financial year.

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

09.04/19 The MOTION was PUT and CARRIED without further debate

Cr M Dusting and Cr R Bell requested that their votes against the motion be recorded.

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

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OFFICER'S RECOMMENDATION:

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

MOTION (Crs T O'Connor / I Strutt)

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

10.04/19 CARRIED

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

OFFICER'S RECOMMENDATION:

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

PROCEDURAL MOTION (Crs T Toomey / M Dusting)

To move to Committee of the Whole

11.04/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

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

To resume Standing Orders

12.04/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs N Ledger / I Strutt)

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

13.04/19 CARRIED

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

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.

MOTION (Crs T Toomey / R Bell)

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.

14.04/19 CARRIED

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

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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.

MOTION (Crs N Ledger / R Bell)

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.

15.04/19 CARRIED

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

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.

MOTION (Crs T O'Connor / M Dusting)

That Council;

- a. Remove the word 'and' on page 4 before the heading "Ethics and Conflicts of Interest";
- b. Exhibit the Draft Investment Policy 2019 at Attachment A for 28 days; and
- c. Adopt the Draft Investment Policy 2019 at Attachment A subject to no submissions being received during the exhibition period.

16.04/19 CARRIED

Department: General Manager's Office
Submitted by: Senior Executive Officer
Reference/Subject: Report 9 – Minutes 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.

MOTION (Crs N Ledger / I Strutt)

That Council receive and note the minutes of the New England Joint Organisation meetings held 26 November 2018 and 25 February 2019.

17.04/19 CARRIED

Department: Infrastructure and Development
Submitted by: Manager Development and Planning
Reference/Subject: Report 10 – Recommendations of Uralla Township and Environs Committee February and March 2019 meetings

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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.

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

To move to Committee of the Whole

18.04/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs I Strutt / L Sampson)

To resume Standing Orders

19.04/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs T O'Connor / T Toomey)

That Council;

1. Receive and note the minutes of the February and March 2019 meetings of the Uralla Township and Environs Committee; and
2. Endorse the Officer's recommendations.

20.04/19 CARRIED

Department: Infrastructure & Development
Submitted by: Director of Infrastructure & Development
Reference/Subject: Report 11 – Development Approvals and Refusals for March 2019

OFFICER'S RECOMMENDATION:

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

MOTION (Crs R Bell / L Sampson)

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

21.04/19 CARRIED

Department: Infrastructure & Development
Submitted by: Director Infrastructure & Development
Reference/Subject: Report 12 – Heritage Advisory Services Summary for April 2019

OFFICER'S RECOMMENDATION:

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

MOTION (Crs I Strutt / R Crouch)

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

22.04/19 CARRIED

Department: Community and Governance
Submitted by: Tourism Promotions and Operations Officer
Reference/Subject: Report 13 – Monthly Report - Visitor Information Centre

OFFICER'S RECOMMENDATION:

That the report be received and noted.

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MOTION (Crs T O'Connor / M Dusting)

That the report be received and noted.

23.04/19

CARRIED

Department: Community and Governance
Submitted by: Coordinator Community Development & Engagement
Reference/Subject: Report 14 – Monthly Report - Library

OFFICER'S RECOMMENDATION:

That the report be received and noted.

MOTION (Crs I Strutt / L Sampson)

That the report be received and noted.

24.04/19

CARRIED

Department: Infrastructure & Development
Submitted by: Manager Waste, Water and Sewer Services
Reference/Subject: Report 15 – Bundarra Sewer Scheme Quarterly Report January - March 2019

OFFICER'S RECOMMENDATION:

That the Bundarra Sewer Scheme Quarterly Report January - March 2019 be received and noted by Council.

MOTION (Crs N Ledger / R Bell)

That the Bundarra Sewer Scheme Quarterly Report January - March 2019 be received and noted by Council.

25.04/19

CARRIED

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.

MOTION (Crs R Bell / N Ledger)

That Council note the responses to Cr Ledger and Cr Bell's questions from the March 2019 Ordinary Meeting.

26.04/19

CARRIED

13. MOTIONS ON NOTICE

Submitted by: Cr Tara Toomey
Reference/Subject: Notice of Motion 1 – Uralla Return and Earn

NOTICE of 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.tcnsw.com.au/>) and the Return and Earn website (<https://returnandearn.org.au/>) to

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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.

MOTION (Crs T Toomey / R Crouch)

That Council;

- 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.tcnsww.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.

27.04/19 CARRIED

14. CONFIDENTIAL MATTERS

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

To move into Closed Session of Council

That;

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

The matters referred to the Closed Session of the 23 April 2019 meeting are received by Council under Section 10A (2)(d)(i) of the Local Government Act (NSW) 1993.

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

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

(2) The matters and information are the following:

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

28.04/19 CARRIED

REPORTS TO CLOSED SESSION

Department: Infrastructure & Development
Submitted by: Director Infrastructure & Development
Reference/Subject: Confidential Report 1 – Replacement of Water Tanker

OFFICER'S RECOMMENDATION:

That Council:

- (i) purchase 1 only new 2018 Fuso FU51SK2FAA with steel water tank from JT Fossey for the amount detailed in the attachment, and
(ii) retain the existing water tanker in the short term for later replacement as a trade in or via auction.

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 23 April 2019

Resolution
Number

MOTION (Crs R Bell / M Disting)

That Council:

- (i) purchase 1 only new 2018 Fuso FU51SK2FAA with steel water tank from JT Fossey for the amount of \$262,922 including GST, and
- (ii) retain the existing water tanker in the short term for later replacement as a trade in or via auction.

29.04/19 CARRIED

MOVE TO OPEN SESSION

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

To return to Open Session of Council.

30.04/19 CARRIED

PROCEDURAL MOTION (Crs M Disting / T O'Connor)

That;

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

31.04/19 CARRIED

CONCLUSION OF THE MEETING

The meeting was closed at:

2:31pm

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



EXTRAORDINARY MEETING OF COUNCIL

Held at 12:40pm
14 May 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 Extraordinary Meeting
held at 12:40pm on 14 May 2019

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Minutes of the Uralla Shire Council at an Extraordinary Meeting
held at 12:40pm on 14 May 2019

ATTENDANCE

Present were the Chairperson, Cr R Crouch (Deputy Mayor), and Councillors, R Bell, N Ledger, T O'Connor, L Sampson, and I Strutt, General Manager (Mr A Hopkins), Director Infrastructure and Development (Mr T Seymour), Chief Financial Officer (Mr S Paul), and Minute Clerk (G Stratton).

1. OPENING OF EXTRAORDINARY MEETING

The Chair declared the meeting opened at 12:40pm.

2. PRAYER

The Chair recited the Uralla Shire Council prayer.

3. ACKNOWLEDGEMENT OF COUNTRY

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

4. APOLOGIES

The Chair advised receipt of an apology from Crs M Disting, M Pearce and T Toomey.

MOTION (Crs N Ledger / R Bell)

That;

Council accept the apology from Crs M Disting, M Pearce and T Toomey for the extraordinary meeting held 14 May 2019.

X01.05/19 CARRIED

5. DISCLOSURES & DECLARATION OF INTERESTS

The Chair advised there were no disclosures or declarations made.

6. REPORTS TO COUNCIL

Department: General Manager's Office
Submitted by: Chief Financial Officer and Coordinator Governance and Risk
Reference/Subject: Report #1 – Public Exhibition of draft Delivery Program 2017-21 and Operational Plan 2019-20

OFFICER'S RECOMMENDATION:

That Council;

1. Adopt the Draft Delivery Program 2017-21;
2. Adopt the Draft Operational Plan 2019-20;
3. Publicly exhibit the combined Draft Delivery Program 2017-21 and Draft Operational Plan 2019-20, including the Statement of Revenue Policy, contained at Attachment A, on public exhibition for a period of 28 days from 15 May 2019 and indicating that submissions may be made to the council at any time during the period that the draft operational plan is to be on public exhibition;
4. Adopt an interest rate equivalent to the maximum allowable percentage determined by the Office of Local Government for the 2019-20 financial year to be charged on arrears of rates and charges.

PROCEDURAL MOTION (Crs T O'Connor / R Bell)

To move to Committee of the Whole

X02.05/19 CARRIED

Minutes of the Uralla Shire Council at an Extraordinary Meeting
held at 12:40pm on 14 May 2019

Resolution
Number

Councillors held a detailed discussion in committee regarding the report.

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

X03.05/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs R Bell / T O'Connor)

That Council;

1. Adopt the Draft Delivery Program 2017-21;
2. Adopt the Draft Operational Plan 2019-20;
3. Publicly exhibit the combined Draft Delivery Program 2017-21 and Draft Operational Plan 2019-20, including the Statement of Revenue Policy, contained at Attachment A, on public exhibition for a period of 28 days from 15 May 2019 and indicating that submissions may be made to the council at any time during the period that the draft operational plan is to be on public exhibition;
4. Adopt an interest rate equivalent to the maximum allowable percentage determined by the Office of Local Government for the 2019-20 financial year to be charged on arrears of rates and charges;
5. Amend the Fees and Charges for entrance to the Uralla Pool to be \$3.50 for adults and \$2.00 for children and that adjustments be made to the book fees;
6. That the Hairdresser/Beauty Salon/Skin Penetration inspection fee be \$130.00; and
7. That the Building Inspection fee and the Dwelling Relocation inspection fee be further examined for consideration following public exhibition.

X04.05/19 CARRIED

CLOSURE OF MEETING

The meeting was closed at: 1:21pm

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



MINUTES

Budget Review & Finance Committee Meeting

9 April 2019, 12:30pm, Council Chambers

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**Minutes of the Budget Review & Finance Committee Meeting
held at 9 April 2019, 12:30pm, Council Chambers**

ATTENDANCE

Present were 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), Minute Clerk (G Stratton).

1. OPENING & WELCOME

The Chair declared the meeting opened at 12:35pm.

2. ACKNOWLEDGEMENT OF COUNTRY

The Chair acknowledged Country and Elders past and present.

3. APOLOGIES, REQUESTS FOR LEAVE OF ABSENCE

The Chair advised there were no apologies received.

4. DISCLOSURES & DECLARATION OF INTERESTS

There were no disclosures or declarations made.

5. ANNOUNCEMENTS

The Chair advised there were no announcements.

6. TABLING OF REPORTS & PETITIONS

The Chair advised there were no reports or petitions tabled.

7. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS

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

8. REPORTS TO COMMITTEE

Department: General Manager's Office
Submitted by: General Manager and Chief Financial Officer
Reference/Subject: Report 1 – Draft Budget 2019/20

OFFICER'S RECOMMENDATION:

That the Committee receive and note the Draft Budget 2019/20.

Councillors held a detailed discussion regarding the Draft Budget 2019/2020.

Cr L Sampson left the meeting at 1:54pm.

Cr L Sampson returned to the meeting at 1:56pm.

Cr M Pearce left the meeting at 2:08pm.

Cr M Pearce returned to the meeting at 2:10pm.

Minutes of the Budget Review & Finance Committee Meeting
held at 9 April 2019, 12:30pm, Council Chambers

MOTION (Crs I Strutt / M Dusting)

That the Committee receive and note the Draft Budget 2019/20.

7/19

CARRIED

9. MOTIONS ON NOTICE

There were no 'Notices of Motion' addressed to the 9 April 2019 Meeting.

10. CONFIDENTIAL BUSINESS

There were no Confidential Business items.

11. MEETING CLOSE

The meeting closed at 2:22pm.

BUNDARRA SCHOOL OF ARTS HALL (355) COMMITTEE

17th April 2019

Meeting opened 6.31pm

Apologies:

Natasha Ledger, Terry Seymour, David Lowell

Present:

**Darrell Franklin. Jeff Dezius. John Layton. Theresa Layton. Bob Crouch (USC)
Andrew Hopkins (USC General Manager) Kristie Jenkins. Marie Harper Dawn Franklin**

Minutes of the previous meeting:

Moved Theresa Layton

2nd Jeff Dezius

That the minutes of the previous were correct. Accepted

BUSINESS ARISING:

Old computers have not been collected. Urgent removal required to enable painters to complete work in computer room. Andrew to arrange.

Hall refurbishment expected to be completed as early as the end of May 2019.

The current water situation has been resolved. Left over bottles water stored at the Bundarra Fire Station.

Correspondence Out:

NIL

Correspondence In:

Email received from Bob Crouch and Jane Ogden re My Community Grant application. As there would not be sufficient time to lodge this application it has been decided to wait for the next round of funding.

Ideas: Survey to school aged children for ideas it was suggested that 4 options only be listed on the survey; a meeting of this committee will be set to discuss the best way to involve the community and the school. Survey to be placed in the school newsletter and the Bundarra New and Views newsletter after the committee meets.

TREASURERS REPOST

Therese Layton has located old bank accounts and requested that these accounts be closed. It was suggested that one remain open for incidentals.

Theresa has agreed to become the treasurer and Jeff Dezius will be a signatory. Two to sign.

GENERAL BUSINESS

Andrew presented Councils copy of Hall Fees for the committees' consideration. Some minor changes were made and this document will be presented at the next meeting.

Water restrictions are not in place at this time. However residents are asked to use water wisely.

Town Sewerage has come in at \$2.8 million above the original quote. The real cost is not at this time known.

A date and time for the proposed Community Grant meeting will be organised sometime in May for the Committee members

Next meeting 19th June 2019. 6.30pm

As there was no further business the meeting closed at 7.45pm.

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE
ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON TUESDAY,
19 FEBRUARY 2019 COMMENCING AT 8:30AM.**

PRESENT: Councillor M Dusting - Chairperson, Councillor S Kermode Councillor A Murat Councillor J Galletly and Councillor L Martin.

IN ATTENDANCE: General Manager Mr J Duggan and Senior Weeds Officer Mr J Browning.

APOLOGIES: Nil

DECLARATIONS OF INTEREST

There were no declarations of interest.

**CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON
TUESDAY 16 OCTOBER 2019.**

1/19 RESOLVED on the motion of Councillors Murat and Martin that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 16 October 2018, copies of which have been distributed to all members, are taken as read and confirmed a true record.

**BUSINESS ARISING FROM THE MINUTES OF THE ORDINARY
MEETING HELD ON TUESDAY 16 OCTOBER 2018.**

There were no matters arising.

CHAIRMAN'S REPORT

As this is the first meeting of the new year, let me wish all our Councillors and staff a very happy and prosperous new year.

During October last year I had the opportunity to represent Council at the Local Government Annual Conference in Albury. It was good to hear from the Minister for Local Government and other dignitaries. Some of the interesting motions sought to extend the term of a County Council Chair to 2 years, and to increase funding for the implementation of the Biosecurity act 2015.

I attended the joint meeting of NTRWC and NWRWC at Lake Keepit in November. It is dryer now than when we were there. I also attended the meeting of the NTRWC on Feb 5 and we raised an issue to the state weeds committee that we do not want administrative and reporting requirements to take away from on-ground works.

We have also been advised that our WAP funding will increase this year by 7.5%. A detailed report is included in the agenda.

The drought continues to be problematic for our communities and the need for ongoing rain intensifies. I am experiencing very few complaints about our activities and the job we are doing so I want to thank the councillors and staff for a job well done.

**1. NORTHERN TABLELANDS NSW WEEDS ACTION PROGRAM 2015-2020
SUB-REGIONAL PROGRAM-FUNDING DEED CONTRACT FOR
REGIONAL SERVICES (ITEM 7.1.1)**

2/19 RESOLVED on the motion of Councillors Galletly and Kermode that the report on the Funding Deed Contract NT00590 between the Northern Tablelands Local Land Services and Council for the provision of regional Coordination Services on behalf of the Northern Tablelands Local Land Services under the Northern Tablelands NSW Weeds Action Program 1520 Regional Sub-Program for the financial year 2018/19 be received and noted.

**2. STATECOVER WORKERS COMPENSATION AND WORK HEALTH &
SAFETY ANNUAL REPORT (ITEM 7.1.2)**

3/19 RESOLVED on the motion of Councillors Martin and Kermode that the report on the 2017/18 Workers Compensation and Work Health and Safety Annual Report, the Work Health and Safety Incentive Program be received and noted.

3. GRIEVANCE POLICY (ITEM 7.1.3)

4/19 RESOLVED on the motion of Councillors Galletly and Murat that the NEWA Grievance Policy No: 01/19, as attached to the report, be adopted.

4. CODE OF CONDUCT (ITEM 7.1.4)

5/19 RESOLVED on the motion of Councillors Kermode and Galletly that:

1. That Council adopt the New England Weeds Authority Code of Conduct and the Procedures for the Administration of the New England Weeds Authority Code of Conduct, as attached to the report.
2. That Council appoint the Project/Admin Officer as Complaints Coordinator.
3. That Council adopt the following persons as its conduct review panel.

- Monica Kelly, Prevention Partners NSW
0438 280 621
enquiry@preventionpartnersnsw.com
- Kath Roach, SINC Solutions Pty Ltd
0414 193 755
solutions@sinc solutions.com.au
- Linda Pettersen, Linda Pettersen Consulting Pty Ltd
0413 552 155

linda.petterson@iinet.net.au

• Emma Broomfield, Locale Consulting
0421 180 881

emma@localeconsulting.com.au

• Belinda Nolan, Pinnacle Integrity
0419 472 133

b.nolan@pinnacleintegrity.com.au

• Shane White, Pinnacle Integrity
0439 485 428

s.white@pinnacleintegrity.com.au

• Andrew Hedges, LKA Group Pty Ltd
1300 139 321

sydney@lkagroup.com.au

• Greg Wright, Wright Associates
0418 225 027

greg.wright@wrightassociates.com.au

5. ENTERPRISE RISK MANAGEMENT STRATEGY REVIEW (ITEM 7.1.5)

5/19 RESOLVED on the motion of Councillors Murat and Kermode:

1. That the report on the review of the NEWA Risk Management Policy and Strategy, including the updated Risk Register be received and noted.
2. That Council adopt the NEWA Risk Management Policy 02/19, as attached to the report.
3. That Council reaffirm the NEWA Risk Management Strategy, as attached to the report.

6. DELIVERY PROGRAM PROGRESS REPORT (ITEM 7.1.6)

6/19 RESOLVED on the motion of Councillors Martin and Murat that the report on the 6 monthly progress of the Principal Activities under Council's Delivery Plan 2018-2021 to 31 December 2018 be received and noted.

7. PUBLIC INTEREST DISCLOSURES REPORT (ITEM 7.1.7)

7/19 RESOLVED on the motion of Councillors Murat and Martin:

1. That the six- monthly report on Council's compliance with their obligations under the Public Interest Disclosures Act 1994 be received and noted.
2. That a copy of the report be forwarded to the NSW Ombudsman.

8. AUDIT AND RISK COMMITTEE (ITEM 7.1.8)

8/19 RESOLVED on the motion of Councillors Galletly and Kermode:

1. That Council adopt the New England Tablelands County Council Audit & Risk Committee Charter, as attached to the report.
2. That Council adopt the minutes of the Audit and Risk Committee.

8. INVESTED FUNDS REPORT (ITEM 7.2.1)

9/19 RESOLVED on the motion of Councillors Murat and Galletly that:

1. The report indicating Council's Fund Management position be received and noted.
2. The Certificate of the Responsible Accounting Officer be noted and the report adopted.

9. DECEMBER 2018 QUARTERLY BUDGET REVIEW (ITEM 7.2.2)

10/19 RESOLVED on the motion of Councillors Martin and Galletly that Council adopt the December 2018 Quarterly Budget Review and approve the Budget variations.

10. 2018/2019 WEEDS ACTION PROGRAM (ITEM 7.3.1)

11/19 RESOLVED on the motion of Councillors Murat and Martin that the report on the 2018/2019 Weeds Action Program be received and noted.

11. MATTERS OF URGENCY –

MEMBERSHIP OF A JOINT ORGANISATION

12/19 RESOLVED on the motion of Councillors Murat and Kermode that NEWA as a County Council write to the New England Joint Organisation requesting the cost of joining and what Council needs to do should it consider membership.

NEXT MEETING:

The next meeting will be held on Tuesday, 16th April 2019 at 8.30 am. Councillor Kermode indicated he will be an apology.

THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 9:15 AM.

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE
ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON TUESDAY,
16 APRIL 2019 COMMENCING AT 8:30AM.**

PRESENT: Councillor M Disting - Chairperson, Councillor J Galletly and Councillor L Martin.

IN ATTENDANCE: General Manager Mr J Duggan and Senior Weeds Officer Mr J Browning.

APOLOGIES: Councillor S Kermode, Councillor A Murat

DECLARATIONS OF INTEREST

The General Manager declared an interest in Item 7.1.4.

**CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON
TUESDAY 19 FEBRUARY 2019.**

13/19 RESOLVED on the motion of Councillors Martin and Galletly that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 19 February 2019, copies of which have been distributed to all members, are taken as read and confirmed a true record.

**BUSINESS ARISING FROM THE MINUTES OF THE ORDINARY
MEETING HELD ON TUESDAY 19 FEBRUARY 2019.**

There were no matters arising.

CHAIRMAN'S REPORT

- Good news that we now have the NSW Agriculture Minister as our Local Member following the recent Election. I will be forwarding a letter of congratulations to the Minister shortly.
- We have been gaining a few more significant private works jobs over the last month or two which should improve our operating result by year end. Well done to the staff concerned.
- There was a recent incursion of black knapweed in the Tenterfield Shire. As the Tenterfield Shire Council weeds officer, was unavailable due to sick leave, NSW Department of Primary Industries commissioned New England Weeds Authority (NEWA) to carry out the spray work. The works were carried out on 21 March 2019.
- I wish to advise that the next meeting of Northern Tablelands Regional Weeds Committee will be held at Inverell on 14 May 2019. The Chairman along with Council staff will be attending the meeting.

1. NEW ENGLAND WEEDS AUTHORITY ANNUAL OPERATIONAL PLAN 2019-2020 (ITEM 7.1.1)

14/19 RESOLVED on the motion of Councillors Galletly and Martin that

1. That the Draft New England Weeds Authority Annual Operational Plan 2019-2020 be placed on public exhibition for a period of at least 28 days in accordance with the provisions of the Local Government Act 1993.
2. That following the conclusion of the public exhibition period a further report be presented to Council on submissions received and for the adoption of the Draft New England Weeds Authority Annual Operational Plan 2019-2020.
3. That the constituent member Councils of Armidale Regional, Walcha and Uralla be provided with a copy of the Draft New England Weeds Authority Annual Operational Plan 2019-2020 for comment.

2. AUDIT OFFICE OF NSW – AUDIT FOR YEAR ENDING JUNE 2019 (ITEM 7.1.2)

15/19 RESOLVED on the motion of Councillors Martin and Galletly that the report on the Audit process of Council's financial statements for the year ending 30 June 2019 be received and noted.

3. INVESTED FUNDS REPORT (ITEM 7.1.3)

16/19 RESOLVED on the motion of Councillors Galletly and Martin

1. That the report indicating Council's Fund Management position be received and noted.
2. That the Certificate of the Responsible Accounting Officer be noted and the report adopted.

4. MARCH 2019 QUARTERLY BUDGET REVIEW (ITEM 7.1.4)

17/19 RESOLVED on the motion of Councillors Martin and Galletly that Council adopt the March 2019 Quarterly Budget Review and approve the proposed Budget variations

5. APPOINTMENT OF GENERAL MANAGER (ITEM 7.1.5)

18/19 RESOLVED on the motion of Councillors Galletly and Martin that

1. The panel consist of the Authorities Constituent Councillors to implement the process of appointing a General Manager.
2. That the Chairman appoint an independent individual to the panel that being Maria Woods if willing.
3. The panel then move forward to appoint a person to the role.

6. JOINING NEW ENGLAND JOINT ORGANISATION (NEJO) (ITEM 7.1.6)

19/19 RESOLVED on the motion of Councillors Martin and Galletly that

1. NEWA make application to the Board of Directors for NEJO who will determine if non-voting membership is granted.
2. If membership is granted that the Board also be requested to enable NEWA to introduce business for consideration at NEJO meetings.

7. CODE OF MEETING PRACTICE (ITEM 7.1.7)

20/19 RESOLVED on the motion of Councillors Galletly and Martin that

1. Council adopt the draft Code of Meeting Practice
2. The draft code be placed on public exhibition for a period exceeding 28 days.
3. A further report be presented to Council following the exhibition period.

8. 2018/2019 WEEDS ACTION PROGRAM (ITEM 7.3.1)

21/19 RESOLVED on the motion of Councillors Martin and Galletly that the report on the 2018/2019 Weeds Action Program be received and noted.

11. MATTERS OF URGENCY –

NEXT MEETING:

The next meeting will be held on Tuesday, 18th June 2019 at 8.30 am.

THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 9:25 AM.

7. URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS

8. WRITTEN REPORTS FROM DELEGATES

To be received at the Meeting.

9. MAYORAL MINUTE



MAYORAL MINUTE

28 May 2019

MAYORAL MINUTE

MAYORAL MINUTE

28 May 2019

Recommendation:

That Council observe one minute of silence to honour the memory of former Councillor and Mayor Ron Filmer, who passed away on the evening of 20 May 2019.

10. REPORTS OF COMMITTEES



REPORT OF COMMITTEE

Department:	Corporate Services
Submitted by:	Risk Management and Safety Officer
Reference/Subject:	Report 1 – Report of the Audit, Risk and Improvement Committee Meeting held on 16 April 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2	An effective and efficient organisation
Strategy:	4.2.6	Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment workforce
Activity:	4.2.6.1	Develop and incorporate a risk management framework which is effective and accessible
Action:	4.2.6.1.3	Facilitate regular meetings of the Audit, Risk and Improvement Committee

SUMMARY:

This report provides the minutes and recommendations of the Audit, Risk and Improvement Committee Meeting held on 16 April 2018 for determination by Council.

OFFICER'S RECOMMENDATION:

1. That Council note the unconfirmed minutes of the Audit, Risk and Improvement Committee Meeting held on 16 April 2019 [Attachment A].
2. Report No. 1 - DRAFT Policy: Complaints Management 2019
That Council note the Motion as made by the Committee:
 - a. The Audit Committee endorse the Draft policy: Complaints Management 2019 for Council consideration and public exhibition [Attachment C]; and
 - b. Clause 5.3 of the draft policy be amended to provide that the senior officer designated by the General Manager is not the Tier 1 reviewer.
3. Report No. 2 - Shared Internal Audit Resource
That Council note the Motion as made by the Committee:
That the Audit, Risk and Improvement Committee advise Council it has no objection to the concept of Council participating in a shared service arrangement for the provision of internal audit services.

Prepared by staff member:	Matthew Fletcher, Risk Management and Safety Officer
TRIM Reference Number:	UINT/19/2844
Approved/Reviewed by Manager:	Elisabeth Brown, Acting Coordinator Governance and Risk
Department:	Corporate Services
Attachments:	Attachment A - Unconfirmed Minutes of ARIC Meeting 16 April 2019 Attachment B – Shared Internal Audit Resource Attachment C – Draft Complaints Management Policy : see attachment to separate report to this May 2019 meeting of council



MINUTES

Audit and Risk Committee Meeting

16 April 2019, 2:00pm, Council Chambers

Members (voting):

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

Attendees (non-voting):

Mr Andrew Hopkins – General Manager
Mr Simon Paul – Chief Financial Officer
Ms Elisabeth Brown – Acting Coordinator Governance and Risk
Mr Matthew Fletcher – Risk, Management and Safety Officer

Observers

Cr Isabel Strutt
G Stratton (Minute clerk)

1. Meeting Open

- 1.1 The Chair declared the meeting opened at 2:00pm.

2. Acknowledgement of Country

- 2.1 The Chair acknowledged Country and Elders past and present

3. Apologies, Requests for Leave of Absence and Observers

- 3.1 The Chair advised there were no apologies received
3.2 The Chair advised there were no requests for leave of absence
3.3 The Chair acknowledged the presence of Cr Isabel Strutt and G Stratton as observers

4. Quorum Confirmation

- 4.1 The Chair confirmed there was a quorum.

5. Disclosures and Declarations of Interest

- 5.1 The Chair disclosed he is a member of the Walcha Council Audit, Risk and Improvement Committee.
5.2 The Chair advised receipt of disclosure from D. Creed as a member of the Walcha Council Audit, Risk and Improvement Committee.

6. Confirmation of Minutes

- 6.1 Minutes from 27 November 2018 Audit, Risk and Improvement Committee Meeting

MOTION (M. O'Connor / B. Crouch) CARRIED

That the Committee confirm the minutes as a true and accurate record of the Committee Meeting held on 27 November 2018.

7. Reports

- 7.1 Report 1 – Risk Management Action Plan Update (July 2018 – June 2019)

- 7.1.1 M. Fletcher provided a verbal summary of the report and confirmed the Enterprise Risk Management document is moving forward and the Risk Matrix is being designed and will be presented to the Council Executive team, once drafted.
- a. The Chair provided the following feedback:
- Can the Enterprise Risk Management document and Risk Matrix be brought to the next Committee meeting?
 - *M. Fletcher confirmed these documents would be brought before the Committee at the July meeting.*
 - Were risk workbooks completed by all staff?
 - *M. Fletcher advised the workbooks were completed by himself and the Director of Infrastructure and Development due to the nature of the risks outlined.*
 - How would risks identified by staff in the field be communicated?
 - *M. Fletcher advised the WHS Committee meets ever second month to discuss these matters. Further 'toolbox talks' are facilitated.*
- b. P. Packham provided the following feedback:
- Can further clarity be provided around actual risks in the workbooks?

- *M. Fletcher advised the workbooks were based on StateWide Mutual's requested information and would be provided once complete.*
- Can the completed workbooks be brought to the next Committee meeting?
 - *M. Fletcher confirmed this would be done and now that he has further information he will follow up with individual staff members to identify new risks and ensure they are addressed.*
- c. T. Toomey provided the following feedback:
 - Have we identified risks to our insurer, or only the other way around (eg the insurer has identified risks to council)?
 - *M. Fletcher confirmed council has conducted risk management training and workshops across management staff. As an organisation, council has identified risks and developed risk register.*
 - How closely are we monitoring specific risks, and how have we made the risk assessments?
 - *M. Fletcher confirmed two reports would be prepared to address these queries.*

7.1.2 The Chair requested the report containing the workbooks once finalised be provided prior to the next Committee meeting in July 2019.

MOTION (M. O'Connor / B. Crouch) CARRIED

That the Audit, Risk and Improvement Committee note the current status and progress of the Risk Management Action Plan (July 2018 – June 2019), including 'Continual Improvement Pathway' workbooks proposed improvements/actions to be implemented.

8. Presentation

8.1 Presentation – Internal Audit Reports with Megan TeBay, Practice Manager, The Centium Group.

8.1.1 M. TeBay gave a verbal summary of the Cash Collection and Petty Cash Internal Audit Report.

- a. The Chair provided the following feedback:
 - Why didn't the audit look at Tablelands Community Support/Tablelands Community Transport sites?
 - *M. TeBay advised the audit locations specified were thought to be representative across council.*
 - Regarding engaging a third party contractor to transport cash between council locations and post office or bank, In prior experience, it is usually the same staff are transporting deposits at the same time of day. There are other ways to mitigate this risk.
- b. B. Crouch provided the following feedback:
 - It is impractical to issue receipts at the swimming pool. Would it be a better check to perform a daily stocktake?
 - *M. TeBay advised a rolling stocktake was not appropriate.*
 - *S. Paul voiced agreement with the recommendation to install a cash register.*
 - At the transfer station, a receipt is not provided unless specifically requested. Further, the cash register is not in view to the customer. Does the cash register need to be in view so that the customer is aware the transaction is being processed?
 - *M. TeBay advised she had no view, it was for council to determine the balance between staff safety and public perception.*
 - *S. Paul recommended putting up a sign that would prompt customers to ask for a receipt if they were not given one automatically.*
- c. T. Toomey provided the following feedback:
 - Has Centium identified a specific cash register system which would particularly useful to councils or the Visitor Information Centre?
 - *M. TeBay advised there was no particular recommended brand, but a system which could also be used to keep track of stock inventory and record visitor attendance would be useful.*
 - Would like to see council endorsing cashless payments. Have staff found a system which could be used at waste facility and swimming pool?
 - *S. Paul advised the waste facility had EFTPOS and that while not yet implemented, the cost of a handheld cashless payment system at the swimming pool would likely be covered by use.*
 - *E. Brown asked M. TeBay if Centium had included going cashless in their consideration.*
 - *M. TeBay advised they did not, however this could be included in council's policy.*
- d. P. Packham provided the following feedback:
 - We don't want to lose sight of the inherent risk of handling cash.
 - *M. TeBay advised this is why management oversight is important, policies and procedures to minimise risk.*
 - Can the petty cash handling policy be expedited?
 - *S. Paul advised he anticipated this would be completed before the nominated date.*
- e. D. Creed provided the following feedback:
 - Are there security cameras at the waste transfer station?
 - *S. Paul advised that yes, there are cameras, however additional resources would be required to check footage.*

8.1.2 M. TeBay gave a verbal summary of the Financial Controls Internal Audit Report.

- a. P. Packham provided the following feedback:
 - Council needs to implement policy in relation to raising purchase orders and ensure the same staff member is not both ordering and receipting goods or raising purchase orders following receipt of goods.
 - *M. TeBay advised their findings that council needs to communicate to staff and implement additional controls around purchase orders.*

- Is there anything a staff member can order without a purchase order? The policy may need to address this so as to facilitate business.
 - *S. Paul advised this was only acceptable in the case of an emergency.*
- b. D. Creed provided the following feedback:
 - Who can currently raise purchase orders within the organisation?
 - *S. Paul advised only Stores and possibly the Chief Financial Officer could raise purchase orders.*
 - Can staff in other departments raise their own purchase orders and all the goods be received by stores?
 - *S. Paul advised that with the correct set-up of the Civica Authority procurement components, USC will be able to use this functionality. It is USC's intention that we complete this set-up as part of the implementation of the procurement policy.*

8.1.3 The Chair thanked M. TeBay for her presentation to the Committee and accepted the recommendation contained in the cash handling report.

9. Reports (Continued)

9.1 Report 2 - DRAFT Complaints Management Policy 2019

9.1.1 E. Brown gave a verbal summary of the report. The policy has been re-written to address the concerns which had been raised. Tiers and stages of the complaints process have been clarified. The policy meets all NSW Ombudsman guidelines.

- a. The Chair provided the following feedback:
 - Requested clarification why Clause 3.3 Anonymous Complaints is included in the draft policy.
 - *E. Brown advised complaints cannot remain anonymous as they cannot be verified, however strict confidentiality is maintained should the complainant wish their name not be disclosed.*
- b. B. Crouch provided the following feedback:
 - When does a complaint become a complaint?
 - *E. Brown advised under the policy any customer request is considered a complaint, ie bringing to light that something needs to be addressed and resolved – something that council needs to do to improve its services.*
 - The draft policy does not make provision for councillors being made aware of complaints. Councillors have the responsibility to ensure smooth operation of Uralla Shire Council and should be made aware of complaints which have been issued.
 - *E. Brown advised that council can resolve or ask the general manager for reports.*
 - *B. Crouch advised when the policy is put to council he will move to receive a six-monthly report on complaints received.*
- c. P. Packham provided the following feedback:
 - It was raised at the last meeting that a register be maintained cataloguing any expression of dissatisfaction, as there is the importance of being able to recognise trends.
- d. T. Toomey provided the following feedback:
 - Cr Toomey requested that the policy be amended at Tier 2 to include councillors.
 - *E. Brown advised the policy is operational and not appropriate to involve council within the policy. However, council could resolve separately for reports/updates to be provided.*
 - Not comfortable with the policy as it is as it does not provide the community with the confidence they require. Complaints are the key metric of council's performance, and an opportunity to improve strategic direction and policies. Councillors require that feedback in order to make strategic decisions.
 - *P. Packham made the point this information could be provided to councillors by way of reports.*
 - *E. Brown advised the policy is an overarching document. Should council adopt the policy, it is at that point that council should request certain reporting requirements to address their concerns.*
 - *E. Brown further advised the policy provides the framework to resolve complaints and that only the few that could not be resolved would be made aware to councillors.*
 - Concerns about complaints going from Tier 2 to Tier 3.
 - *E. Brown advised that this can be addressed in the resolution of council, ie when matters progress the General Manager is to alert Councillors, but this should not be included in the policy document.*

PROPOSED MOTION (T. Toomey / B. Crouch)

That;

1. The Audit Committee endorse the Draft Complaints Management Policy 2019 for Council consideration and public exhibition; and
2. Clause 5.4 of the policy be amended to include "and that council will be informed of the formal letter to the complainant."

The MOTION was PUT before the Committee and the Chair declared the PROPOSED MOTION as LOST.

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

That;

1. The Audit Committee endorse the Draft Complaints Management Policy 2019 for Council consideration and public exhibition; and
2. Clause 5.3 of the draft policy be amended to provide that the senior officer designated by the General Manager is not the Tier 1 reviewer.

9.2 Report 3 - Audit, Risk and Improvement Committee Training

- 9.2.1 The Chair attended the Audit, Risk and Improvement Committee Training and Dubbo and provided positive feedback.
- 9.2.2 A Hopkins observed the message from Local Government NSW is quite strong. While not mandatory, there is the expectation that the training should be undertaken.

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

That the Audit, Risk and Improvement Committee receive and note this report.

9.3 Report 4 – Shared Internal Audit Resource

- 9.3.1 A. Hopkins gave a brief summary of the report. The CEO of Armidale Regional Council has indicated the council's intention to employ a full time auditor and the possibility of sharing this resource with neighbouring councils. The auditor would be employed by Armidale Regional Council and would contract services to the other councils under a shared service agreement. This would only be investigated further should the Committee endorse it.
- a. P. Packham provided the following feedback:
- It would be preferred for the auditor to be employed by the New England Joint Organisation (NEJO) rather than by one particular council.
 - *A. Hopkins indicated this could be brought to NEJO in the future as something the organisation should be involved with.*
- b. D. Creed provided the following feedback:
- It would be critical that confidentiality is maintained.
 - Should this be undertaken by NEJO in the future, would need to ensure the history which occurred with NESAC is not repeated. Financial cost to council is a key issue.
 - *A. Hopkins confirmed the agreement and remuneration of the auditor would be laid out in the shared services agreement.*
 - It may be worth considering the allocation of the pooled resource of the three councils to contract with a larger firm who have expertise in multiple areas across their service, as a single auditor may not have the required expertise in all areas.
 - An internal auditor employed by one council will either have a lot of wasted time or will get pulled into other (distracting) work.
- c. B. Crouch provided the following feedback:
- A concern is how do we ensure the auditor has the expertise in the area in which is audited.

MOTION (M. O'Connor / B. Crouch) CARRIED

That the Audit, Risk and Improvement Committee advise Council it has no objection to the concept of Council participating in a shared service arrangement for the provision of internal audit services.

10. Next Meeting

- 10.1 16 July 2019, 2:00pm, Council Chambers, Uralla Shire Council

11. Meeting Closed

- 11.1 The Chair declared the meeting closed at 4:40pm.

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REPORT TO AUDIT, RISK & IMPROVEMENT COMMITTEE

Department:	General Manager's Office
Submitted by:	General Manager
Reference/Subject:	Report 4 - Shared Internal Audit Resource

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2	An effective and efficient organisation
Strategy:	4.2.6	Identify and manage risks associated with all Council activities and ensure a safe and healthy work environment and workforce
Activity:	4.2.6.1	Develop and incorporate a risk management framework which is effective and accessible
Action:	4.2.6.1.3	Facilitate an annual internal audit program, within constraints of the budget allocation

SUMMARY:

Member councils of the New England Joint Organisation have considered opportunities for councils to benefit from shared service arrangements. Internal audit is often cited as a potential shared service.

Armidale Regional Council has proposed a shared service arrangement for internal audit with Uralla and Glen Innes Severn Councils. Armidale has offered to host the position.

The position description for the role includes business improvement activities which Uralla Council would otherwise need to source independently.

The sharing of an internal audit position between the member councils is consistent with the intent for Joint Organisations and may lead to the position transitioning to the Joint Organisation in the future.

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee advise Council it has no objection to the concept of Council participating in a shared service arrangement for the provision of internal audit services.

BACKGROUND:

The Office of Local Government publication '*Internal Audit Guidelines September 2010*' cites that all councils should have an internal audit function for the reasons that:

- It supports good internal governance;
- To ensure consistency with other levels of government;
- To improve the effectiveness of risk management, control and governance processes; and
- Helps to instil public confidence in an organisation's ability to operate effectively.

It additionally cites that when considering an internal audit function whether it is feasible for council to pool resources with like councils or arrange through regional organisations of councils for internal audit services.

REPORT:

Opportunities for resource sharing between the member councils of the new New England Joint Organisation (NEJO) is a topical matter at meetings of the JO's General Managers and internal audit, among other matters, is often cited as an opportunity.

In late February I met with the CEO of the Armidale Regional Council who raised the matter as a potential shared service between Uralla and Armidale and other interested councils, should the NEJO not be ready to transition to a JO shared service arrangement at this time.

Since then the Armidale CEO has jointly approached Uralla and Glen Innes Severn with a proposition for the three councils to share a full time internal audit resource.

The current proposal is for the resource to be employed by Armidale Regional Council and the three councils would share the costs of the employee on a yet-to-be determine \$ contribution V service split and in accordance with a formal shared service agreement.

Initial indications would suggest the total cost of the position will be in the order of \$160,000. The draft budget presented to Council's Budget Review and Finance Committee contained an amount of \$30,000 for internal audit. Whilst the shared service agreement is yet to be negotiated this budgeted amount is likely to be sufficient for Council to negotiate a level of service which satisfies the internal audit requirements of Uralla.

The position description drafted for the internal auditor envisages more than only internal audit services. The key roles and responsibilities are as follows:

1. Internal Audit Program.

- *In consultation with the Audit Committees and CEOs of participating member councils, develop a risk-based internal audit program that achieves adequate testing of controls and allows for benchmarking and comparison between participating member councils.*
- *Coordinate delivery of the internal audit program in accordance with resources provided for the program, including management of procurement processes and liaison with external parties to undertake assurance processes where required.*
- *Prepare or oversee the preparation of internal audit documentation including scoping documents, reports and recommendations.*
- *Oversee the progress of internal audit recommendations adoption and implementation by member councils and provide separate reporting for each council to meet Audit Committee reporting requirements.*
- *Attend Audit Committee meetings of all member councils.*

2. Business Improvement.

- *While not a direct function of the role, the Internal Auditor will have exposure to the operations of all member councils and is well placed to identify potential business improvements.*
- *It is envisaged that, where appropriate, business improvement will be considered within the internal audit program.*

3. Advisory Services.

- *Provide or be the key point of contact for all internal audit advisory services where required.*
- *Liaise with external audit advisory services.*

4. Risk Management.

- *Ensure systems are in place which ensures that all major risks to the member councils are identified and analysed, on an annual basis.*

The business improvement element of the role is an attractive inclusion and one which Uralla would derive benefit and which Uralla does not have the resources to engage independently.

This role is considered to be a timely opportunity for Uralla, providing a suitable resource can be recruited and a fair and reasonable shared service agreement can be entered into between the three councils.

This role may transition into the realm of the NEJO at some stage in the future and this 'three council' opportunity would be a good enabler for that transition to occur.

Prepared by staff member:	Andrew Hopkins - General Manager
TRIM Reference Number:	TBC
Approved/Reviewed by Manager:	As Above
Department:	General Manager's Office
Attachments:	Nil

11. REPORTS TO COUNCIL



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

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

OFFICER'S RECOMMENDATION:

That:

Council note the cash position as at 30 April, 2019 consisting of cash and overnight funds of \$2,765,808, term deposits of \$13,550,000 totalling \$16,315,808 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 2.66%. 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 30 April, 2019.

KEY ISSUES:

The RBA left interest rates on hold for the 30th time at their April meeting (total 33 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	Chief Financial Officer
Manager:	
Department:	Organisational Services - Finance
Attachments:	Council's Investments as 30 April, 2019
	Diary of Investment Maturity Dates and Amounts

Uralla Shire Council
Council Business Paper – 28 May 2019

		Uralla Shire Council			
		Investments at 30 April, 2019			
		Cash at Bank – Operating Accounts:			
		Institution	Account	Bank Statement	
		National Australia Bank	Main Account	\$130,256.57	
		National Australia Bank	Trust Account	\$31,296.33	
		Community Mutual	Bundarra RTC	\$25,120.31	
		Total		\$186,673.21	
		Business Investment (Cash Management) Account			
		Institution	Interest rate	Balance	
		Professional Funds	0.15% above RBA cash rate	\$2,579,135.23	
		Total		\$2,579,135.23	
		Term Deposits:			
		Institution	Interest rate	Maturity	Balance
		Bank of Queensland	2.75%	12/06/2019	\$800,000.00
		Commonwealth Bank	2.74%	5/07/2019	\$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
		Bank of Queensland	2.75%	4/06/2019	\$500,000.00
		Commonwealth Bank	2.71%	29/08/2019	\$800,000.00
		Bank of Queensland	2.60%	8/10/2019	\$800,000.00
		Bank of Queensland	2.60%	8/10/2019	\$500,000.00
		ANZ	2.70%	10/10/2019	\$400,000.00
		Commonwealth Bank	2.69%	6/05/2019	\$600,000.00
		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	2.70%	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
		National Australia Bank	2.50%	10/04/2020	\$500,000.00
		Total			\$13,550,000.00

Uralla Shire Council
Council Business Paper – 28 May 2019

Loans:			
Loan no.	Purpose	Balance	
165	MGH Property	\$49,962.10	
167	Rear Service Lane Land	\$0.00	
168	Community Centre	\$35,869.76	
176	Library Extensions	\$174,603.10	
177	Grace Munro Centre	\$139,708.29	
181	Creative Village Works	\$5,094.87	
185	Public Toilets Alma Park	\$1,326.64	
186	Public Toilets Pioneer Park	\$8,711.14	
187	Undergrounding Power and Main Street Upgrade	\$142,359.66	
188	Paving and Power Undergrounding	\$35,384.71	
189	Bridge Construction	\$212,312.60	
190	Bridge construction & industrial land development	\$1,654,175.74	
Total		\$2,459,508.61	



REPORT TO COUNCIL

Department:	Finance
Submitted by:	Chief Financial Officer
Reference/Subject:	Report 2 – 2018/19 - 3rd Quarter Budget Review Statements

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2	An effective and efficient organisation
Strategy:	4.2.2	Operate in a financially responsible and sustainable manner
Activity:	4.2.2.1	Maintain and control financial system and improve long term financial sustainability
Action:	4.2.2.1.3	Complete and report quarterly budget review statements

SUMMARY:

The purpose of this report is to present to Council a review of the budget for the third quarter of the 2018/19 financial year.

Attached to this report are the quarterly budget review statements for the period ending 31 March 2019.

OFFICER'S RECOMMENDATION:

1. That the third quarter budget review summary for the 2018/19 financial year be received and noted; and
2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted.

BACKGROUND:

It is a statutory requirement that council's Responsible Accounting Officer prepares and submits a budget review statement to Council on a Quarterly basis each financial year (LGGR 2005 cl.203 (1)). Also, in compliance with the Local Government (General) Regulation, Council's Responsible Accounting Officer must include with the budget review report an opinion on the financial position of Council and any recommendations for remedial action if required. As such the third quarterly review for the 2018/19 financial year has been prepared and attached for Council's review.

REPORT:

The quarterly budget review report shows income and expenditure adjustments of over \$877,000 and capital adjustments of over \$4,474,000. The variations are wide ranging and often reflect changes in the timing of both capital and maintenance works. The quarterly budget review shows an improved profit before capital grants with a better cash position than the adopted budget. The projected cash position at 30 June 2019 will therefore be satisfactory.

Issues

The third quarter budget review statement reflects some of the variations that arise from normal operating changes in any given year. The variations are detailed in the *Recommended changes to revised budget for income and expenses budget and capital budget* pages of the attached report. The major net changes can be summarised as follows:

1. The Federal Government has announced that it will prepay the Financial Assistance Grant again in June 2019 resulting in an estimated increase in income of approximately \$1,319,000;
2. A reduction in capital income of \$1,100,000 resulting from an unsuccessful bridge replacement application. This was offset by a reduction in capital expenditure of the same amount;
3. The partial receipt (\$370,000) of a capital grant for the refurbishment of bathrooms at McMaugh Gardens, with the accompanying work not expected to be undertaken until 2019-20.
4. Additional funding of \$144,000 for Tablelands Community Transport made available through Transport for NSW;
5. The anticipated plant replacement program will not be completed this year resulting in a deferral of acquisitions of over \$715,000;
6. The deferral of staff appointments in Infrastructure and Development resulting in decreased wage costs of over \$177,000;
7. The deferral of road reseals totalling over \$648,000. This work is expected to be undertaken in 2019-20 and will result in an internal cash restriction at 30 June 2019 for the same amount;
8. An additional drought related capital grant of \$300,000 from the State Government for rehabilitation (insitu stabilisation and pavement widening) of 1.5km of Thunderbolts Way north of Bundarra to Shire boundary. This will be offset by the accompanying capital works which must be completed by 30 June 2019;
9. The receipt of an additional \$410,000 in Stronger Country Community grants with corresponding capital expenditure of the same amount;
10. The deferral of \$100,000 in contractor costs for the Water Fund together with the deferral of capital works of nearly \$340,000;
11. The deferral of nearly \$2,400,000 in capital works for the new Bundarra sewer works offset by a reduction in capital grants associated with this project.

Conclusion

The major adjustments reflected in this and the previous two quarterly budget reviews have resulted in an improvement in the General Fund profit performance and with the remaining Funds profit/loss in line with the original budget. Accordingly, the Councils projected financial position at 30 June 2019 is likely to be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

Not required.

2. Policy and Regulation

- Local Government Act 1993;
- Local Government Regulations (General) 2005;
- Local Government Code of Accounting Practice and Financial Reporting; and
- Australian Accounting Standards.

3. Financial (LTFP)

This report is a review of the annual budget up to the end of the third quarter. Changes to the budget are as outlined in the attached statements.

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

N/A

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member:	Simon Paul, Chief Financial Officer
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	Terry Seymour, Acting General Manager General Manager's Office
Attachments:	Attachment A: 3rd Quarter Budget Review Statements

Uralla Shire Council
Quarterly Budget Review Statement
For the Quarter ended 31 March, 2019

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**Uralla Shire Council
Quarterly Budget Review Statement
For the Quarter ended 31 March, 2019**

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Uralla Shire Council for the quarter ended 31 March, 2019 indicates that Council's projected financial position at 30 June, 2019 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: _____

Simon Paul
Responsible Accounting Officer

Uralla Council
Quarterly Budget Review Statement
For the period 01 July, 2018 to 30 June, 2019

Income & Expenses Budget Review Statement
Consolidated by Fund
Budget review for the quarter ended 31 March, 2019

(\$000's)	Original	Variations		Revised	Variations	Notes	Projected	Actual	
	Budget 2018/2019	Sep QBRs	Dec QBRs	Budget Dec-18	from this QBRs		Year End Result	YTD Mar-19	
Income									
General Fund	15,596	(1,245)	127	14,478	1,213		15,691	11,746	75%
McMaugh Gardens	3,140	-	(67)	3,073	370		3,443	2,535	74%
Water Supplies	1,051	-		1,051	-		1,051	723	69%
Sewer Services	2,652	-		2,652	(1,617)		1,035	981	95%
Total Income from Continuing Operations	22,439	(1,245)	60	21,254	(34)		21,221	15,985	75%
Expenses									
General Fund	15,287	310	158	15,755	(832)		14,923	10,620	71%
McMaugh Gardens	3,013	26	22	3,061	(21)		3,039	2,281	75%
Water Supplies	1,473	(20)	109	1,562	(58)		1,504	1,051	70%
Sewer Services	782	(9)	11	784	-		784	476	61%
Total Expenses from Continuing Operations	20,555	307	300	21,162	(911)		20,251	14,428	71%
Net Operating Result from Continuing Operations	1,885	(1,552)	(240)	93	877		970	1,557	
Discontinued Operations				-			-		
Net Operating Result from Continuing Operations	1,885	(1,552)	(240)	93	877		970	1,557	
Capital grants and contributions	3,473	-		3,473	(1,499)		1,974	1,098	
Net Operating Result before Capital Grants	(1,588)	(1,552)	(240)	(3,380)	2,376		(1,004)	459	

Uralla Council
Quarterly Budget Review Statement
For the period 01 July, 2018 to 30 June, 2019

Income & Expenses Budget Review Statement
Consolidated by Activity
Budget review for the quarter ended 31 March, 2019

(\$000's)	Original	Variations		Revised	Variations	Notes	Projected	Actual	
	Budget 2018/2019	Sep QBRs	Dec QBRs	Budget Dec-18	from this QBRs		Year End Result	YTD Mar-19	
Income									
Organisational Services	5,626	(1,245)	-	4,381	1,441		5,822	4,268	73%
Community & Culture	6,199	-	(67)	6,132	529		6,661	5,028	75%
Infrastructure & Development	6,911	-	127	7,038	(386)		6,651	4,985	75%
Water Supplies	1,051	-	-	1,051	-		1,051	723	69%
Sewer Services	2,652	-	-	2,652	(1,617)		1,035	981	95%
Total Income from Continuing Operations	22,439	(1,245)	60	21,254	(34)		21,221	15,985	75%
Expenses									
Organisational Services	1,567	34	19	1,620	(56)		1,564	1,305	83%
Community & Culture	7,210	22	34	7,266	(98)		7,167	5,054	71%
Infrastructure & Development	9,523	280	127	9,930	(699)		9,231	6,542	71%
Water Supplies	1,473	(20)	109	1,562	(58)		1,504	1,051	70%
Sewer Services	782	(9)	11	784	-		784	476	61%
Total Expenses from Continuing Operations	20,555	307	300	21,162	(911)		20,251	14,428	71%
Net Operating Result from Continuing Operations	1,885	(1,552)	(240)	93	877		970	1,557	
Discontinued Operations				-			-		
Net Operating Result from Continuing Operations	1,885	(1,552)	(240)	93	877		970	1,557	
Capital grants and contributions	3,473			3,473	(1,499)		1,974	1,098	
Net Operating Result before Capital Grants	(1,588)	(1,552)	(240)	(3,380)	2,376	3	(1,004)	459	

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2018 to 30 June, 2019

Income & Expenses Budget Review Statement
Recommended changes to revised budget
Budget review for the quarter ended 31 March, 2019

Budget Variations include the following material items:

Notes	Amount	Details
1	-\$ 2,781	Expenditure not incurred for councillor (1 x 3 months)
2	-\$ 4,000	New England JO expenditure lower than expected
3	-\$ 1,319,000	Estimated pre-paid FAGS grant to be received in late June
4	-\$ 121,500	Workers compensation refund and rebates
5	-\$ 10,000	Training not incurred due to LG Strategies funding/subsidised training
6	-\$ 4,000	Insurance cost covered in GM department expenditure
7	-\$ 11,850	WAN/LAN/NBN improvement project not to be undertaken in this financial year
8	-\$ 3,325	Cyber security insurance proposed but not required
9	\$ 354	Insurance cost under-estimated in Records Mgt department
10	-\$ 20,000	Governance consultancies not expected to occur in this financial year
11	\$ 18,167	Library employee costs greater than budget
12	\$ 3,011	Library grant actual less than budgeted
13	-\$ 58,500	Estimated reduction in operating costs for Tablelands Community Support
14	\$ 17,000	Additional client service costs for community transport
15	-\$ 48,000	Change in staffing level for Tablelands Community Transport
16	-\$ 162,000	Additional funding anticipated for Tablelands Community Transport
17	\$ 13,849	Additional compulsory training requirements for McMaugh Gardens staff
18	-\$ 43,000	Reduction in rostered hours for activities staff at McMaugh Gardens
19	\$ 8,000	Bus hire costs not included in original budget
20	-\$ 177,631	Reduction in employee wage expenditure - Infrastructure and Development
21	\$ 28,000	Estimate for additional training and maintenance costs for works and civil staff
22	-\$ 34,500	Bridge & Culvert maintenance not expected to be expended
23	-\$ 30,340	Regional Bridges - reduction in expected expenditure
24	-\$ 12,344	Estimated costs of combined footpath bike way strategy proposal will not proceed in 2019

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2018 to 30 June, 2019

Income & Expenses Budget Review Statement
Recommended changes to revised budget
Budget review for the quarter ended 31 March, 2019

Budget Variations include the following material items:

Notes	Amount	Details
25	\$ 15,000	Unsuccessful with combined footpath bike way strategy grant application
26	-\$ 24,295	Kerb & Gutter maintenance costs not expected this year
27	\$ 15,700	No road moieties expected to be received this year
28	-\$ 58,699	Reduction in expected expenditure on sealed urban streets
29	-\$ 218,817	Reduction in maintenance expenditure on sealed regional roads
30	-\$ 300,000	Capital grant received - Drought funding for heavy vehicles
31	-\$ 41,167	Reduced expenditure on sealed rural roads as works unlikely to be completed
32	-\$ 179,876	Reduced maintenance expenditure on unsealed roads
33	\$ 11,632	Additional expenditure for works undertaken on unsealed urban streets
34	-\$ 8,020	Reduced maintenance expenditure on unsealed regional roads
35	\$ 61,200	Additional expenditure expected on road safety
36	\$ 523	Additional expenditure expected on Car Parks
37	-\$ 20,000	Reduced expenditure expected on Quarry operations
38	\$ 12,938	Increased operating costs at swimming pool
39	\$ 1,000	Reduced user fees and charges - swimming pool
40	-\$ 181,150	Stronger Country Communities grant for pool upgrade
41	-\$ 7,273	Back rent for Memorial Hall
42	-\$ 1,420	Building insurance claim received
43	\$ 2,600	Increased operating costs at public amenities
44	-\$ 16,300	Reduction in grounds maintenance costs for Uralla and Bundarra
45	-\$ 228,744	Strong Country Communities round 2 - Tennis Club/Tigers Rugby club funding
46	-\$ 17,463	Reduction in caravan park operating costs
47	-\$ 7,000	Increase in user fees and charges related to cemetery
48	-\$ 6,758	Reduced training expenditure - Planning

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2018 to 30 June, 2019

Income & Expenses Budget Review Statement
Recommended changes to revised budget
Budget review for the quarter ended 31 March, 2019

Budget Variations include the following material items:

Notes	Amount	Details
49	-\$ 14,621	Reduced administration expenditure - Planning
50	-\$ 7,600	Reduction in expected depreciation for planning
51	\$ 20,000	Reduction in expected user fees & charges - Town Planning
52	-\$ 4,000	Reduced training expenditure - Building control
53	-\$ 4,000	Reduction in expected annual expenditures for Heritage advice
54	-\$ 11,000	Increased health administration user charges
55	-\$ 1,500	Reduced training expenditure - Animal Control
56	\$ 40,000	Waste consultancy per Council resolution 30.12/18
57	\$ 16,000	Increase in estimated costs to 30.6.19 - Waste site maintenance
58	-\$ 27,000	Estimated increase in waste income
59	-\$ 100,000	Estimated reduction in contractor costs for Uralla Water Fund
60	\$ 14,000	Estimated increase to Uralla water mains maintenance expenditure
61	\$ 7,000	Reduction in user fees and charges - Uralla Sewerage
62	\$ 1,609,716	Bundarra Sewerage capital grants - expected to be received in 2019-20
63	-\$ 370,000	Commonwealth Grant received for Capital improvements - McMaugh Gardens
64	-\$ 1,701	Additional capital grant received for Munsies Bridge
65	\$ 1,100,000	Tolleys Gully bridge grant not expected to occur until 2020/21
66	\$ 21,000	Increase expected in water treatment expenditure - Bundarra
67	\$ 7,000	Estimated increase to water mains maintenance - Bundarra

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2018 to 30 June, 2019

Capital Budget Review Statement

Budget review for the quarter ended 31 March, 2019

Capital Budget - Consolidated by Fund

(\$000's)	Original Budget 2018/2019	Variations		Revised Budget Dec-18	Variations from this QBRs	Notes	Projected Year End Result	Actual YTD figures
		Sep QBRs	Dec QBRs					
Capital Expenditure								
- General	7,254	13	31	7,298	(1,652)		5,646	2,742
- McMaugh Gardens	140	-	-	140	-		140	40
- Water	401	250	-	651	(339)		312	8
- Sewer	2,887	-	-	2,887	(2,484)		403	312
Total Capital Expenditure	10,681	263	31	10,975	(4,475)		6,501	3,102
Capital Funding								
Consolidated Fund Income	3,781	13	(43)	3,751	(1,763)		1,988	1,362
Unrestricted Cash Reserves		-	6	6			6	
Capital Grants & Contributions	3,473	-	68	3,541	(1,499)		2,042	1,098
Loan Funds	-	-	-	-	-		-	-
Receipts from Sale of Assets	-	-	-	-	-		-	322
<i>Reserves:</i>								
- Developer Contributions		-	-	-			-	
- General Restricted Assets		-	-	-			-	
- Water & Sewer Restricted Assets	3,288	250	-	3,538	(1,213)		2,325	320
- McMaugh Gardens Restricted Assets	140	-		140			140	
Total Capital Funding	10,681	263	31	10,975	(4,475)		6,501	3,102
Net Capital Funding	-	-	-	-	-		-	-

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2018 to 30 June, 2019

Capital Budget Review Statement
Budget review for the quarter ended 31 March, 2019
Capital Budget - Consolidated by Activity

(\$000's)	Original Budget 2018/2019	Variations		Revised Budget Dec-18	Variations from this QBRs	Notes	Projected Year End Result	Actual YTD figures
		Sep QBRs	Dec QBRs					
Capital Expenditure								
Organisational Services	111	-	-	111	-		111	65
Community & Culture	195	-	6	201	-		201	82
Infrastructure & Development	7,088	13	25	7,126	(1,652)		5,474	2,635
Water Supplies	401	250	-	651	(339)		312	8
Sewer Services	2,887	-	-	2,887	(2,484)		403	312
Total Capital Expenditure	10,681	263	31	10,975	(4,475)		6,501	3,102
Capital Funding								
Consolidated Fund Income	3,781	13	(43)	3,751	(1,763)		1,988	2,460
Unrestricted Cash Reserves		-	6	6	-		6	
Capital Grants & Contributions	3,473	-	68	3,541	(1,499)		2,042	
Loan Funds	-	-	-	-	-		-	
Receipts from Sale of Assets	-	-	-	-	-		-	322
Reserves:								
- Developer Contributions	-	-	-	-	-		-	
- General Restricted Assets	-	-	-	-	-		-	-
- Water & Sewer Restricted Assets	3,288	250	-	3,538	(1,213)		2,325	320
- McMaugh Gardens Restricted Assets	140	-	-	140	-		140	-
Total Capital Funding	10,681	263	31	10,975	(4,475)		6,501	3,102
Net Capital Funding	-	-	-	-	-		-	-

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2018 to 30 June, 2019

Capital Budget Review Statement
Recommended changes to revised budget
Budget review for the quarter ended 31 March, 2019

Budget Variations being recommended include the following material items:

Notes	Amount	Details
1	-\$ 715,812	Expected reduction in plant replacement target
2	-\$ 1,100,000	Tolleys Gully bridge replacement not expected to occur until 2020/21
3	-\$ 52,414	No footpath capital works expected this financial year
4	-\$ 62,800	No kerb and gutter capital works expected this year
5	-\$ 153,714	Capital works on urban streets - only Gilmore Place and Park Street expected to be completed
6	-\$ 63,996	Reseal works not expected to be completed for urban streets
7	\$ 282,968	Additional capital costs for drought funding works, sealed and unsealed rural roads and MR124 at Invergowrie
8	\$ 181,150	Swimming pool upgrade costs expected to be incurred
9	\$ 228,744	Strong country communities funding - tennis courts and sporting facilities works expected to be completed
10	-\$ 196,000	Waste disposal capital works not expected to proceed this year
11	-\$ 1,156	Water Mains capital works reduction in expenditure
12	-\$ 208,920	Budgeted capital works for Uralla Water Fund not proceeding this year
13	-\$ 9,650	Water supply plant and equipment capital expenditure not occurring this year
14	-\$ 80,000	Sewer main capital works being undertaken in following financial year
15	-\$ 2,404,041	Sewer main capital works being undertaken in following financial year
16	-\$ 119,000	Budgeted capital works not expected to be completed this year-Bundarra Water

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2018 to 30 June, 2019

Cash & Investments Budget Review Statement
Budget review for the quarter ended 31 March, 2019
Consolidated

(\$000's)	Original Budget 2018/2019	Variations			Revised Budget 2018/2019	Variations from this QBRs	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBRs	Sep QBRs	Dec QBRs					
Externally Restricted									
Developer Contributions - General	651	(35)			616	-		616	646
Developer Contributions - Water Fund	-				-	-		-	-
Developer Contributions - Sewer Fund	-				-	-		-	-
Specific Purpose Unexpended Grants	755	889			1,644	370		2,014	1,644
Water Supplies	1,987	288	(250)	(109)	1,916	397		2,313	1,938
Sewerage Services	1,244	799		(11)	2,032	867		2,899	2,237
McMaugh Gardens	1,919	(49)			1,870	-		1,870	1,761
Unexpended Loans	-	603			603	-		603	526
	-				-	-		-	-
Total Externally Restricted	6,556	2,495	(250)	(120)	8,681	1,634		10,315	8,752
Internally Restricted									
Plant & Vehicle Replacement	(22)	1,539			1,517	(174)		1,343	1,556
Employees Leave Entitlement	1,014	(44)			970	-		970	970
Tip Remediation	-	97			97	-		97	97
Stormwater Drainage	224	(224)			-	-		-	29
Strategic Development	70	370			440	-		440	440
FAGS Received in advance	-	1,251	(1,251)		-	1,319		1,319	-
Carry Forward Works	305	314		(30)	589	648		1,237	619
Total Internally Restricted	1,591	3,303	(1,251)	(30)	3,613	1,793		5,406	3,711
Unrestricted (ie. available after the above Restrictions)	(818)	1,866	(47)	(121)	880	1,917		2,797	3,127
Total Cash & Investments	7,329	7,664	(1,548)	(271)	13,174	5,345		18,519	15,589

Note: Variations other than by QBRs represent alignment of opening balances to final 2018 financial statement balances.

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2018 to 30 June, 2019

Key Performance Indicators Statement

Budget review for the quarter ended 31 March, 2019

LTFP KPI's

Operating ratio
 Debt service ratio
 Own source operating revenue ratio
 Rates & charges outstanding %
 Asset renewals ratio

Target	30/06/2019	30/06/2018	30/06/2017	29/06/2016
>0	-5.22%	2.16%	11.57%	-1.45%
>2.0x	10.35	13.18	16.74	10.28
>60%	71%	69.45%	71.30%	68.24%
<8%	6.76%	5.38%	4.33%	4.20%
>100%	127%	63%	84%	96%

Quarterly Budget Review Statement For the period 01 July, 2018 to 30 June, 2019

Contracts Budget Review Statement

Budget review for the quarter ended 31 March, 2019

Part A - Contracts Listing

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Jason Townsend	Uralla Caravan Park Management - per council resolution		19.12.2018	12 months	N	

Notes:

1. Only contracts that were entered into during the quarter and remain incomplete are included.
2. Minimum reporting level is \$50,000.
3. Contracts listed exclude contractors on Council's Preferred Supplier list.
4. Contracts for employment are not required to be included.

Part B - Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	\$ 838,549	Y
Legal Fees	\$ 15,954	Y

Note: 1. All consultancy amounts were included in the 2019/20 budget except for items adjusted in this QBRS.
2. Over 40% of consultancy expenditure was grant funded.

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details

Quarterly Budget Review Statement
For the period 01 July, 2018 to 30 June, 2019

Cash & Investments Budget Review Statement
Budget review for the quarter ended 31 March, 2019

Comment on Cash & Investments Position

No material variations to Council's Cash and Investments have occurred in the third quarter.

Investments

Investments have been made in accordance with Council's Investment Policy.

Cash

The value of cash at bank which was included in the Cash & Investment Statement totals \$53,449.

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this reconciliation was 31 March, 2019.

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

Cash at Bank (as per bank statements)		53,449
Investments on Hand		15,535,939
less: Unpresented Cheques	(Timing Difference)	-
add: Undeposited Funds	(Timing Difference)	-
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	-
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	-
Reconciled Cash at Bank & Investments		15,589,388
Balance as per Review Statement:		15,589,388



REPORT TO COUNCIL

Department:	Finance
Submitted by:	Chief Financial Officer
Reference/Subject:	Report 3 – Remuneration for Councillors and the Mayor 2019-20

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 regional, state and federal levels
Activity:	4.1.4.1	Maintain effective partnerships and advocacy activities
Action:	4.1.4.1.1	Advocate the needs of the shire to State and Federal Governments

SUMMARY:

The purpose of this report is to address the recent determination of the NSW Local Government Remuneration Tribunal which handed down a modest increase in the fees payable to Councillors and the Mayor for the 2019-20 financial year.

The increase applies to both the minimum and maximum allowable rates for both Councillors and the Mayor. Council is required to determine at which rate it sets fees for both Councillors and the Mayor within the minimum and maximum allowable amounts for the upcoming financial year.

OFFICER'S RECOMMENDATION:

That:

1. The report and determination of the New South Wales Remuneration Tribunal 2019 be noted;
2. Council determine to adopt the percentage increase of 2.5% as determined by the Tribunal and therefore set the level of fees payable to Councillors at \$11,400 per annum effective from 1 July 2019 to 30 June 2020; and
3. Council determine to adopt the percentage increase of 2.5% as determined by the Tribunal and set the additional fee payable to the Mayor at \$20,544 per annum effective from 1 July 2019 to 30 June 2020.

BACKGROUND:

The report of the Local Government Remuneration Tribunal (the Tribunal) is available at www.remtribunals.nsw.gov.au

Pursuant to Section 241 of the Local Government Act 1993, the Tribunal is required to annually determine for each category of councils, the maximum and minimum amount of fees to be paid to mayors and councillors.

In determining the fees, the Tribunal is required to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to when making or varying awards relating to the conditions of employment of public sector employees.

The Uralla Shire Council remains classified in the “*Rural*” category along with 57 other NSW Councils. The Tribunal is required to review these categorisations once every 3 years, with the last such review taking place in 2017.

Council can choose to set their fees at either the maximum rate prescribed for the category or at a lesser rate above the minimum for the category.

Previously Uralla Council has elected to set the Councillor fees by increasing the prior year fees by a percentage lower than that determined by the Tribunal. For 2018-19 Council chose to adopt a zero percentage increase for Councillors and a 2.3% increase for the Mayor. The percentage increase determined by the tribunal for the 2019-20 financial year is 2.5%.

REPORT:

The Tribunal has determined the following range for the “*Rural*” category for the 2019-20 financial year:

All Councillors \$9,190 to \$12,160
Mayor \$9,780 to \$26,530.

The fees for Uralla Shire Councillors in the 2018/2019 financial year were:

All councillors \$11,124
Mayor \$20,047

KEY ISSUES:

- Council is required to determine at which level within the rural category they set the annual fee for Councillors.
- Council is required to determine at what level within the rural category they set the annual fee for the Mayor.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil required

2. Policy and Regulation

As determined by the Local Government Remuneration Tribunal under Sections 239 & 241 of the Local Government Act 1993.

This report is in-line with Councils *Payment of Fees and Expenses and the provision of facilities for the Mayor and Councillors*.

3. Financial (LTFP)

The budget allocation will be adjusted to reflect Councils decision.

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

N/A

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member:	Simon Paul, Chief Financial Officer
TRIM Reference Number:	UINT/19/2858
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	General Manager's Office
Attachments:	Nil



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Acting Coordinator Governance and Risk</i>
Reference/Subject:	Report 4 – Draft Complaints Management Policy 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2	An effective and efficient organisation
Strategy:	4.2.7	Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance
Activity:	4.2.7.1	Improve the corporate governance framework
Action:	4.2.7.1.1	Establish and implement the Corporate Governance Improvement Action Plan

SUMMARY:

This report provides a “Draft Complaints Management Policy 2019” at Attachment A, prepared in accordance with NSW Ombudsman Guidelines and endorsed (as amended) by council’s Audit Risk and Improvement Committee.

OFFICER’S RECOMMENDATION:

That Council:

1. Approve the “Draft Complaints Management Policy 2019” at Attachment A for public exhibition for 28 days; and
2. Subject to no submissions received during public exhibition, adopt the “Draft Complaints Management Policy 2019” at Attachment A.

BACKGROUND:

A review of Council’s “Handling of Complaints Policy 2015” adopted 22 June 2015 [8.06/15] is required to ensure compliance with NSW Ombudsman guidelines.

Related Resolutions

During 2018 Council and the Audit Risk and Improvement Committee resolved as follows:

- At its meeting of 24 July 2018 the Audit and Risk Committee considered a “Draft Policy: Complaint Handling 2018” and resolved to recommend to Council that it be placed on public exhibition for a period of 28 days and adopted, subject to public submissions being received. The draft Policy was subsequently considered by Council at its Ordinary Meeting held 28 August 2018.
- At its Ordinary Meeting held 28 August 2018, Council resolved [15.08/18]:

That Council:

1. Make the following amendments to the draft Policy: Complaint Handling 2018 [Attachment D]:
 - a. Modify the first paragraph under Section 4.4 to read: Council has adopted a four-tiered approach to handling standard complaints.

- ## REPORT:

A revised policy “Draft Complaints Management Policy 2019” was subsequently prepared to address concerns raised by council and the Committee and to provide clear process and was endorsed by the Committee at its meeting of 16 April 2019 with minor amendment.

KEY ISSUES:

- COUNCIL IMPLICATIONS:**

The revised policy "DRAFT Complaints Management Policy 2019" at Attachment A is proposed for exhibition for 28 days

2. Policy and Regulation

- NSW Ombudsman Guidelines
- The revised policy “DRAFT Complaints Management Policy 2019” at Attachment A is proposed for exhibition and on adoption will replace Council’s “Handling of Complaints Policy 2015”

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:	Elisabeth Brown, Acting Coordinator Governance and Risk
TRIM Reference Number:	UINT/19/2842
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	General Manager’s Office
Attachments:	Attachment A: Draft Complaints Management Policy 2019



DRAFT

Policy:

Complaints Management

2019

INFORMATION ABOUT THIS DOCUMENT

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

Document History

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

Further Document Information and Relationships

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

Related Legislation*	Government Information (Public Access) Act 2009 Commission Against Corruption (ICAC) Act 1988
Related Policies	Internal Reporting Policy 2019 Code of Conduct 2019 Procedures for the Administration of the Code of Conduct 2019
Related Procedures/ Protocols, Statements, documents	NSW Ombudsman Guidelines

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

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1. OBJECTIVE

The aim of this policy is to define complaints and the system for dealing with complaints submitted or referred to Uralla Shire Council. The basis of this policy is to conduct an internal review of complaints where complainants are dissatisfied with the initial contact with Council, thus providing a satisfactory system of redress for complainants. The internal review serves to ensure that the complaint is dealt with fairly and impartially. The review strives to resolve disputes between Council and complainants without the need for the complainant to make representations directly to external agencies such as the NSW Ombudsman, the Minister for Local Government or the Independent Commission Against Corruption (ICAC). Referral to an external agency is viewed as an action of last resort. This policy does not override the General Manager's obligation, under Section 11 of the ICAC Act 1988, to notify the Commission of possible corrupt conduct. Complaints and (compliments) are welcomed feedback by Council and assist in the planning and improvement of Council's systems, procedures and policies.

2. POLICY

Council's policy is to firstly minimise the possibility of complaints by ensuring all services, policies and procedures are effectively communicated and delivered to the community. However Council recognises that at times complaints will arise. The policy that follows provides clear guidelines for the management of complaints to ensure all complaints are dealt with on a prompt and equitable basis.

3. LODGING A COMPLAINT

Complaints may be lodged with Council by:

- person
- telephone
- email
- letter

Complaints should detail the name, address and contact phone numbers of the complainant together with a brief description of the problem. Any staff member may receive a complaint and must follow the procedures set out in this policy. Any Councillor in receipt of a complaint should (preferably in writing) refer the matter directly to the General Manager.

3.1 The Public Officer

Council's Public Officer is charged under the Local Government Act with the responsibility of overseeing the management of complaints from the public concerning Council's affairs.

3.2 Complaints that will not be investigated

The General Manager or Public Officer may determine that a complaint will not be investigated where that complaint:

- is considered frivolous, vexatious or not made in good faith or concerns a trivial matter

- involves a matter where an adequate remedy or right of appeal already exists, whether or not the complainant uses the remedy or right of appeal
- relates to a decision of elected Council
- relates to conduct before a court, coroner or tribunal
- relates to matters under investigation by the Minister for Local Government, ICAC, the NSW Ombudsman's office, a Minister of the Crown or government department or the NSW Police Service
- relates to the appointment or dismissal of any employee or an industrial or disciplinary issue
- relates to a decision, recommendation, act or omission which is more than one year old unless the complainant can show to the satisfaction of the General Manager that there were strong and extenuating circumstances that prevented the complaint being made within the one year period
- relates to a matter awaiting determination by the elected Council
- relates to the actions or conduct of private individuals
- relates to a matter where there is insufficient information available or
- involves a matter where the complainant declines or refuses to provide further information and/or there are threats made against Council.

Should the General Manager or Public Officer determine that a complaint will not be investigated, the complainant will be advised of the reason for this decision.

3.3 Anonymous Complaints

Anonymous complaints will not be accepted. Any person making a verbal anonymous complaint, or who can be identified despite the claim for anonymous standing, shall be advised that strict confidentiality will be applied to their complaint and their name will not be disclosed BUT anonymity will not be permitted.

3.4 Serious complaints

All complaints, including those received verbally, alleging corrupt conduct, pecuniary interest breaches, improper use of position, criminal action or maladministration are to be registered as detailed in the Procedure section of this Policy (Section 4) and referred to the General Manager or Public Officer. If the allegation relates to the General Manager, the matter must be reported to the Mayor. Complaints of this nature will be dealt in accordance with Council's Code of Conduct and Council's Public Interest Disclosure Policy. Complaints against the General Manager will be managed in accordance with Section 6 of this policy

3.5 Confidentiality

Confidentiality will be given to complaints according to the principles in the Government Information (Public Access) Act. Wherever possible complaints are to be resolved and reviewed locally and have the fewest people necessary involved. Complaints are treated confidentially and information is only used for the purposes for which it was collected unless:

- either the consent of the individual(s) is obtained

- Council has reasonable grounds for believing the use of the information will reduce a threat to the life or health of any person, or
- The use is authorised by law.

4. COMPLAINT HANDLING SYSTEM

The procedure for handling complaints against the General Manager and Councillors is covered in Section 6 of this Policy. For all other complaints Council has adopted a three-tier approach:

- **Tier 1- Frontline complaint handling**
Staff resolve complaints wherever possible at first contact. Staff will register all complaints and the resolution/action taken in the Records Electronic Document Management System.
- **Tier 2 - Internal review**
The General Manager, Public Officer or a designated senior officer designated by the General Manager reviews unresolved complaints.
- **Tier 3 - External review**
Unresolved complaints referred externally. This may take the form of:
 - Alternative dispute resolution procedure, such as mediation or conciliation
 - Complaint referred to external agency, such as the Ombudsman
 - Complainant informed of appeal procedure or other legal remedy

5. COMPLAINT HANDLING PROCEDURE

5.1 Tier 1a - Complaint resolved on the spot

Any staff member approached by persons enquiring how to lodge a complaint must advise that person of the methods available. There is no need to record the enquiry. A record is only made when the complaint is lodged regardless of how minor the complaint may be. Upon receipt of a complaint, the staff member receiving the complaint must ensure that the complaint is registered in Council's electronic data management system and indexed under the Complaints Subject. Any verbal complaint should be recorded in full detail as a Customer Request in Council's electronic data management system and indexed to the Complaints Subject. Any written complaint in the form of a letter must be referred to the Records Section to be registered in Council's electronic data management system.

Any electronic complaint (email) if received via the corporate mailbox is registered by Records, or by the officer receiving the email if sent to an individual officer's mailbox. Upon receipt of a written complaint, the General Manager or Public Officer shall forward a letter of acknowledgement of receipt and course of action to be taken.

5.2 Tier 1b - Complaint resolved following investigation

A staff member receiving a verbal complaint of a minor nature should deal with the complaint at that time or refer it immediately to the appropriate staff member who may be able to resolve the problem on the spot. The staff member who resolves the complaint should immediately register the complaint in Council's electronic data management system as a Customer Request and index to the Complaints Subject. All complaints of a more serious or complex nature or minor verbal complaints that cannot be resolved on the spot must be registered in Council's electronic data management system in accordance with the workflow procedure for complaints and referred to the relevant senior officer for investigation, action and a response to the complainant. The complaint is also referred to the General Manager or Public Officer as part of the workflow process so that complaints may be monitored and followed up as necessary. The General Manager or Public Officer will determine if a complaint should be lodged with an external agency or authority and will contact the complainant to refer that person to the appropriate agency or authority. The senior officer investigating the complaint will determine what, if any, remedial action will be taken and must ensure that all details of the investigation and remedial action taken or offered to the complainant and the subsequent response to the complainant are reported in Council's electronic data management system and linked to the original complaint registration. As a rule all complaints should be responded to in writing. Where a manager has conducted the investigation, the relevant Director/senior officer must sign off this report. This process must be completed within ten working days of receipt of the complaint, excepting where further information is waiting to be received.

5.3 Tier 2 - Unresolved complaint referred for internal review

Complaints that have not been resolved to the satisfaction of the complainant following completion of the Tier 1 procedure, will be then subject to internal review to provide an alternative means of address for the complainant. A Council officer upon being advised, by the complainant, that the complaint has not been dealt with satisfactorily must refer the matter to the General Manager or Public Officer. The General Manager or Public Officer will advise the complainant that the matter will undergo an internal review. The internal review will be conducted by the General Manager or Public Officer or a senior officer (not the Tier 1 reviewer) designated by the General Manager to review and investigate the unresolved complaint, with the focus being on resolving the complaint wherever possible. The General Manager or Public Officer or designated senior officer will have the delegation to:

- reconsider the original decision or remedial action afresh and take any appropriate corrective action
- overturn previous decisions and apply remedies as considered necessary
- apply appropriate redress in cases where the review reveals maladministration or detriment arising from the Council's dealing with the complainant.

The internal review must be conducted within fourteen days of referral of the matter in writing to the General Manager or Public Officer. The General Manager or Public Officer shall forward a letter to the complainant advising of the result of the review, any action taken and of the right to an external review.

5.4 Tier 3 - External review

Should a complaint and subsequent review not be resolved to the satisfaction of the complainant, the General Manager or Public Officer may determine to offer a dispute resolution procedure, such as mediation or conciliation. Should an appeal procedure or other legal remedy exist, the General Manager or Public Officer will advise the complainant accordingly. Alternatively, the General Manager or Public Officer will advise the complainant that the complaint may be referred to an external agency for review.

Complaints, dependent on their nature, can be referred to the following external agencies for an external review:

- The NSW Ombudsman
Investigates complaints concerning:
 - maladministration
- NSW Office of Local Government
Investigates complaints concerning:
 - serious noncompliance with the Act and regulations
 - systematic and serious deficiencies in Council functions and operations
 - pecuniary interests
 - failure to disclose
 - councillor misconduct
- The Independent Commission Against Corruption
Investigates complaints concerning:
 - corrupt conduct in the NSW public sector.
- Anti-Discrimination Board
Investigates complaints concerning:
 - discrimination
 - disability
 - vilification
 - victimisation
 - harassment
- Australian Competition and Consumer Commission
Investigates complaints concerning:
 - competitive neutrality
- Privacy NSW
Investigates complaints concerning:
 - breaches of the Privacy and Personal Information Act 1998.

- NSW Audit Office
 - Investigates complaints concerning:
 - serious and substantial waste of public money

6. COMPLAINTS AGAINST THE GENERAL MANAGER AND COUNCILLORS

A complaint against a Councillor or the General Manager is to be managed in accordance with the Uralla Shire Council Code of Conduct and Procedures for Administration of the Code of Conduct. This may involve referral to Council's Conduct Committee.

7. DEFINITIONS

Complaint:

For the purpose of the policy a complaint is any expression of dissatisfaction with:

- Level and quality of service or policies or procedures.
- Service provided by Council staff, contractors and systems.
- Impact of a particular policy and procedure.
- Council's decision making process.
- Corrupt conduct or failure to declare pecuniary interest/conflict of interest.
- Breach of Code of Conduct.
- Wrong or misleading advice.

Additionally, a valid complaint is one where Council has or would appear to have failed to respond appropriately to a request for a service or a report. A complaint for the purpose of this policy does not include:

- Matters or services not related to Council, Council staff or Councillors
- A request for services
- A request for information or explanation of policies or procedures or decisions of Council
- Reports of damaged or faulty infrastructure (eg. road pothole)
- Reports of hazards (eg. fallen tree branch)
- Reports concerning neighbours or neighbouring property (eg. noise or unauthorised building works)
- Lodgement of an appeal to a Council decision, policy or procedure (eg. a complaint about an approved development or draft policy or plan – unless this is recorded as a complaint about Council's decision making process)

8. SCOPE OF POLICY

This policy applies to:

- Council employees
- Councillors
- Council consultants and contractors
- Council owned businesses
- Community members

9. RELATED DOCUMENTATION AND LEGISLATION

- Government Information (Public Access) Act 2009
- Commission Against Corruption (ICAC) Act 1988
- Public Interest Disclosures Act 1994
- Internal Reporting Policy 2019
- Code of Conduct 2019 and Procedures for the Administration of the Code of Conduct 2019

10. REVIEW OF POLICY

The Complaints Management Policy is to be reviewed at least every four years.

DRAFT



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	Coordinator Community Development and Engagement
Reference/Subject:	Report 5 – Community Grants Program - Individuals 2018-19

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.3	A diverse and creative culture
Strategy:	1.3.3	Lobby government, companies and other individuals to secure funding for cultural and creative expression fields
Activity:	1.3.3.1	Enhance opportunities for community cultural and creative expression
Action:	1.3.3.1.2	Provide an annual community grants program

SUMMARY:

This report provides the outcome of the review by the Community Grants Assessment Panel, who received and assessed two Community Grants Program *Individuals* category applications, to provide recommendations for determination by Council.

OFFICER'S RECOMMENDATION:

That Council approve two Community Grants under the "Individuals" category to Mr Finn O'Keefe to the value of \$300 and to Mrs Kelly Wisemantel on behalf of her daughter, Ms Hayley Wisemantel to the value of \$300.

BACKGROUND:

The 2018-19 Community Grants Program has available funding of \$1,470.

In accordance with the fund's Guidelines, applicants within the "Individuals" category are able to make application to it at any time throughout the year providing their application is received within four (4) weeks prior to the planned activity.

REPORT:

Council received Community Grants Program – "Individuals" applications from Mr Finn O'Keefe of Arding and Mrs Kelly Wisemantel on behalf of her daughter Hayley Wisemantel, both requesting \$300 each to support them to attend sporting events.

Mr Finn O'Keefe is taking part in the "Oceania Area Championships" in Townsville, QLD which is an International athletics meet with over 20 different countries attending. Mr O'Keefe has been selected to run in the *Senior 800m*. The event will be held from 25 to 28 June 2019.

Uralla Shire Council
Council Business Paper – 28 May 2019

Mrs Kelly Wisemantel has requested support to send her daughter, Hayley Wisemantel to the National High School Finals Rodeo in Rock Springs, Wyoming USA. Hayley has recently won the following:

- Ladies Breakaway title NSW
- Junior Breakaway title NSW
- Open 3D Barrel Race NSW

The two applications meet the eligibility requirements, which can be found on page 6 of guidelines.

Table 1 – Received Applications

Applicant/Category	Amount requested	Purpose
Individual		
Mr Finn O’Keefe	\$300	Request by Mr Finn O’Keefe for \$300 to support him to attend “Oceania Area Championships” an International athletics meet in Townsville, QLD. The event will be held from 25 to 28 June 2019. http://www.athleticsnorthqld.org.au/OCEANIA-CHAMPS/EVENT-INFORMATION
Mrs Kelly Wisemantel on behalf of her daughter, Hayley Wisemantel	\$300	Request by Mrs Kelly Wisemantel to support her daughter to attend the National High School Finals Rodeo in Rock Springs, Wyoming USA. The event will be held from 14 to 20 July 2019. https://www.nhsra.com/high-school-division/
Total Requested	\$600	

Table 2 – Officer’s Assessment

Applicant/Category	Assessments
Individual	
Mr Finn O’Keefe	Recommended subject to conditions contained in Table 3.
Mrs Kelly Wisemantel on behalf of her daughter Hayley Wisemantel	Recommended subject to conditions contained in Table 3.

The Officer’s recommendation is set out below:

Table 3 – Successful Applicant and Special Conditions

Applicant/Category	Amount	Special Conditions
Individual		
Mr Finn O’Keefe	\$300	The Letter of Offer to Mr Finn O’Keefe must state that Community Grants Program - Individual funding is <u>not</u> to be spent on (as noted on page six of the Guidelines): <ul style="list-style-type: none"> • Daily costs such as food, beverages, personal products and accommodation on-costs.

Uralla Shire Council
Council Business Paper – 28 May 2019

Mrs Kelly Wisemantel on behalf of her daughter Hayley Wisemantel	\$300	The Letter of Offer to Mrs Kelly Wisemantel on half of her daughter Hayley Wisemantel, must state that Community Grants Program - Individual funding is <u>not</u> to be spent on (as noted on page six of the Guidelines): <ul style="list-style-type: none">Daily costs such as food, beverages, personal products and accommodation on-costs.
Total approved	\$600	

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

KEY ISSUES:

- Council runs a “non-recurrent” grants category for Individuals of up to \$300 and applications can be submitted any time of year at least four (4) weeks prior to planned activity and will be accepted until funds are expended for this category.
- Available funding for community grants to 30 June 2019 is \$1,470.
- The Assessment Panel has assessed the application and provided recommendations to grant two individuals a total of \$600.

CONCLUSION:

This report contains a recommendation from the Community Grants Program’s Assessment Panel to award two “Individual” community grants to the successful applicants.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

A community grant “Individuals” category application can be submitted “...any time of the year at least four (4) weeks prior to planned activity and will be accepted until funds are expended for this category”. This then accepts that the application can be assessed at any time and is not allied with the two rounds dedicated to “Groups and Organisations” in August and February each financial year.

2. Policy and Regulation

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

The Community Grants Program Guidelines can be viewed on Council’s website, refer:
<https://www.uralla.nsw.gov.au/Community/Community-Information/Community-grants>

3. Financial (LTFP)

Should Council endorse the Officer’s recommendation, a balance of \$870 will remain available within the Community Grants Program fund in the 2018-19 financial year.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

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

8. Project Management

Coordinator Community Development and Engagement

Prepared by staff member:	Jane Ogden, Coordinator Community Development & Engagement
TRIM Reference Number:	UINT/19/2805
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	General Manager's Office
Attachments:	Attachment 1 – Individual Application from Mr Finn O'Keefe 30 April 2019 Attachment 2 – Copy of email from Athletics North Queensland to Mr Finn O'Keefe Attachment 3 – Individual Application from Mrs Kelly Wisemantel on behalf of her daughter, Hayley Wisemantel 15 May 2019 Attachment 4 – Letter from the NHSRA Executive Director



Uralla Shire Community Grants Program

APPLICATION FORM – INDIVIDUALS

General Information

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

Before completing this application, applicants are required to:

- Read the Uralla Shire Community Grants Program Guidelines.
- Be selected to participate in an endeavour that is endorsed and supported by an approved association.
- Meet all relevant grant criteria.
- Be able to attach copies of all mandatory supporting documentation.

Privacy Statement

Council is committed to protecting the privacy of personal information it holds. Any personal information collected is used for the purpose of administering Council's grants programs, including an assessment of whether the applicant is eligible for funding, subsequent evaluation of a funded activity, and the auditing of grant funds (which may be undertaken by or on behalf of Council or any government inspection agency). It may also be used and disclosed as required or permitted by law.

Applicant Details

If person participating in event is under the age of 18 the parent/guardian must be listed as the applicant.

Title: Mr First name: Finn Last name: O'Keefe

Has the Participant been a permanent resident of Uralla Shire for over 12 months?

☒ YES ☐ NO

Is the Participant over 18 years of age?

☒ YES ☐ NO

Name of Participant (If different from above)

Title: _____ First name: _____ Last name: _____

Contact Details

Event Details

Event name: 2019 Oceania Area Championships

Describe the event you have been selected to attend. (Which organisation is running it? Is it a state/national/international event? Where is it being held?)

The Oceania Area Championships is an international athletics meet held in Townsville this year. Over 20 different countries attend this meet, such as Guam, New Zealand and Fiji. Over 5000 people including spectators and athletes are expected to attend the event. The event is run by Athletics North Queensland.

Event start date: 25th June Event end date: 28th June

Website of association: www.athleticsnorthqld.org.au

Field of endeavour: (sports and recreation, arts and culture, or academic activity)

Sports and Recreation

Endeavour/Achievements

Applicants must be part of a recognised association. Please outline the club/group details below.

Name of association: Armidale Athletics Club

Name of contact person: Jay Stone

Please provide details of achievements in your field of endeavour. Include here any state, national or international endeavours and outcomes achieved.

- 2018 NSW Athletics Country Championships: 3rd Open Mens 800m, 3rd Open Mens 400m
- 2019 Dubbo New Years Carnival: 1st Mens Open 800m
- 2019 NSW Athletics Country Championships: 2nd Mens Open 800m

Financials

Total estimated cost of participation: \$ 1000

Grant \$ requested (Maximum \$300): \$ 300 incl. GST

Please describe how the grant will contribute towards the event related expenses:

This grant will help contribute towards not only my travel expenses such as plane flights and accomodation but also in registering for the event as well.

Attachments and Support Documents

Please attach the following documents:

- Proof of residency (e.g. rates notice, driver's licence)
- Letter confirming event details and selection of applicant

Submission of Application

Submit Application to:

Community Grants Program
Uralla Shire Council
PO Box 106
Uralla NSW 2358

Email: council@uralla.nsw.gov.au

Declaration

I state that the information provided in this application is true and correct. I also declare that this form has been submitted with the full support of the Participant.

I understand that making any false statements can lead to Council rejecting the application and pursuing other penalties available under law. I understand that this is an application only and may not necessarily result in funding approval.

Signature: 

Title: Mr First name: Finn Last name: O'Keefe



Regional Australia Team Selection

1 message

Dayne O'Hara <athletics@athleticsnorthqld.org.au>
To:

Thu, Apr 18, 2019 at 3:05 PM

Dear Finn

Athletics North Queensland would like to congratulate you on your selection into the Regional Australia Team competing at the 2019 Oceania Area Championships – Townsville. This is a great opportunity to compete against the best from twenty two federations from the Oceania region, including New Zealand and Australia.

You have now been selected in the Senior 800m

To ensure that you are confirmed to be part of this year's team you will need to fill in the online confirmation details before the **30 April 2019**. This can be completed by clicking on the below link:

<https://2019rat.eventdesq.com/org>

Attached to this email is all the important information about the team. Please read through this carefully before you confirm your selection into the team.

The Team will officially be release at 4pm EST. Athletes **CANNOT** arrange media releases or advise the general public until the team is officially released. Please keep an eye out on ANQ's Facebook page and website.

If you have any questions please don't hesitate to myself at athletics@athleticsnorthqld.org.au. In the coming week we will be sending athletes the first Team Bulletin with more information about the Championships.

Kind Regards,

Dayne O'Hara | FNQ Athletics Coordinator | Athletics North Queensland

PO Box 84, Westcourt, QLD 4870

M 04 3848 1025 | S dayne.keith.william.o.hara

E athletics@athleticsnorthqld.org.au | W www.athleticsnorthqld.org.au

Athletics
for the
Outback





Uralla Shire Community Grants Program

APPLICATION FORM – INDIVIDUALS

General Information

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

Before completing this application, applicants are required to:

- Read the Uralla Shire Community Grants Program Guidelines.
- Be selected to participate in an endeavour that is endorsed and supported by an approved association.
- Meet all relevant grant criteria.
- Be able to attach copies of all mandatory supporting documentation.

Privacy Statement

Council is committed to protecting the privacy of personal information it holds. Any personal information collected is used for the purpose of administering Council's grants programs, including an assessment of whether the applicant is eligible for funding, subsequent evaluation of a funded activity, and the auditing of grant funds (which may be undertaken by or on behalf of Council or any government inspection agency). It may also be used and disclosed as required or permitted by law.

Applicant Details

If person participating in event is under the age of 18 the parent/guardian must be listed as the applicant.

Title: MRS First name: KELLY Last name: WISEMANTEL

Has the Participant been a permanent resident of Uralla Shire for over 12 months?

☒ YES ☐ NO

Is the Participant over 18 years of age?

YES ☒ NO

Name of Participant (If different from above)

Title: MISS First name: HAYLEY Last name: WISEMANTEL

Uralla Shire Community Grants Program – Application Form (Individuals)

Page 1 of 4

Contact Details

Event Details

Event name: National High School
Finals Rodeo

Describe the event you have been selected to attend. (Which organisation is running it? Is it a state/national/international event? Where is it being held?)

I have been selected to compete on the
Australian High School Finals Rodeo team
in July at Rock Springs Wyoming
America. I have been selected to compete
in Breakaway roping and American pole
bending. This is Run by the NHSRA
and is an international event.

Event start date: July 14th Event end date: July 20th

Website of association: WWW.nhsra.com

Field of endeavour: (sports and recreation, arts and culture, or academic activity)

Sports

Endeavour/Achievements

Applicants must be part of a recognised association. Please outline the club/group details below.

Name of association: Australian High School Rodeo Association

Name of contact person: Lana Carney Wicks

Please provide details of achievements in your field of endeavour. Include here any state, national or international endeavours and outcomes achieved.

* Winning the Ladies Breakaway title - NSW

* Winning the Junior Breakaway title - NSW

* Winning the open 3D title barrel race - NSW

* Winning the fastest time in the 6th at
finals - Q&A

Financials

Total estimated cost of participation: \$ 5,000

Grant \$ requested (Maximum \$300): \$ 300 incl. GST

Please describe how the grant will contribute towards the event related expenses:

This grant will help contribute for
my accomodation, car hire, horse hire,
food, horse feed, Stables and entrie
fee's. Your help would be greatly
appreciated.

Attachments and Support Documents

Please attach the following documents:

- Proof of residency (e.g. rates notice, driver's licence)
- Letter confirming event details and selection of applicant

Submission of Application

Submit Application to:

Community Grants Program
Uralla Shire Council
PO Box 106
Uralla NSW 2358

Email: council@uralla.nsw.gov.au

Declaration

I state that the information provided in this application is true and correct. I also declare that this form has been submitted with the full support of the Participant.

I understand that making any false statements can lead to Council rejecting the application and pursuing other penalties available under law. I understand that this is an application only and may not necessarily result in funding approval.

Signature: Kelly Wisemantel
Title: Mrs First name: Kelly Last name: Wisemantel



Dear NHSFR Contestant:

Congratulations! You have qualified to compete for a National Championship at the World's Largest and Best Rodeo. I look forward to seeing you at the Sweetwater Events Complex in Rock Springs, Wyoming for the 71st Annual National High School Finals Rodeo July 14-20, 2019.

The following items must be done:

- a. If you are bringing horses to the NHSFR, they must have health certificates and Coggins tests to get into Wyoming. Be sure to check with your state vet on what tests are needed to get them back home. All horses must go through brand inspection at horse check-in.
- b. Be sure both parents sign the entry form on the lines of each event you are entering as well as the appropriate places on the back of the form and the Minor's Release Form.
- c. Be sure you have the entry form and release form **notarized**.
- d. Be sure you **sign** the entry form yourself on the front and back. Your State/Province Secretary must receive your form **immediately following your State/Provincial Finals** to meet all required deadlines.
- e. Your State/Provincial Secretary must mail it to the National Office within five (5) days of your State/Provincial Finals in order for your entry to be accepted.
- g. **Stalling & camping reservations need to be made through your State/Provincial Secretary immediately after your Finals.** Keep copies of your horse ID papers with you for check in at Rock Springs. **DO NOT GIVE THESE TO YOUR SECRETARY!**
- h. You must check in at the NHSFR **before 7 a.m. Sunday, July 14, 2019.** A **MANDATORY** Contestants Meeting will be Sunday, July 14 at 11 a.m. at the Grandstand Arenas.

DON'T FORGET, if you have trouble en route and may not be able to make the 7 a.m. check in deadline, be sure and call the Rodeo Office and speak to the Rodeo Secretary. You may not be excused but you need to discuss your situation with the Rodeo Secretary.

You must register and pick up your back number and information by 7 am, Sunday, July 14!

Rodeo Office: (307) 362-1125. Keep this phone number with you.

I look forward to seeing you in Rock Springs for the 71st NHSFR. Travel safe!

Best of Luck,

James Higginbotham

NHSRA Executive Director



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Coordinator Community Development & Engagement</i>
Reference/Subject:	Report 6 – Monthly Report - Library

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.3 A diverse and creative culture
Strategy:	1.3.1 Provide enhanced and innovative library services that support and encourage lifelong learning.
Activity:	1.3.1.1 Provide library services and programs
Action:	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 April 2019.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

BACKGROUND:

Not applicable.

REPORT:

Uralla Library April

1,495 items were released on loan during April – this includes all loanable resources. Uralla Library continues to be the fourth highest of fifteen branches for items loaned in the Central Northern Library Group (CNRL) for the month, ranking just behind the larger libraries and communities of Tamworth, Tamworth South, and Narrabri. This month we welcomed 14 new members.

Activities held at the Library during April include:

- 3 x Tech Savvy Seniors training session were delivered to local senior residents and covered the following topics:
 - Introduction to Tablets
 - Introduction to Cyber Safety
 - Introduction to Social Media
- Youth Week was celebrated in the library with the following activities:
 - 21 young adults attended the Minute To Win It Challenge
 - 13 young adults attended the Giant Jenga Youth Week activity
 - 20 young adults attended the "Out of the Box" library challenge
 - 35 children attended the Bike Safety workshop that was located in the library car park
 - 39 children attended the youth themed Storytime session

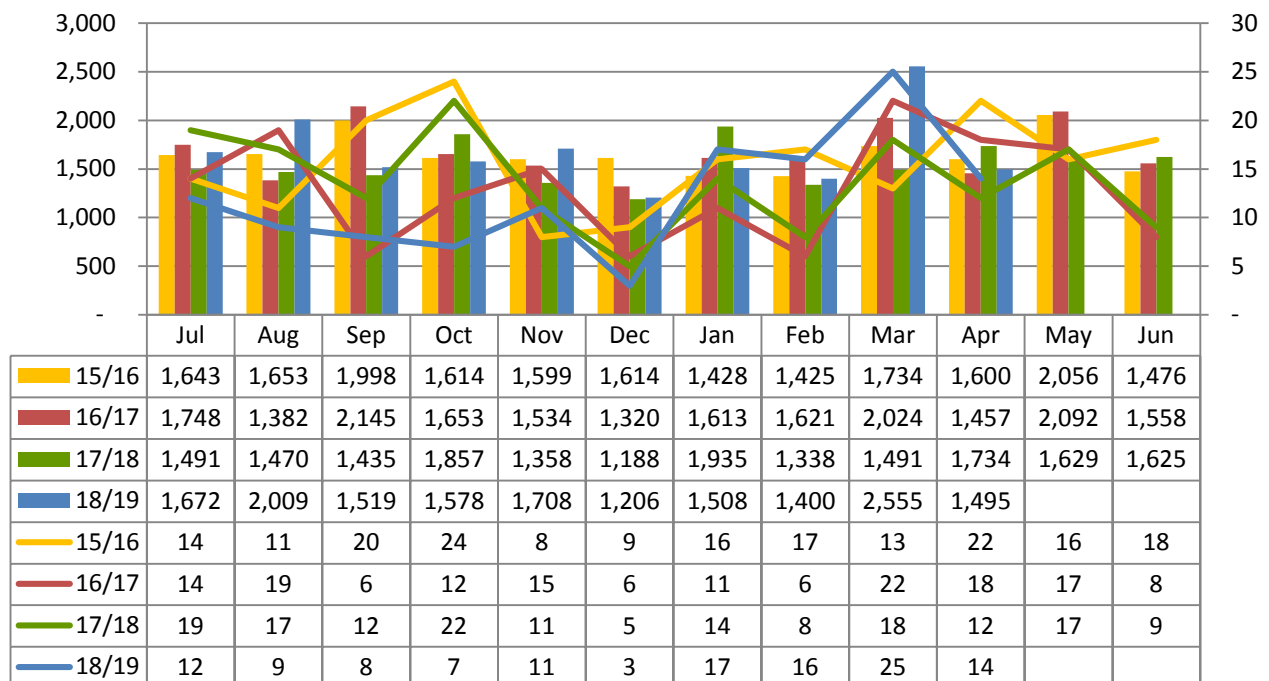
Uralla Shire Council
Council Business Paper – 28 May 2019

- Children's Storytime, Lego Club and Chess & Checkers Club continue to be well attended and valued by the community, as do the adult programs such as Knattering Knitters, Book Discussion Group and Colouring Group.

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
April	1,495	14
Total	15,155	108

Uralla Library - Issues & New Members



KEY ISSUES:

Nil

Prepared by staff member:

TRIM Reference Number:

Approved/Reviewed by Manager:

Department:

Attachments:

Coordinator Community Development & Engagement

UINT/19/2840

Andrew Hopkins, General Manager

General Manager's Office

Nil



REPORT TO COUNCIL

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

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.1	An attractive environment for business, tourism and industry.
Strategy:	2.1.1	Promote Uralla Shire and the region as a place to live, visit and invest
Activity:	2.1.1.1	Promote Uralla Shire through the Visitor Information Centre
Action:	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 April 2019.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

BACKGROUND:

Not applicable.

REPORT:

During April, traditionally our busiest month, we welcomed 1,010 visitors: an increase of 36.12% on the March figure of 742, however recording a decrease of 13.82% on the April 2018 figure of 1,172 visitors. The eight-year average for April is 1,197 visitors.

In April, the majority of travellers who came through the Visitor Information Centre (VIC) came from New South Wales (58.51%), then Queensland (24.06%) and Victoria (5.25%). We welcomed 42 international visitors, principally from New Zealand & the US (14% each), Germany & Canada (12% each), then Fiji and Switzerland (10% each), France (7%), followed by China, Portugal, Taiwan and the UK (5 per% each).

Sales for April 2019 totalled \$1,730 (ex GST) - a 1.14% decrease on the March figure of \$1,750 and a 16.22% decrease on the April 2018 figure of \$2,065. It is pleasing to note we have now exceeded our budgeted sales figure for this financial year, with two months still to go.

The reprint of the Heritage Walk brochure is proceeding and we hope to have the next edition on hand within the coming month.

Uralla Shire Council
Council Business Paper – 28 May 2019

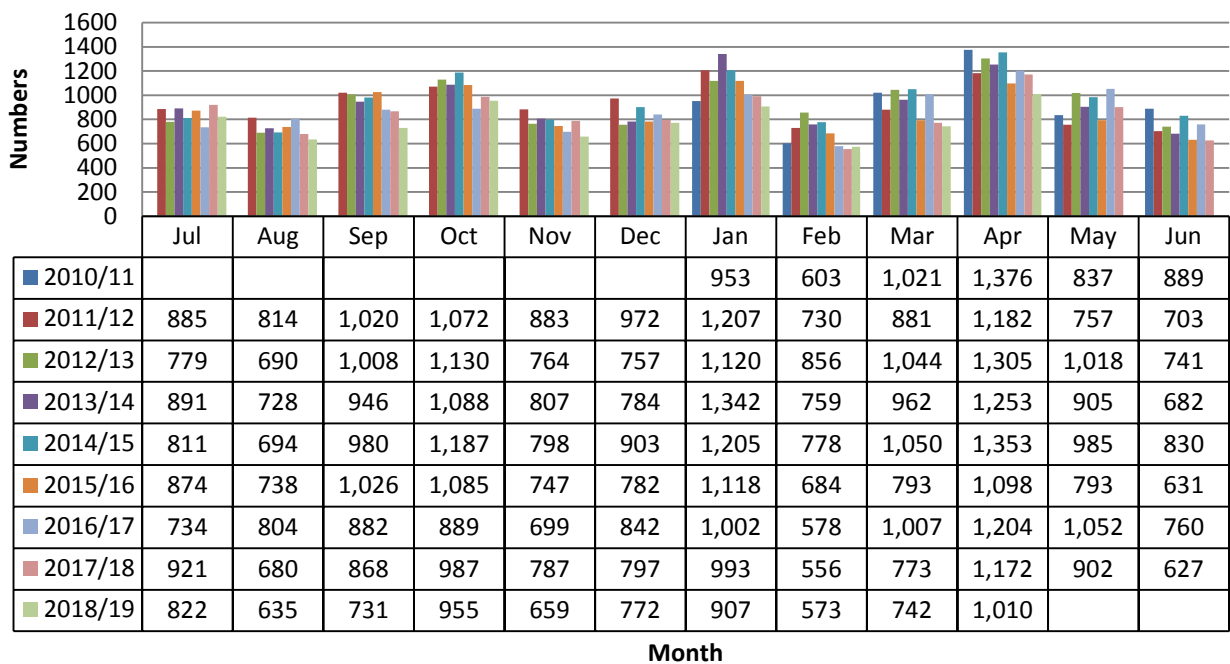
Sales to-date for 2018-19

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
April	\$1,730
Total (\$)	\$18,742

Annual April Sales

Year	Total (ex GST)
2014/15	\$1,809
2015/16	\$1,474
2016/17	\$1,194
2017/18	\$2,065
2018/19	\$1,730

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:

TRIM Reference Number:

Approved/Reviewed by Manager:

Department:

Attachments:

Clare Campbell, Tourism Promotions and Operations Officer

UINT/19/2676

Terry Seymour, Director Infrastructure and Development

Infrastructure and Development

Nil



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	Senior Executive Officer
Reference/Subject:	Report 8 – Schedule of Actions as at 28 May 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 28 May 2019.

OFFICER'S RECOMMENDATION:

That Council receive and note the Schedule of Actions as at 28 May 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 28 May 2019 shows a total of 43 resolutions with actions which are either currently pending or completed. Actions which were completed as at the date of Council's last ordinary meeting, 23 April 2019, have been removed from the document.

Prepared by staff member:	Gabrielle Stratton, Senior Executive Officer
TRIM Reference Number:	UINT/19/2651
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	General Manager's Office
Attachments:	A. Schedule of Actions as at 28 May 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	Land Disposal – Karava Place, Uralla	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	Lot 103 – No agreement made May 2018: Lot 103 – no agreement with landholder has been reached as landholder is unwilling to negotiate.	B
23 Nov 2015	24.11/15	Bergen Road Land Acquisition and Exchange for Road Works	That the Council approve for the exchange of land associated with the reconstruction of Bergen Road and authorise the General Manager to complete all documentation.	DID	May 2019	Survey plans completed. Awaiting result of other like applicants. Item to be revisited.	B
25 July 2016	17.07/16	2.18.06.9 Gazetting of Compulsorily Acquired Land for Thunderbolts Way realignment	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2, 3 and 7 in Deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) for the purpose of a public road realignment in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Make an application to the Minister and the governor for approval to acquire the Land described as Lot 1, 2 and 7 in deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) by compulsory process under Section 177 of the roads Act 1993	DID DID	Feb 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	2.18.06.10 Gazetting of Land Acquired for approaches to new Emu Crossing Bridge	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) for the purpose of a public road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.	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
			<p>2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) by compulsory process under Section 177 of the Roads Act 1993.</p>	DID		<p>Letter drafted to Local Member regarding delays in processing from OLG.</p> <p>June 2018. Application being processed by OLG.</p> <p>August 2018 – Further delays as OLG has requested extension of Lands Department approval for Lot 110 and updated confirmation of status of land claims.</p> <p>Referred to Council solicitors to progress.</p>	B
25 July 2016	19.07/16	2.18.06.11 Road Closure Request – Lot 32 DP 813093	<p>That Council:</p> <p>2. Subject to the necessary statutory requirements Lot 32 DP 813093 be sold to A & L McLean upon completion of the road closure on the basis that the purchase price is based on the value of the land plus the full cost of the road closure application; and</p> <p>3. Delegation be given to the General Manager to:</p> <p>a. Complete the road closure, and</p> <p>b. Undertake any necessary negotiations to complete the sale.</p> <p>4. Approve the fixing of the Council Seal to all necessary documents.</p>	DID	Feb 17	<p>2. Noted</p> <p>3. Future action once closure has been undertaken</p> <p>4. Future action once closure has been undertaken</p> <p>June 2018: Approval from crown lands for Road closure. Land Registry services have advised that current survey plan may be used for gazettal.</p> <p>August 2018: closure is currently with Council solicitors.</p> <p>November 2018 – closure complete and valuer engaged to determine price for sale.</p> <p>December 2018 – valuation received.</p> <p>February 2019 – Valuation provided to purchasers. Solicitors requested</p>	<p>B</p> <p>A</p> <p>A</p> <p>B</p> <p>C</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
						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 September 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 completed – turf to be placed in the spring. 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	Dept: I&R Submitted by: DIR I&R Reference: Report 13 – Development Application 25/2017 M Smith & L Ducat	<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 & CM Ducat subject to conditions.</p> <p>b) Request concurrence from the Director General of the NSW Office of Planning & Environment.</p> <p>c) Upon receipt of concurrence from the Director General of the NSW Office of Planning & Environment, delegate the General Manager to approve Development Application 25/2017 submitted by M Smith and L Ducat for a staged development being:</p> <ul style="list-style-type: none"> Stage 1 - Subdivision of two lots being Lots 3 and 4 with building envelopes, and the construction of a dwelling in the E4 zoned land Stage 2 - Subdivision of two lots being Lot 1 and 2 along the zone boundary with a building envelope on Lot 2 on land known as 4 Rocklea Road, Invergowrie, being Lot 13 DP 875212 subject to the following conditions <p>d) Amend Uralla Local Environmental Plan 2012 to:</p> <ul style="list-style-type: none"> Alter the zone boundary on Lot 13 DP 875212 between the E4 and R5 zone to be 50 metres from the edge of the working face of the quarry, and 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. 	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 & 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	Dept: Community & Governance Submitted by: Dir C&G Reference/Subject: Report 8 – Report of the Audit and Risk Committee Meeting held on 21 November 2017	<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"> 9am Tuesday, 10 April 2018 9am Tuesday, 10 July 2018 	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
			<ul style="list-style-type: none"> • 9am Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements • 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements, prior to Ordinary Council Meeting held at 12:30pm) <p>b) Note the resignation of independent external Committee member Mr Sean Johnston and thank him for his contribution.</p> <p>c) Call for expressions of interest for a new external Committee member with relevant skills and experience, including accounting and auditing standards in the public sector environment.</p> <p>d) Defer receipt of the Fraud and Corruption Prevention Policy and Plan final drafts, and consider their priority as part of the forward meeting plan, as required by section 6.1 of the Committee Charter.</p> <p>Report No. 6.4 Procurement Policy Final Draft Committee Recommendation 6.4.1: That:</p> <p>a) the draft Procurement Policy be circulated to senior Council staff to review for implementation functionality with feedback to be provided to the Chief Financial Officer; and</p> <p>b) the Chief Financial Officer make minor amendments as might be identified in the review process to improve functionality, and</p> <p>c) report the draft Procurement Policy to Council recommending public exhibition for 28 days prior to adoption.</p> <p>3. Council:</p> <p>a) note the Committee's request to receive a report on cash handling procedures and practices at Council's waste facility, including recommendations for improvements identified at 7.1 Cash Handling at Waste Facilities, under Other Business.</p> <p>b) as part of implementing its internal audit program in 2018, prioritise an internal audit of all cash handling and petty cash procedures and practices, and receive a report via the Audit and Risk Committee on the findings and recommendations for improvement.</p>	RMSO		Noted	C
				RMSO	28/2/18	c) EOI called and reported to March Ordinary Meeting	C
				RMSO	31/1/18	d) Noted for inclusion in 2018 Audit & Risk Committee Forward Plan.	C
				CFO	27/11/17	a) Email sent to senior staff seeking feedback	C
				CFO/DCG	5/1/18	b) Prepare Council paper to put policy on public exhibition for 28 days.	B
						c) Awaiting draft policy review to include tendering provisions and provisions regarding procurement for TCS as discussed with external auditor	
				CFO	21/11/17	Noted. Internal audit completed; draft report provided to ARIC. Final report to go to ARIC 16/4/19	C
				RMSO	31/1/18	members with final report to go to next ARIC meeting	C
24 April 2018	19.04/18	Dept: C&G Submitted by: RMSO Reference/Subject: Report 4 – Report of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018	<p>1. That Council note the minutes of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018, Attachment A.</p> <p>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></p> <p>3. Report No. 3 Policy Risk Management 2018. Committee Recommendation 3.1: <i>That Council:</i></p>	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 Infrastructure and Regulation for consideration as to funding and</p>	CGR		Placed on Exhibition from 27 April to 25 May 2018.	C
				CGR		No submissions received, added to Policy Register	C
				RMSO		Noted	C
				RMSO		Noted	C
				RMSO		Noted	C
				CGR		Placed on Exhibition from 27 April to 25 May 2018.	C
				CGR		No submissions received, added to Policy Register.	C
				CGR		Strategy added to Corporate Documents Register following adoption.	C
				DID		Noted	C
				DID		Pending.	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
			<i>resourcing for implementation as part of the 2018/19 Operational Plan and Budget preparation process.</i>				
24 April 2018	50.04/18	Dept: I&R Submitted by: DID Ref/Subject: Late Report 2 – Industrial Land Subdivision	That Council resolve to: <ul style="list-style-type: none"> Endorse option 2 of the Kehoe Myers report dated 6 April 2018 for the subdivision of the Uralla Industrial Estate, being Lot 14 DP 787477, Rowan Avenue Uralla, Progress detailed design of the subdivision and the construction of Stage 1, Install billboard signage at the property indicating the endorsed layout and undertake additional marketing of the project. 	DID DID DID	 Ongoing	Noted Survey and design consultant commissioned. DA considered at the Feb 2019 Council meeting. Detailed design due 24 May 2019. Signage installed. Valuation received. Probity advice received and probity plan developed. DA Consent concluded.	C B B
24 July 2018	35.07/18	Dept: DIR Submitted by: MDP Ref/Subject: Report 14 - Petition for a Primitive Campground at The Glen recreation area.	That; Council consider the proposal detailed in the petition in the preparation of the Uralla Open Spaces Strategy.	MDP		Pending	B
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. May 2019 – final mapping approved for gazettal.	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"> 1. Consider readoption of the lapsed slogan, “Find Yourself In Uralla”, and the stylised copperplate “Uralla” logo, in the context of the development of a Destination Marketing Plan 2. Consider installation of “Find Yourself” street banners in Uralla should the slogan be readopted through the future development of a Destination Marketing Plan. 3. Engage with Uralla Arts in relation to their proposal to design a makeover for The Glen recreation area information shelter. 4. Engage with Uralla Arts in relation to their proposal to provide a strategy for the completion of “Constellations of the South” installation at The Glen recreation area. 5. Engage with Uralla Arts in relation to their proposal to provide specifications and cost estimates for walking track works and exercise stations at The Glen recreation area. 6. Incorporate minor “Fibonacci” design components within a prominent existing park or other public area within Uralla to gauge public interest in the concept. 7. Write to the Uralla Township and Environs Committee and advise that no funding is available under the Regional Tourism Product Development Program for upgrading or developing meeting and/or local community facilities—including picnic or playground areas, local parks, barbeques, meeting facilities and regional and town entry features. 8. Advertise the Uralla Township and Environs Committee member vacancy resulting from the resignation of Fay Porter. 9. Provide a copy of this report and Council’s resolution to the Uralla Township and Environs Committee. 	MDP		<ol style="list-style-type: none"> 1. Noted 2. Noted 3. Engagement commenced 4. Pending 5. Pending – will be undertaken as part of the development of the open spaces strategy 6. Pending 7. Complete 8. Complete 9. Complete 	<p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>C</p> <p>C</p> <p>C</p>
30 Oct 2018	33.10/18	Dept: Infrastructure and Regulation Submitted by: DID Ref/Subject: Late Report 1 – Drought Communities Program - Extension	That Council; <ol style="list-style-type: none"> 1. 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"> a. Uralla Memorial Hall – upgrades/repairs b. Grace Munro Centre, Bundarra – upgrades/repairs c. The Showgrounds Lands Management Committee projects d. Bundarra Hall – upgrades/repairs e. Kentucky Hall – upgrades/repairs f. 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. g. Control of roadside weeds and vermin h. Uralla Preschool – upgrades/repairs i. Series of community events 	DID		<ol style="list-style-type: none"> 1. Applications submitted and approved. 	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
			2. 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. 3. Secure the necessary human resources to: <ol style="list-style-type: none"> Scope the necessary works and pricing to support the funding application(s); Prepare the funding application(s); If successful, procure and coordinate the contractors and materials necessary to deliver the works; and Liaise with the stakeholders of the facilities and/or activities to which the funding will be directed. 4. 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.			2. Noted 3. a) Scoping completed b) funding application submitted and approved c) noted d) noted 4. Noted	C B B B
28 Nov 2018	21.11.18	Dept: Infrastructure and Regulation Submitted by: MDP Ref/Subject: Report 8 - Recommendations of Uralla Township and Environs Committee September and October 2018 meetings	That Council; <ol style="list-style-type: none"> 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. 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. 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. Investigate options for suitable visual enhancement of the dump point and toilet at the Pioneer Cemetery. 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. Review the information available on tourist sites within Uralla and possible means of imparting information on significant sites to the travelling public. 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. 	MDP		<ol style="list-style-type: none"> Pending Refer April Heritage Officer's report Refer April Heritage Officer's report Pending Pending Pending Completed 	A B C A A A C
28 Nov 2018	29.11/18	Dept: I & R Submitted by: DID Ref/Subject: Report 15 - Heritage Advisory Services Summary Nov 2018	That; <ol style="list-style-type: none"> The Heritage Advisory Services Summary for November 2018 be received and noted by Council; and That consideration be given to utilising the bronze plaques prepared for the Old Cemetery in Uralla as part of the Open Spaces Strategy. 	DID/MDP		<ol style="list-style-type: none"> Complete Pending 	C B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 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	That Council; a) Note the latest LGNSW report on the Impact of Cost Shifting on Local Government in New South Wales; 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; 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; 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.	GM	Dec 2018	a) Noted b) Noted c) Complete d) Pending	C C C B
18 Dec 2018	25.12/18	Dept: Infrastructure & Regulation Submitted by: DID Ref/Subject: Report 13 - Industrial Land Sub-division – Probity Advice Sale of Lands	That Council: a) Receive and note the probity advisor's recommendations; b) Prepare a probity plan to detail the procedures going forward to manage the sales of lots within the subdivision.	DID		a) Completed b) Probity plan prepared. Under review	C B
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. Submissions received and under review. 2. Noted and to be included in QBR3 3. Completed at the Feb BRFC meeting.	B 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
18 Dec 2018	34.12/18	Submitted by: Cr Tara Toomey Ref/Subject: Notice of Motion 1 – Bridge St Design Project	<p>That;</p> <p>Should funding be received for the High Pedestrian Activity Area-Bridge Street Detailed Design, Council resolve to;</p> <ol style="list-style-type: none"> 1) As part of the community engagement strategy for the project: <ol style="list-style-type: none"> 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
26 Feb 2019	18.02/19	Committee: Budget Review & Finance Submitted by: GM Ref/Subject: Report 1 - LTFP – Horizontal Service Review – Priority Actions	<p>That Council:</p> <p>Address the actions identified in the 'First Tranche of Potential Actions' list, in the Report, as follows:</p> <ol style="list-style-type: none"> I. Items: 1, 3, 4, and 14 be implemented or researched further then, where viable, implemented by staff as quickly as possible. II. Items: 2, 5, 6, 9, 11, 13, 16 and 18 be researched further and then presented to Council as quickly as possible for consideration and direction. III. Items: 7, 8, 10, 12, 15 and 17 are to have separate cost/benefit assessments prepared and presented to Council prior to, where possible, the final determination of the 2019/20 budget. 	GM		<p>I. <u>Item 1</u>: VIC stock pricing continuously reviewed as stocks are reordered and replenished.</p> <p><u>Item 3</u>: Business case being prepared for energy initiatives</p> <p><u>Item 4</u>: Stewart Brown business plans to address overhead community care costs and recovery: will refer to these for outcomes.</p> <p><u>Item 14</u>: Have identified potential phone cost savings in capability to renegotiate phone fleet pricing. Further investigation required.</p> <p>Internet costs are currently at</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
			IV. Items directly relating to Bundarra, specifically Item 6, be referred to the Bundarra School of Arts Hall Committee.			<p>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> <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 <u>Item 8</u>: Pending further research <u>Item 10</u>: Pending further research <u>Item 12</u>: An option to implement business paper efficiencies was put to council workshop as additional budget item. <u>Item 15</u>: Pending <u>Item 17</u>: See item 7 above</p> <p>IV. Noted</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
26 Feb 2019	30.02/19	Dept: Community & Governance Submitted by: CGR Ref/Subject: Report 9 - Policy – Draft Code of Meeting Practice 2019	That Council: 1. Exhibit the Draft Code of Meeting Practice 2019 for 28 days. 2. Subject to no submissions being received within 42 days, adopt the Draft Code of Meeting Practice 2019. 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.	CGR CFO	Feb 2018	1. Complete 2. Policy adopted with no submissions received 3. Complete	C C C
26 Feb 2019	31.02/19	Dept: Community & Governance Submitted by: CGR Ref/Subject: Report 10 - Draft Code of Conduct 2019 and Draft Procedures for the Administration of the Draft Code of Conduct 2019	That Council: 1. Exhibit the "Draft Code of Conduct 2019" (Attachment 1) for 28 days; and 2. Exhibit "Draft Procedures for the Administration of the Draft Code of Conduct 2019" (Attachment 2) for 28 days; 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 4. Review council's panel of conduct reviewers as required by the Draft Code. 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.	CGR	Feb 2018	1. Complete 2. Complete 3. Policies adopted with no submissions received 4. Pending 5. Pending	C C C B B
26 Feb 2019	39.02/19	Dept: Infrastructure & 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	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		1. Noted 2. Noted 3. Advertised 8 March 2019 4. Gazetted 10 May 2019 5. Advertised 22 May 2019	C
26 Feb 2019	43.02/19	Dept: Infrastructure & Development Submitted by: DID Ref/Subject: Report 20 -Planning Proposal 8 - Amendment Land Classification	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 returned for inclusion in the LEP. Opinion issued. DPE progressing gazetted.	C 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	44.02/19	Dept: Infrastructure & Development Submitted by: DID Ref/Subject: Report 21 - Drought Communities Assistance Program	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 ACRRRI 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
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	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. Consultant engaged. Works progressing. 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. Report to May meeting	C 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	21.03/19	Dept: Community and Governance Submitted by: CCDE Ref/Subject: Report 5 – 2019 Bush Bursary/ CWA'sScholarship 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
26 March 2019	29.03/19	Dept: Community and Governance Submitted by: CGR Ref/Subject: Report 9 – Draft Internal Reporting Policy 2019	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. Exhibition period to 26 April 2019. 2. Policy adopted as there were no submissions received.	C
26 March 2019	45.03/19	Dept: Infrastructure and Development Submitted by: MWWSS Ref/Subject: Confidential Report Acquisition of land Bundarra Sewerage Treatment Plant	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
23 Apr 2019	09.04/19	Dept: General Manager's Office Submitted by: SEO Ref/Subject: Report 3 – Northern Inland Academy of Sport Proposal	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.	GMO	June 2019	Signed agreement sent to Northern Inland Academy of Support on 14 May 2019 for participation in the 2019 program.	B
23 Apr 2019	14.04/19	Dept: Community and Governance Submitted by: CGR Ref/Subject: Report 6 – Draft Councillor Induction and Professional Development Policy 2019	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.	CGR	April 2019	1. Policy on exhibition until 24 May 2019	B
23 Apr 2019	15.04/19	Dept: Community and Governance Submitted by: CGR Ref/Subject: Report 7 – Draft Work Health and Safety Policy 2019	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.	CGR	April 2019	1. Policy on exhibition until 24 May 2019	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
23 Apr 2019	16.04/19	Dept: Community and Governance Submitted by: CGR Ref/Subject: Report 8 – Draft Investment Policy 2019	That Council; a. Remove the word ‘and’ on page 4 before the heading “Ethics and Conflicts of Interest”; b. Exhibit the Draft Investment Policy 2019 at Attachment A for 28 days; and c. Adopt the Draft Investment Policy 2019 at Attachment A subject to no submissions being received during the exhibition period.	CGR	April 2019	a. Complete b. Policy on exhibition until 24 May 2019	C B
23 Apr 2019	20.04/19	Dept: Infrastructure and Development Submitted by: MDP Ref/Subject: Report 10 – Recommendations of Uralla Township and Environs Committee February and March 2019 meetings	That Council; 1. Receive and note the minutes of the February and March 2019 meetings of the Uralla Township and Environs Committee; and 2. Endorse the Officer’s recommendations.	MDP		1. Noted 2. Noted	C C
23 Apr 2019	27.04/19	Submitted by: Cr Toomey Ref/Subject: Notice of Motion 1 – Uralla Return and Earn	That Council; 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.tcnsw.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.	MWWSS		Pending	A
23 Apr 2019	29.04/19	Dept: Infrastructure & Development Submitted by: DID Ref/Subject: Confidential Report 1 – Replacement of Water Tanker	That Council: (i) purchase 1 only new 2018 Fuso FU51SK2FAA with steel water tank from JT Fossey for the amount of \$262,922 including GST, and (ii) retain the existing water tanker in the short term for later replacement as a trade in or via auction.	DID	April 2019	Order placed.	C
14 May 2019	X04.05/19	Dept: General Manager’s Office Submitted by: CFO Ref/Subject: Report 1 – Public Exhibition of draft Delivery Program 2017-21 and Operational Plan 2019-20	That Council: 1. Adopt the Draft Delivery Program 2017-21; 2. Adopt the Draft Operational Plan 2019-20; 3. Publicly exhibit the combined Draft Delivery Program 2017-21 and Draft Operational Plan 2019-20, including the Statement of Revenue Policy, contained at Attachment A, on public exhibition for a period of 28 days from 15 May 2019 and indicating that submissions may be made to the council at any time during the period that the draft operational plan is to be on public exhibition;	GM/CFO	May 2019	1. Noted 2. Noted 3. On exhibition to 12 June 2019	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>4. Adopt an interest rate equivalent to the maximum allowable percentage determined by the Office of Local Government for the 2019-20 financial year to be charged on arrears of rates and charges;</p> <p>5. Amend the Fees and Charges for entrance to the Uralla Pool to be \$3.50 for adults and \$2.00 for children and that adjustments be made to the book fees;</p> <p>6. That the Hairdresser/Beauty Salon/Skin Penetration inspection fee be \$130.00; and</p> <p>7. That the Building Inspection fee and the Dwelling Relocation inspection fee be further examined for consideration following public exhibition.</p>			<p>4. Noted</p> <p>5. Noted</p> <p>6. Noted</p> <p>7. Noted</p>	

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

Department:	Infrastructure & Development
Submitted by:	Director of Infrastructure & Development
Reference/Subject::	Report 9 – Development Approvals and Refusals for April 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.1	An attractive environment for business, tourism and industry
Strategy:	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial and residential development
Activity:	2.1.4.1	Process building and development applications
Action:	2.1.4.1.1	Assess and determine development, construction, and other regulatory applications

SUMMARY:

The following details the development approvals issued by Council and by private certification for April 2019 for the entire local government area. A listing of development applications outstanding with a status as at the end of April 2019 has also been provided.

For information purposes a summary of the development values is provided from January 2009 until the end of April 2019. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2008 until the end of April 2019 is provided.

OFFICER'S RECOMMENDATION:

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

Uralla Shire Council
Council Business Paper – 28 May 2019

REPORT:

Development Applications

Approved:

Development Application Number	Applicant	Property	Development
DA-6-2012-2	New England Brewing Company Pty Ltd	19 Bridge Street, Uralla	Boutique Brewery – Modification to Operation Hours
DA-12-2019	Mr A & Mrs D Simmon	188 Kareela Road, Invergowrie	Dwelling & Completion of Existing Studio
DA-15-2019	Mr M Broom & Ms S Randell	31 Harriet Gully Road, Kellys Plains	Dwelling
DA-17-2019	Mr G Emery	9 Lentara Road, Invergowrie	Shed with Carport
DA-19-2019	Mr J & Mrs K Bryant	15B Wilkens Street, Uralla	Dwelling & Shed
DA-20-2019	Ms J Harman	83 Sawpit Gully Road, Rocky River	Bedroom Extension & South Deck Addition
DA-21-2019	McDougall Family Superannuation Fund	8 McCrossin Street, Uralla	Dwelling & Garage
DA-22-2019	Mr S & Mrs A Cooper	36 Kooda Road, Invergowrie	Additions & Alterations to Dwelling & Shed
DA-24-2019	Mrs S Egan, Picton Bros Spanline	35 Rowan Avenue, Uralla	Screen Enclosure
Monthly Estimated Value of Approvals: \$1,188,778.00			

Cancelled: Nil

Withdrawn: Nil

Refused: Nil

Comparison to April 2018:

April 2018:	\$582,163.00	April 2019:	\$1,188,778.00
Year to date:	\$1,062,113.00	Year to date:	\$2,240,261.00
(Calendar Year)		(Calendar Year)	

Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
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 Secombe	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

Uralla Shire Council
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Development Applications Outstanding (continued)

Application Number	Applicant	Property	Development	Status
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	Under Assessment
DA-11-2019	Mr A & Mrs D Vanden Hoogen	24 McDonalds Lane, Rocky River	Wind Turbine & Tank Stand	Under Assessment
DA-18-2019	Mr J Goode	13 Salisbury Street, Uralla	3 Lot Subdivision	Under Notification
DA-25-2019	Mr P & Mrs K Power	5 Depot Road, Uralla	Staged Dwelling Additions & Alterations: Font Entrance, Verandah Enclosure, Carport Enclosure & Covered Entertainment Area	Under Assessment
DA-26-2019	Ponz Armidale Pty Ltd	29A Queen Street, Uralla	Shed	Under Assessment
DA-27-2019	Pursehouse Rural Pty Ltd	176 Bridge Street, Uralla	Free Standing Sign	Under Assessment
DA-28-2019	Mr P & Mrs R Davis	10 Gostwyck Street, Uralla	Carport	Under Notification
DA-29-2019	Uniplan Group Armidale	21 Budumba Road, Invergowrie	Installation of Manufactured Dwelling	Under Assessment
DA-30-2019	Mr A & Mrs J Kaberry	10 Fitzroy Street, Uralla	Shed	Under Assessment
				Total: 15

Construction Certificates

Approved:

Application Number	Applicant	Property	Construction
CC-17-2019	Mr G Emery	9 Lentara Road, Invergowrie	Shed with Carport
CC-19-2019	Mr J & Mrs K Bryant	15B Wilkens Street, Uralla	Dwelling & Shed
CC-24-2019	Picton Bros Spanline	35 Rowan Avenue, Uralla	Screen Enclosure

Refused: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-66-2018	Ms S Rich	50 Hill Street, Uralla	Dwelling Additions & Alterations
CC-7-2019	Mr B & Mrs M Neild	266 Traceys Road, Kentucky	Dwelling
CC-8-2019	Mr R Scott	31 Queen Street, Uralla	Fire Damage Restoration & Extensions

Total Monthly Estimated Value of Construction Certificate Approvals: \$911,683.00

Uralla Shire Council
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Complying Development Certificate Applications

Approved: Nil

Refused: Nil

Withdrawn: Nil

Issued by Private Certifier: Nil

Application Number	Applicant	Property	Construction
CDC-5-2019	Mr G & Mrs S Swilks	13 McGregor Street, Uralla	Shed

Total Monthly Estimated Value of Complying Development Certificate Approvals: \$18,500.00

Comparison to April 2018:

April 2018:	\$108,000.00	April 2019:	\$18,500.00
Year to date:	\$479,790.00	Year to date:	\$675,500.00
(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	2,915,761	97,192	2,240,261	675,500

2019 to date

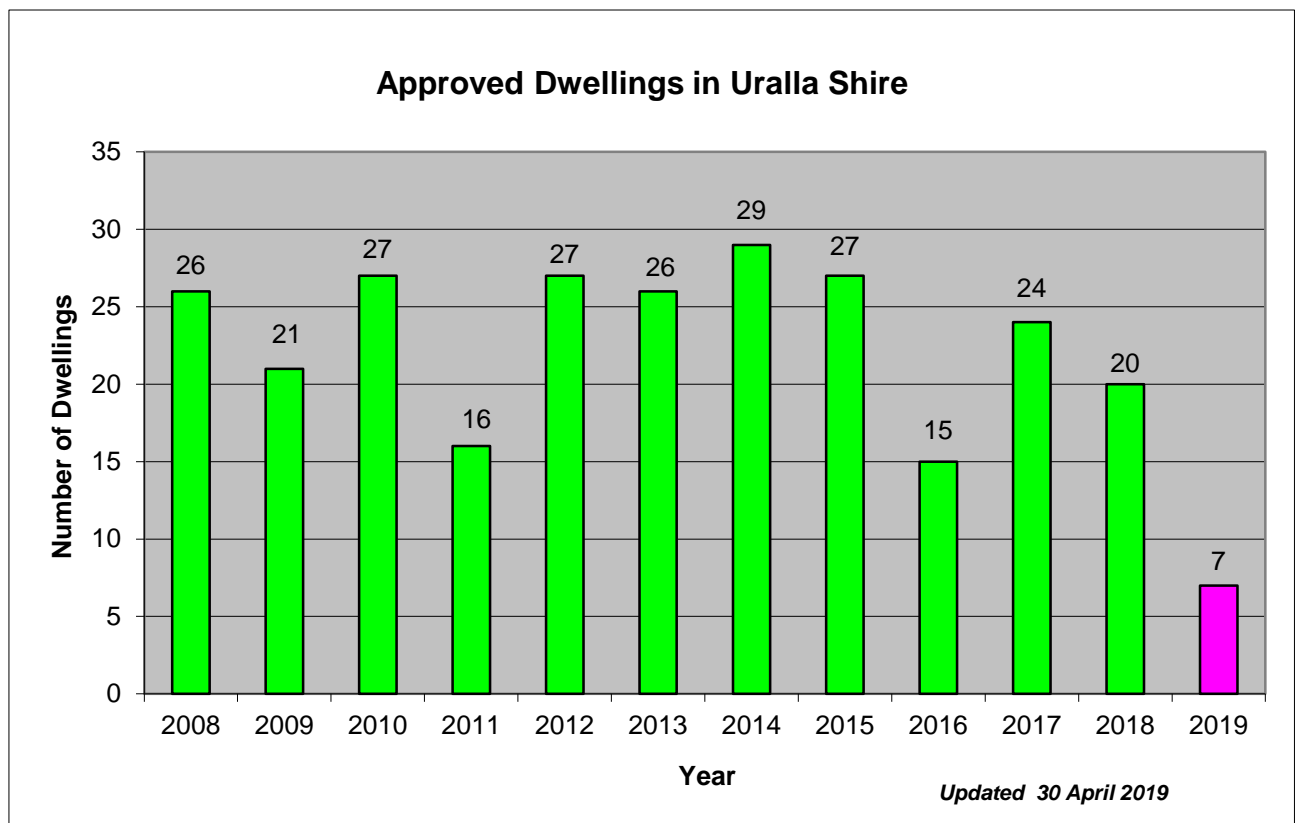
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Financial Year Development Values

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	6,110,370	87,291	3,301,416	2,808,954

2018-2019 to date

Approved Dwellings 2007-2019



KEY ISSUES:

- *Development Applications approved by Council for April 2019 – 9*
- *Development Applications refused by Council for April 2019 – 0*
- *Development Applications cancelled by Council for April 2019 – 0*
- *Development Applications withdrawn by Applicant for April 2019 – 0*
- *Outstanding Development Applications as at 30 April 2019 – 15*
- *Construction Certificates approved by Council for April 2019 – 3*
- *Construction Certificates refused by Council for April 2019 – 0*
- *Construction Certificates issued by private certification for April 2019 – 3*
- *Complying Development Applications approved by Council for April 2019 – 0*
- *Complying Development Applications refused by Council for April 2019 – 0*
- *Complying Development Applications withdrawn by Applicant for April 2019 – 0*
- *Complying Development Applications issued by private certification – 1*
- *Total Development Value for 2019 as at 30 April 2019 – \$2,915,761*
- *Average Development Value for 2019 as at 30 April 2019 – \$97,192*
- *Development Application Value for 2019 as at 30 April 2019 – \$2,240,261*
- *Complying Development Application Value for 2019 as at 30 April 2019 – \$675,500*
- *Approved dwellings as at 30 April 2019 – 7*

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The Development Approvals and Refusals for April 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

Department:	Infrastructure & Development
Submitted by:	Director Infrastructure & Development
Reference/Subject:	Report 10 – Heritage Advisory Services Summary for May 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

This report summarises the activities undertaken by Mitch McKay, Council's Heritage Advisor, on his monthly visit undertaken for May 2019. His next visit will be Tuesday, 4 June 2019.

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Services Summary for May 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/19/2777
Approved/Reviewed by Manager:	Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	Attachment 1 - Edited Heritage Advisor Summary Attachment 2 - Confidential Heritage Advisor Summary



Heritage

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HERITAGE ADVISORY MEMO

No. 68

date: 7 May 2019

ITEM 1: Bundarra property

Contacted on Friday 3 May, 2019, prospective purchaser of a Bundarra property in relation to its heritage status.

The property is not listed as a heritage item within Uralla LEP 2012. It is within the Bundarra Commercial Precinct - C01 Heritage Conservation Area and has been identified for inclusion as a heritage item in the Uralla Community Based Heritage Study.

The prospective purchaser was seeking information about the history of the building and also what can and cannot be done to a heritage listed property or one within a conservation area.

I provided general advice about alterations and additions and suggested they contact Council to:

- obtain a copy of the inventory sheet from the Uralla Community Based Heritage Study, and
- request staff organise an on-site meeting with me during my June visit.



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HERITAGE ADVISORY MEMO

No. 68

date: 7 May 2019

ITEM 2: Proposed Light Industrial Area – Rowan Ave, Uralla (DA-51-2018)

I was requested by Matt Clarkson, Council's Manager of Development and Planning, to provide an assessment for a 4.8ha lot described as Lot 14 DP 787477 located on Rowan Avenue, Uralla.

The property is the subject of a proposal for a staged 23 lot subdivision for the purpose of Light Industrial.

A visual assessment was undertaken and there are no buildings or remains of former buildings evident.

The property is generally devoid of vegetation except for 6 isolated paddock trees 5 of which are medium height and the other fairly tall. Several stumps of earlier trees are also evident. There are no visible markings on the trees or stumps.

Also on the property is a small dam.

Several small depressions are evident in the landscape these could be where trees had once stood and there is one large depression, other than the dam, within the landscape.

The property is not identified in the Uralla LEP 2012 as being an item of environmental heritage. It is not located within a heritage conservation area nor does it adjoin or is it in the vicinity of any item of environmental heritage.

Preliminary discussion has taken place with a local historian to ascertain whether they know of any buildings that had once stood on the site or has it, during the period of European settlement, only been farming land. A formal response is yet to be received.





Looking north towards Rowan Ave



Looking east towards New England Hwy



Looking south



Looking west



Dam



Largest of the other depressions within the landscape

M. McKay



Heritage

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HERITAGE ADVISORY MEMO

No. 68

date: 7 May 2019

ITEM 3: Rocky River Goldfields, Uralla

Continued to work on text for possible interpretive signage for the Rocky River Goldfields precinct. It is anticipated that the text should be finalised for my next visit.

HERITAGE ADVISORY MEMO

No. 68

date: 7 May 2019

ITEM 4: Next Heritage Advisor visit

The Heritage Advisor's next visit will be 4 June, 2019.



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Environmental Management Coordinator
Reference/Subject:	Report 11 – Proposed Resignation of Management from Selected Council Managed Crown Reserves

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.4	Communities that are well serviced with essential infrastructure
Strategy:	2.4.1	Develop a strategically located network of quality, accessible and safe public amenities that are adequately maintained and renewed

SUMMARY:

This report is to inform Council of Crown Reserves under Council's management that have no strategic value to Council, and to recommend that Council resolve to make application to resign as manager of the identified reserves to avoid ongoing management costs and maintenance liabilities.

OFFICER'S RECOMMENDATION:

That Council make a written application to the Minister for Department of Industry - Crown Lands confirming Council's resignation request as Crown land manager of the following Crown land reserves;

- ***Lot 322 DP 755811 Saumarez Ponds - (Barry Munday) Recreation Reserve;***
- ***Lot 153 DP 755838 Kentucky South Reserve;***
- ***Lot 153 DP 755838 Kentucky South Reserve;***
- ***Lot 7010 DP 93183 Bundarra CBD Reserve;***
- ***Lot 7002 DP 1072010 Rocky River Recreation Reserve, and***
- ***Lot 7302 DP 1155531 Saumarez Reserve.***

BACKGROUND:

The *NSW Crown Land Management Act 2016* (the CLM Act) commenced on 1 July 2018, and local councils commenced direct management of Crown lands under the provisions of *NSW Local Government Act 1993* at this time.

With the commencement of the CLM Act, Councils must manage Crown lands as Community owned land in accordance with the *NSW Local Government Act 1993*, unless:

- Approval is given to reclassify them as Operational by the Minister for Department of Industry - Crown Lands (the Minister), or
- Consent to resign from management responsibility is provided by the Minister.

REPORT:

Under the provisions of Section 3.12 of the *Crown Land Management Act 2016*, a Crown land manager's appointment ceases if the manager applies to the Minister to relinquish management responsibilities, and the Minister then provides consent to the application.

Specifically Section 3.12 provides;

3.12 End of appointment

- (1) A Crown land manager's appointment ends if:**
(a) the manager resigns by a written instrument given to the Minister, or
(b) ...
(c) ...

Further at 3.12 (2)

- (2) A local council or statutory land manager cannot resign as a Crown land manager without the Minister's consent.**

In October 2018, Council formed an internal working group (Environmental Management Coordinator, Manager Development and Planning, and Manager Works and Infrastructure) to assess which Crown Land parcels under Council management were worth retaining due to their strategic value, or ecological / cultural value.

That assessment led to the identification of a number of parcels of Crown land considered appropriate for Council to include in an application, to the Minister, requesting consent to resign as manager.

KEY ISSUES:

The following reserves are proposed for resignation by Council as Crown land manager:

Reserve	Lot/DP	Dedicated Purpose	Category	Justification
Saumarez Ponds (Barry Munday) Recreation Reserve	Lot 322 DP 755811 Parish Butler County Sandon	Public Recreation	Park	No discernable value to Council. Ongoing maintenance to conform with the category will present a cost burden relating to regulation, vegetation management, fencing, access and biosecurity
Kentucky South Reserve	Lot 153 DP 755838 Parish Sandon County Sandon	Public Recreation	Park	
Kentucky South Reserve (2)	Lot 31 DP 755838 Parish Sandon County Sandon	Public Recreation	Park	
Bundarra CBD Reserve	Lot 7010 DP 93183 Parish Bundarra County Hardinge	Public Recreation	Park	
Rocky River Recreation Reserve (R97253) Reserve	Lot 7002 DP 1072010 Parish Saltash County Sandon	Public Recreation	Park	
Saumarez Reserve At Primrose Hill	Lot 7302 DP 1155531 Parish Butler County Sandon	Public Recreation	General Community Use	

CONCLUSION:

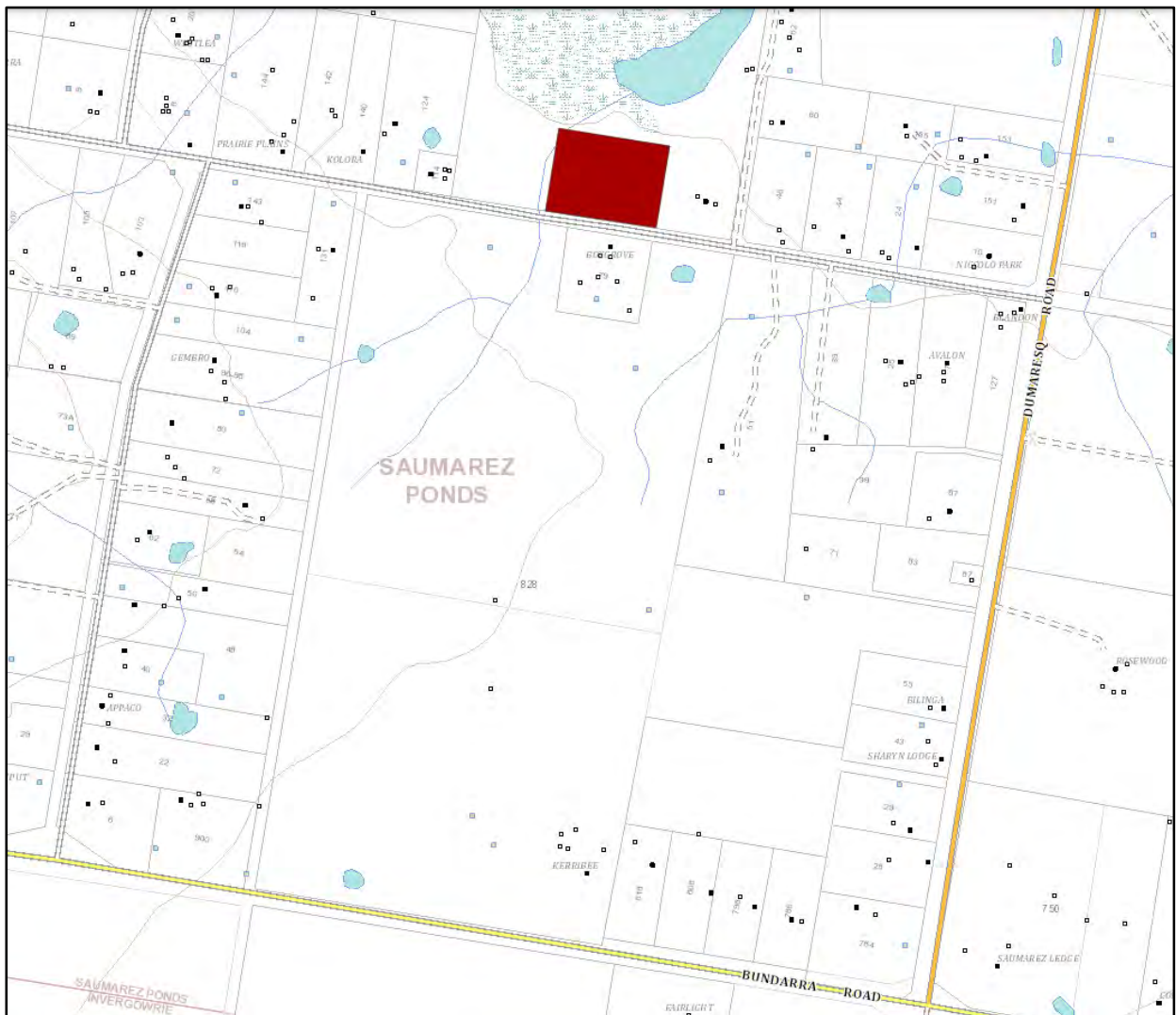
It is considered appropriate for Council to apply to resign as manager of the identified Crown Land parcels due to their lack of strategic value, ecological / cultural attributes, and the ongoing maintenance liabilities.

COUNCIL IMPLICATIONS:

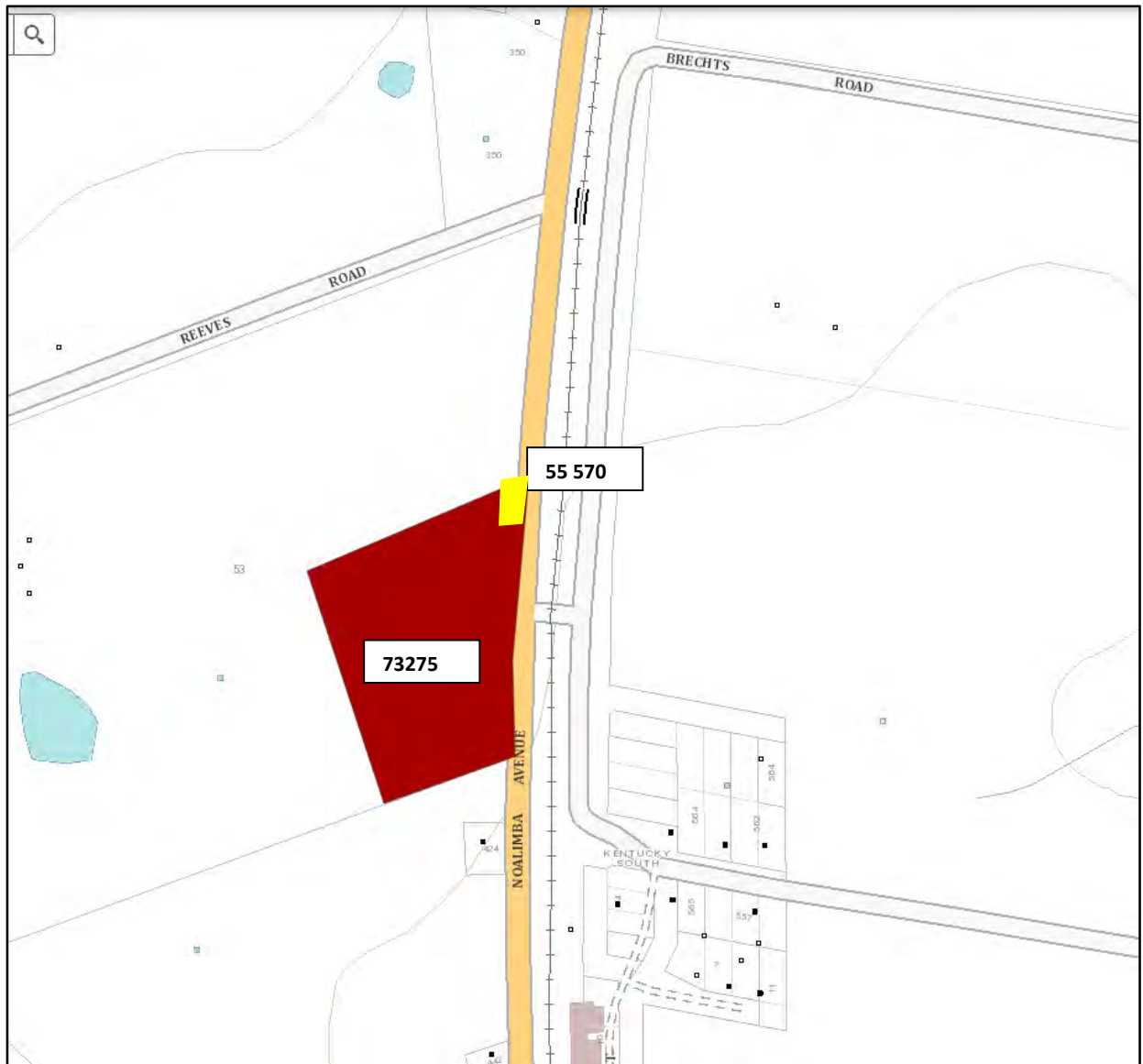
- 1. Community Engagement/ Communication (per engagement strategy)**
N/A
- 2. Policy and Regulation**
Crown Land Management Act 2016
Local Government Act 1993
- 3. Financial (LTFP)**
Resignation as manager for non-viable Crown land reserves will impact positively on the LTFP.
- 4. Asset Management (AMS)**
N/A
- 5. Workforce (WMS)**
Nil
- 6. Legal and Risk Management**
Resignation as manager for non-viable Crown land reserves reduces Council's risks associated with public liability and biosecurity.
- 7. Performance Measures**
Nil
- 8. Project Management**
Nil

Prepared by staff member:	Des Andersen, Environmental Management Coordinator
TRIM Reference Number:	UINT/19/2790
Approved/Reviewed by Manager:	Matt Clarkson, Manager Development and Planning Terry Seymour, Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	Attachment 1 - Map 1. Saumarez Ponds (Barry Munday) Recreation Reserve (25105) Attachment 2 - Map 2. Kentucky South Reserve (55570) Attachment 3 - Map 3. Kentucky South Reserve (73275) Attachment 4 - Map 4. Bundarra CBD Reserve (83105) Attachment 5 - Map 5. Rocky River Recreation Reserve (97253) Attachment 6 - Map 6. Saumarez Reserve at Primrose Hill (85626)

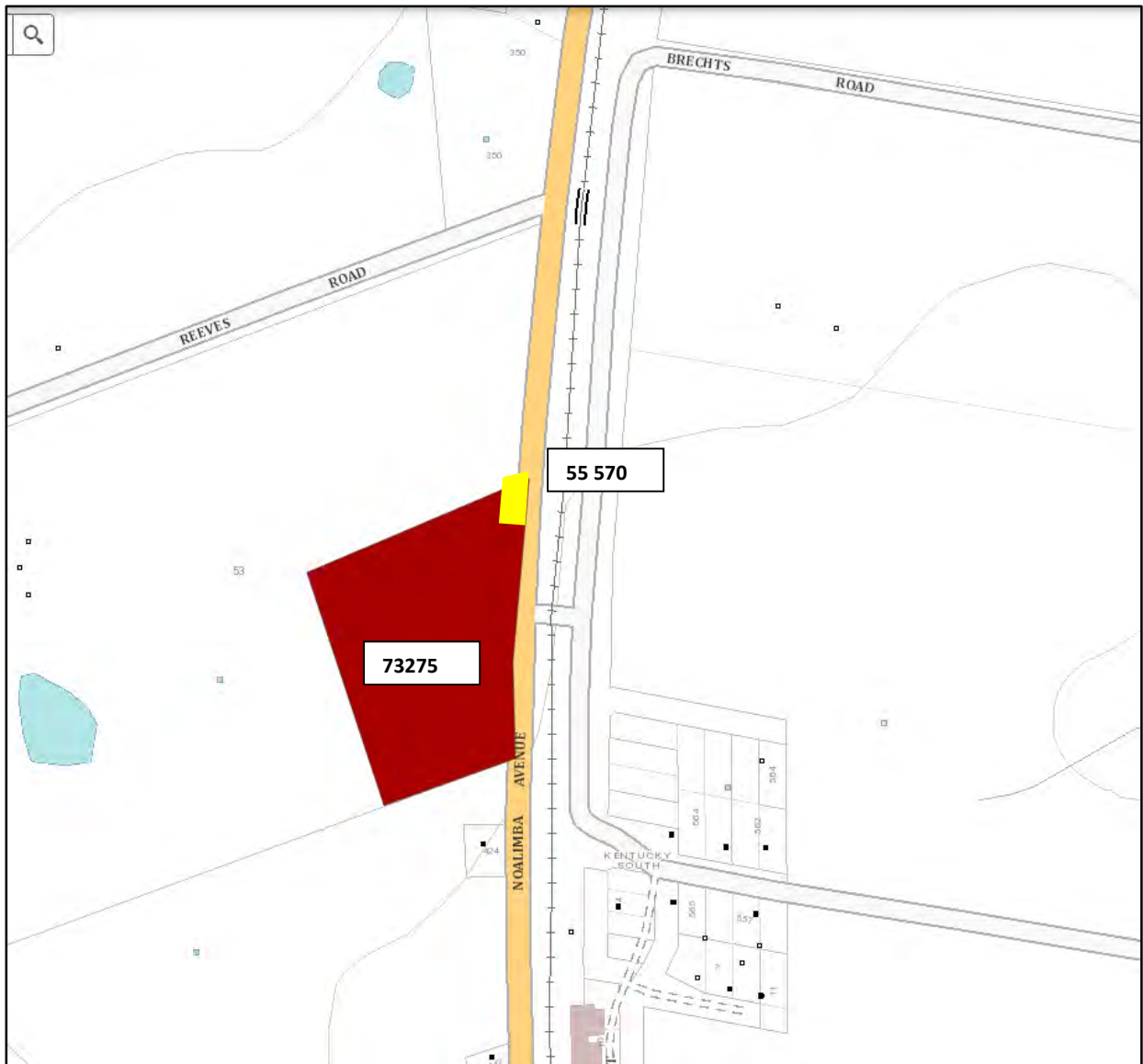
Map – Saumarez Ponds (Barry Munday) Recreation Reserve (25105)



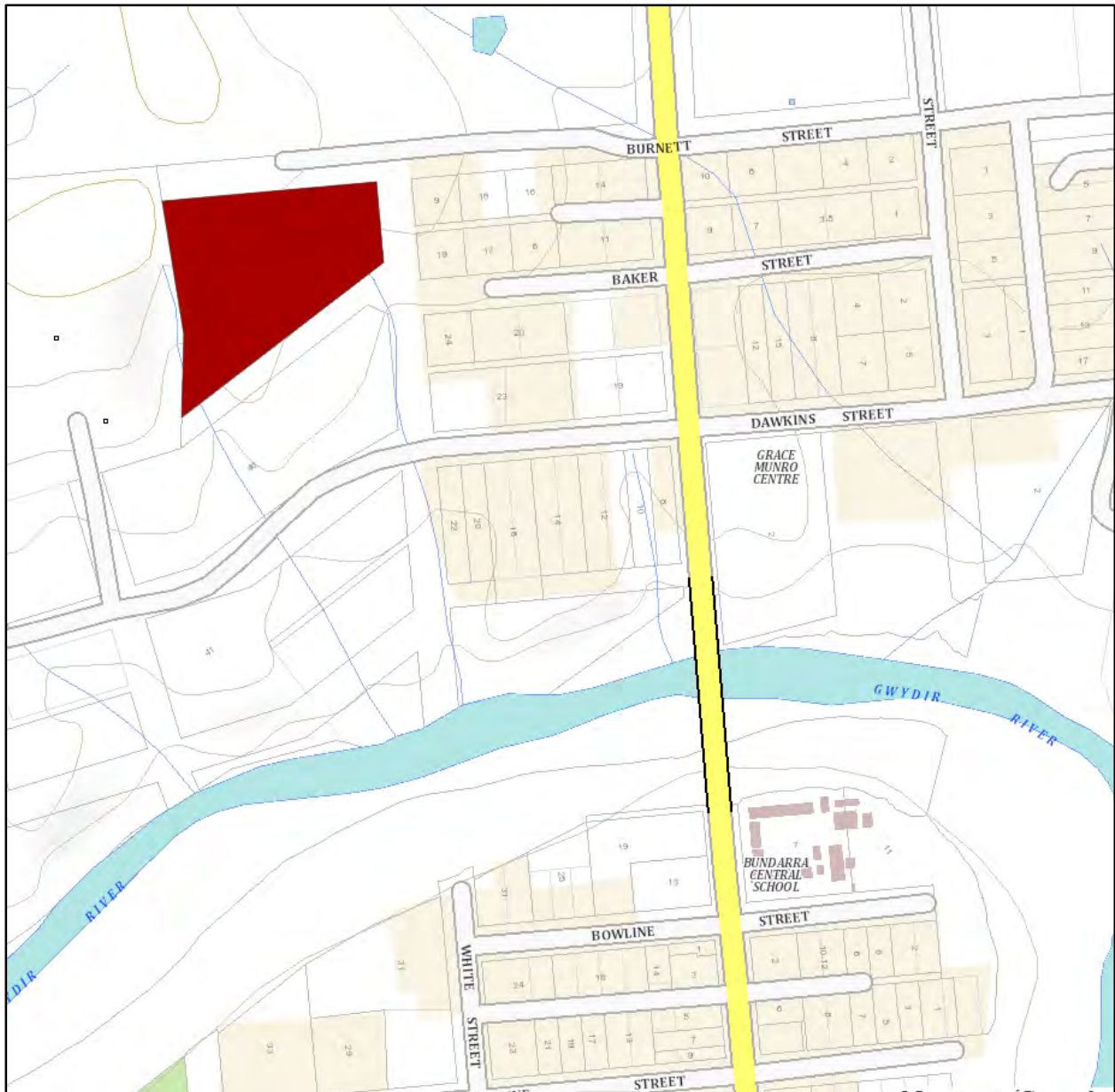
Map – Kentucky South Reserve (73275)



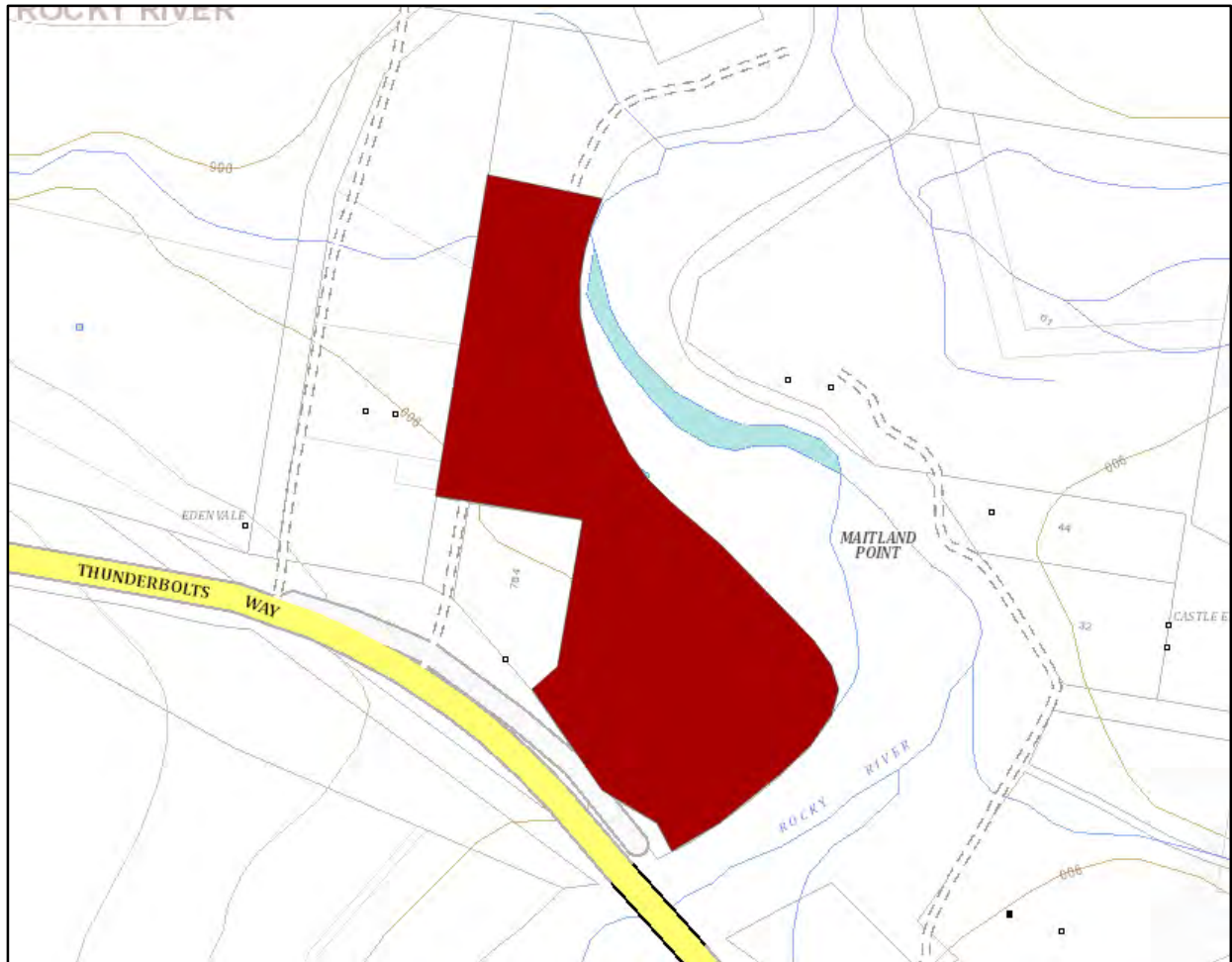
Map – Kentucky South Reserve (55570)



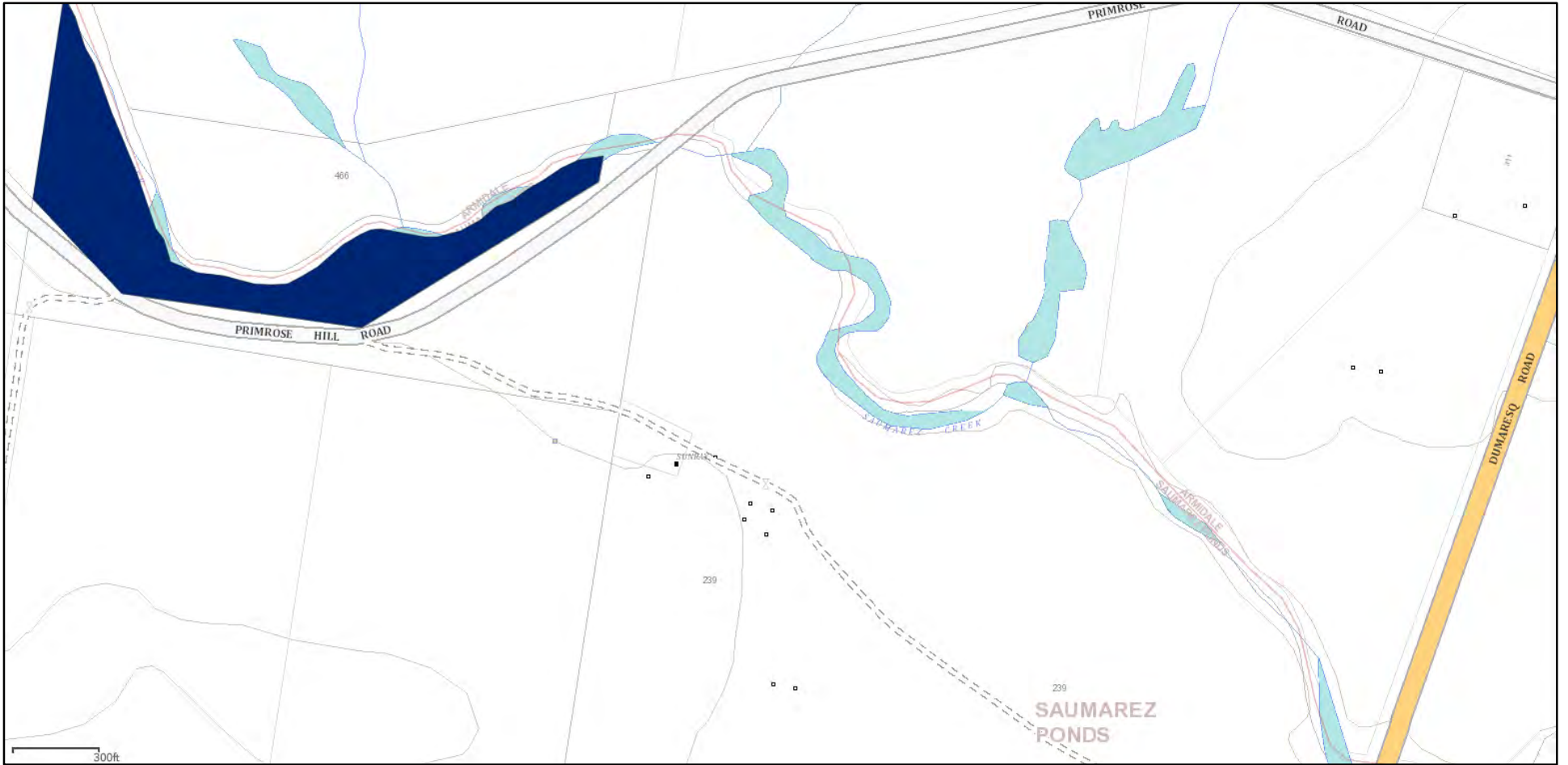
Map – Bundarra CBD (83105)



Map – Rocky River Recreation Reserve (97253)



Map – Saumarez Reserve at Primrose Hill (85626)





REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director of Infrastructure & Development
Reference/Subject:	Report 12 – Service NSW Easy to do Business Program

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.2	Growing diversified employment, education and tourism opportunities
Strategy:	2.2.3	Support the attraction of new businesses, including sustainable employment generating projects
Activity:	2.2.3.1	Provide information to support new and existing business operators
Action:	2.2.3.1.1	Provide consultation with potential new business operators and predevelopment application assistance

SUMMARY:

The purpose of this report is to provide background information and seek support to enter into an agreement with Service NSW for the Easy to do Business program and to consider future business improvement initiatives.

OFFICER'S RECOMMENDATION:

That Council:

1. Delegate authority to the General Manager to enter into an agreement with Service NSW to deliver the Easy to do Business program to Uralla Shire; and
2. Any necessary, associated documents be authorised for execution under the Common Seal of Council.

BACKGROUND:

Council has participated in the Small Business Friendly Councils (SBFC) initiative since 2014. This program provides the opportunity for participating Councils to implement programs that support small business, share resources and information with other participating Councils and promote this offering to the local business community.

Service NSW presented to Uralla Shire Council on 7 November 2018 and then presented at a Councillor workshop on 26 February 2019 outlining the benefits of the program and seeking Council's support to become a program partner.

REPORT:

Further to SBFC initiative, the Small Business Commissioner and Service NSW have developed the Easy to do Business program. This free program provides a number of benefits for councils, including:

- Increased productivity with 'decision ready' applications and reduced transaction costs;
- Effective tools to help boost the local economy, enabling more jobs in the region, and
- Assisting councils to deliver on economic development and strategic tourism goals.

The initiative will provide a customer with a single point of contact within Service NSW who will help them navigate all the required approvals to start and operate their business. This may include registering the business, obtaining an ABN, and providing guidance in relation to their required Council approvals.

Those looking to start up a business can benefit from their Council being involved in the Easy to do Business program, as they are eligible to:

- Attain a unique digital profile that can help fast track the approval process across local, state and federal government;
- Receive the support of a dedicated Business Concierge who can answer questions, liaise with Council, and review applications to ensure they are 'decision ready';
- Receive step-by-step guidance through the application process, and
- Know upfront the time, fees and effort involved in starting a business.

The intention of the program is to build awareness of specialist advice services available, ensure Council staff can direct enquiries to these services and provide applicants with the skills to be better informed and researched prior to lodging any applications.

The program was initially focused on the Café, Restaurant and Small Bar industry and expanded to support Housing and Construction, Retail, Print Manufacturing and Road Freight Transport from 1 July 2018. The Council will be advised upon the addition of any further prioritised industries that are supported within the Easy to do Business initiative.

For Uralla Shire Council, the process is to endorse the proposed recommendations and to inform Service NSW when this endorsement has occurred. Following this, the Easy to do Business Council Relationship Manager will run an initial workshop with impacted Council teams as part of the "Operational Readiness" preparation for launch. Service NSW will make a presentation to key Council staff to provide them with the information and skills for "Operational Readiness". Once Council staff are prepared, there will be an official launch and an announcement of the program.

CONCLUSION:

Council participation in the Easy to do Business program presents as being well aligned with its Operational Plan and will support the creation of new businesses within the shire.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Nil

3. Financial (LTFP)

This program is provided at no direct cost to Council. Support material, training and advice is provided by Service NSW. Implementation of the program should lead to reduced processing times and costs relating to applications and to Council.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Some resources will need to be allocated to program delivery, however it is reasonable to suggest that this will be offset by efficiency gains in the same directorate.

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/19/2826
Approved/Reviewed by Manager:	Director of Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	Nil



REPORT TO COUNCIL

Department:	Infrastructure and Development
Submitted by:	Manager Planning and Development
Reference/Subject:	Report 13 – DIVISION DECISION – Development Application 11/2019 – Wind turbine and tank stand – 24 McDonalds Lane, Rocky River

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.1	An attractive environment for business, tourism and industry
Strategy:	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial, and residential development
Activity:	2.1.4.1	Process building and development application
Action:	2.1.4.1.1	Assess and determine development, construction, and other regulatory applications

NOTE TO COUNCILLORS:

In accordance with the provisions of S375A of the *Local Government Act 1993*, a Division is to be called whenever a motion for a planning decision is put to the meeting, for the purpose of recording voting on planning matters.

SUMMARY:

Proposal:	Wind turbine and tank stand
Property description:	Lot 52 DP 755846, Assessment 9128
Applicant:	Antonius and Debra Vanden Hoogen
Owner:	Antonius and Debra Vanden Hoogen
Zoning:	RU2 Rural Landscape
Date received:	31 January 2019
Public notification or exhibition:	Yes
Exhibition period:	31 January 2019 – 15 February 2019
Submissions:	3
Other approvals:	Nil

OFFICER'S RECOMMENDATION:

That Council:

- *Lift the Development Application 11/2019 off the table, and*
- *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)***

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

(b) **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*.

(c) ***Erection of signs***

(d) **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.

(e) ***Notification of Home Building Act 1989 requirements***

(f) **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 a consistent
- (a) 55 decibels measured at ground level 15 metres from the turbine base, and
 - (b) 48 decibels at the property boundary.

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.

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 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.

BACKGROUND:

Development application 34/2018 for an installed, unapproved wind turbine at 24 McDonalds Lane, Rocky River was received on 29 May 2018. At the 24 July 2018 Council meeting the application was refused due to the negative impacts on neighbours' amenity (Motion 18.07/18).

Development application 11/2019 for a wind turbine and tank stand at 24 McDonalds Lane, Rocky River was received on 31 January 2019.

At the 23 March 2019 Meeting, Council resolved the following motion:-

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.

Conditions 12 and 13 of the March report were as follows:

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.

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

Council discussions at the March meeting generally focused around measurement of noise levels, and the application was laid on the table until on-site testing could be undertaken to provide some clarity around ambient noise levels.

REPORT:

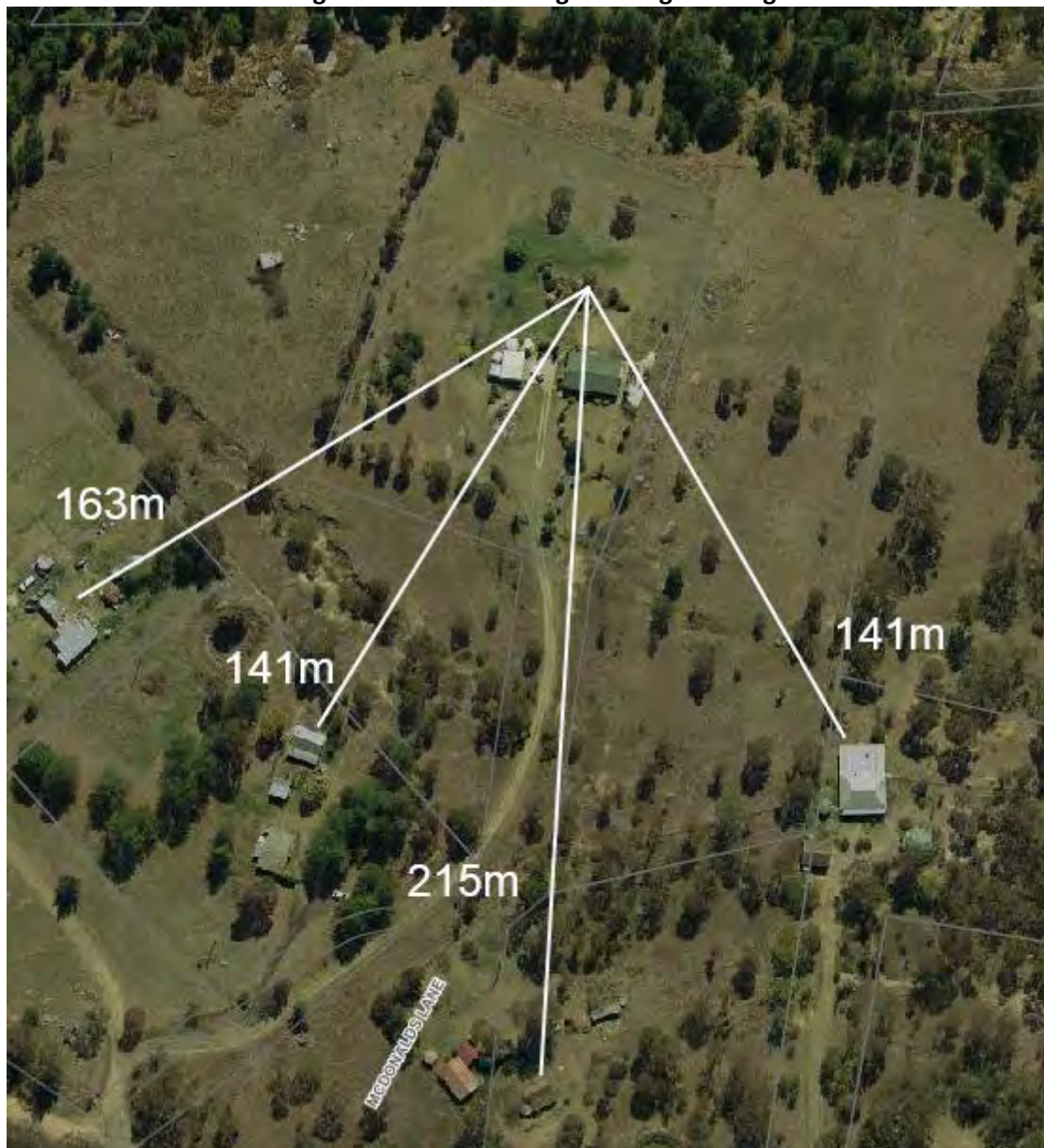
Council staff were unable to source any independent noise level testing in the local area, however the applicant has provided his own readings (see attachment 1), which are consistent with measurements taken by Council staff.

Review of ambient noise levels indicates that a more appropriate restriction for acceptable levels of noise generation from the wind turbine would be a consistent 55 decibels measured 15 metres from the base of the installation and a consistent 48 decibels at the property boundary. Recommended condition of consent 12 has been amended to reflect this.

KEY ISSUES:

Noise and visual amenity: The proposed wind turbine location is circa 65 metres further away, and around 4 metres lower in elevation than the previous application for a wind turbine on the same site from Mr and Mrs Vanden Hoogen (Development Application 34/2018). Further, a site inspection showed that the proposed wind turbine will be largely hidden from neighbours by structures and / or vegetation. Impacts on visual amenity from the tank stand are not considered significant.

Image 1: Distances to neighbouring dwellings



CONCLUSION:

No significant adverse impacts are known on the amenity of the area should the application be approved. In this context it is appropriate to approve the Development Application.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Nil
2. **Policy and Regulation**
Uralla Development Control Plan 2011
Uralla Local Environmental Plan 2012
Environmental Planning and Assessment Regulation 2000
Environmental Planning & Assessment Act 1979
3. **Financial (LTFP)**

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

9. Disclosure of Political Donations and Gifts

Has a Political Donations Disclosure Statement been received in relation to this application? No

Political Donation Disclosure Statement register details N/A

Have staff received a gift or benefit from anyone involved in this application that needs to be disclosed? No

Gift and benefits register details N/A

Prepared by staff member:

Matt Clarkson, Manager Development and Planning

TRIM Reference Number:

UINT/19/2799

Approved/Reviewed by Manager:

Terry Seymour, Director Infrastructure and Development

Department:

Infrastructure and Development

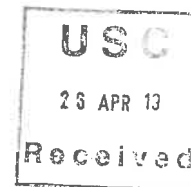
Attachments:

Attachment 1 - Letter from applicant dated 26 April 2019
detailing sound level readings

Attachment 2 - Site plan and wind turbine / tank stand elevations

Attachment 3 - Submissions received x 3

Attachment 4 - Development Application 11/2019 Assessment
Report



A.M. & D.L. Vanden Hoogen

24 McDonalds Lane, Rocky River, NSW, 2358

26-Apr-19

TO: Uralla Shire Council

Att: Mat

I purchased a new sound level meter and today I did some measurements.

With easterly light breeze at 10.30 am the following readings were taken.

Ambient level at the point where I propose to put my wind turbine min 39.1 DBA max 42.6 DBA average 40.85 DBA

I brought my 2.8 kW mobile generator to the proposed position and started it without a load and the measurement at the generator were min 79.9 DBA max 80.4 DBA average 80.15 DBA

Next I paced out 9 metres from the generator running and observed the following readings min 61.2 DBA max 68.2 DBA average 64.7 DBA this would be sound made at ground level when on tower.

Then I went to where the wind turbine was originally mounted next to the shed and the readings were min 39.6 DBA max 68.7 DBA average 54.15 DBA I am assuming the max reading was caused by the sound bouncing of the shed wall.

The next reading was from Calum Finley's Fence in line with front of his house min 39.6 DBA max 65.7 DBA average 52.65 DBA

Walking across on crown land close to Sharyn Kelly's house I recorded the following readings min 39.4 DBA max 47.9 DBA average 43.65 DBA actually lower than near Calum's house.

The next reading was with the generator turned off I went back to where I took the reading in line with Calum Finley's house and observed the following ambient noise readings min 40.1 DBA max 46.8 DBA average 43.45 DBA

Now calculating the noise my portable generator makes $80.15 - 40.85 = 39.3$ DB average now calculating the difference between the generator at 9 metres and Calum Finley's place $64.7 - 52.65 = 12.05$ DB average

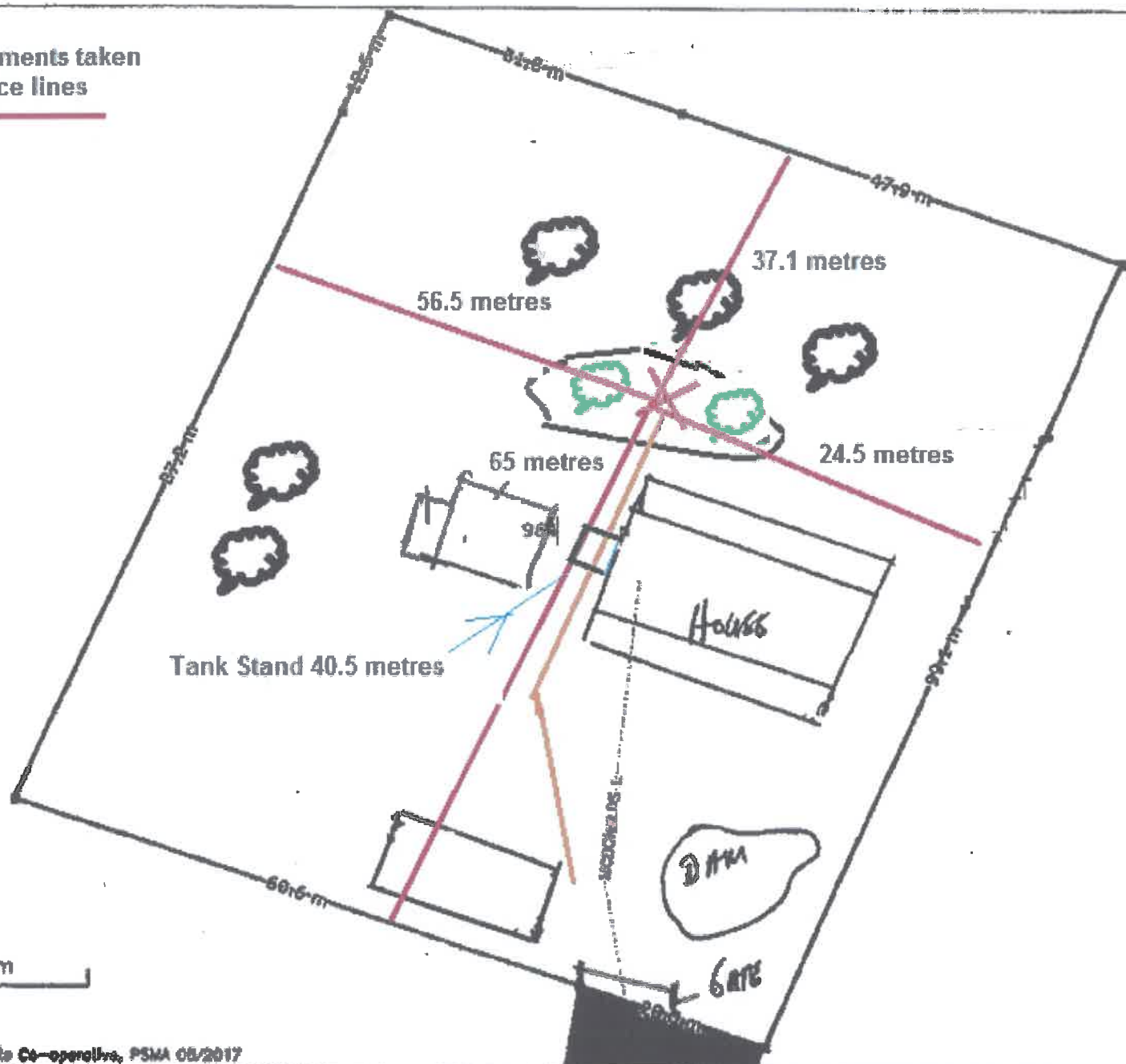
The sound level meter is a very sensitive instrument and even a slight wind will lift the reading by 20 decibels however council is welcome to take their own readings and if they don't have a meter they are welcome to borrow mine. I contacted the turbine supplier and his readings are only 44.2 DBA at the mill so in total assuming ambient average being 40.85 DBA the total would only be 85.05 which is not much different to my portable generator.

Now the question is! At 12.05 DBA inside Calum's house should be very much lower and I believe considering the turbine is only used in windy conditions during cloudy days and then only at night when my batteries are very low. During sunny days the turbine will be switched off as my solar system is twice the power of the turbine.

Regards

Antonius Vanden Hoogen

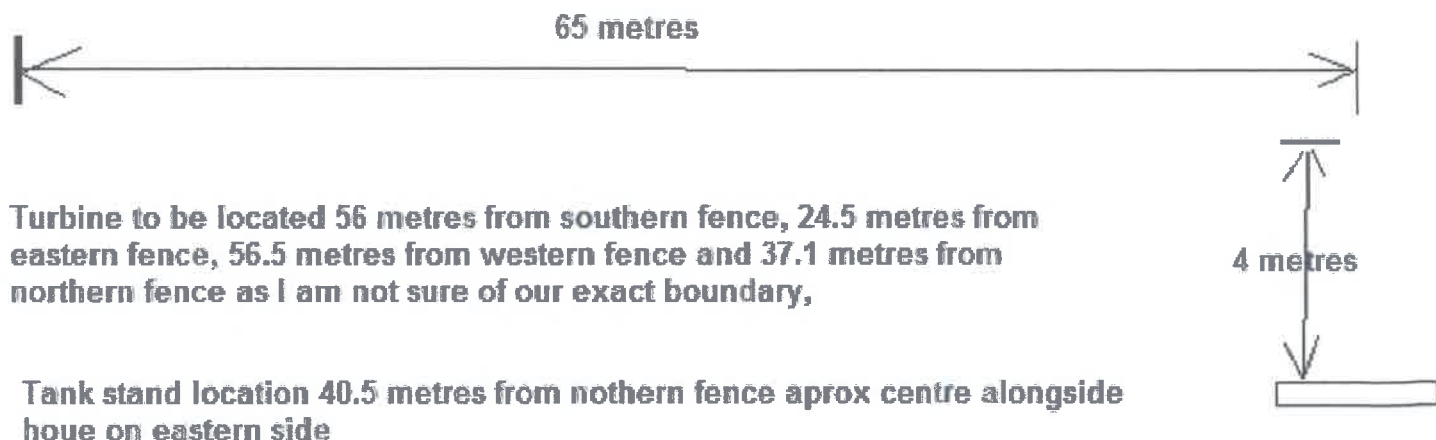
Measurements taken
from fence lines



State Agents Co-operative, PSMA 08/2017

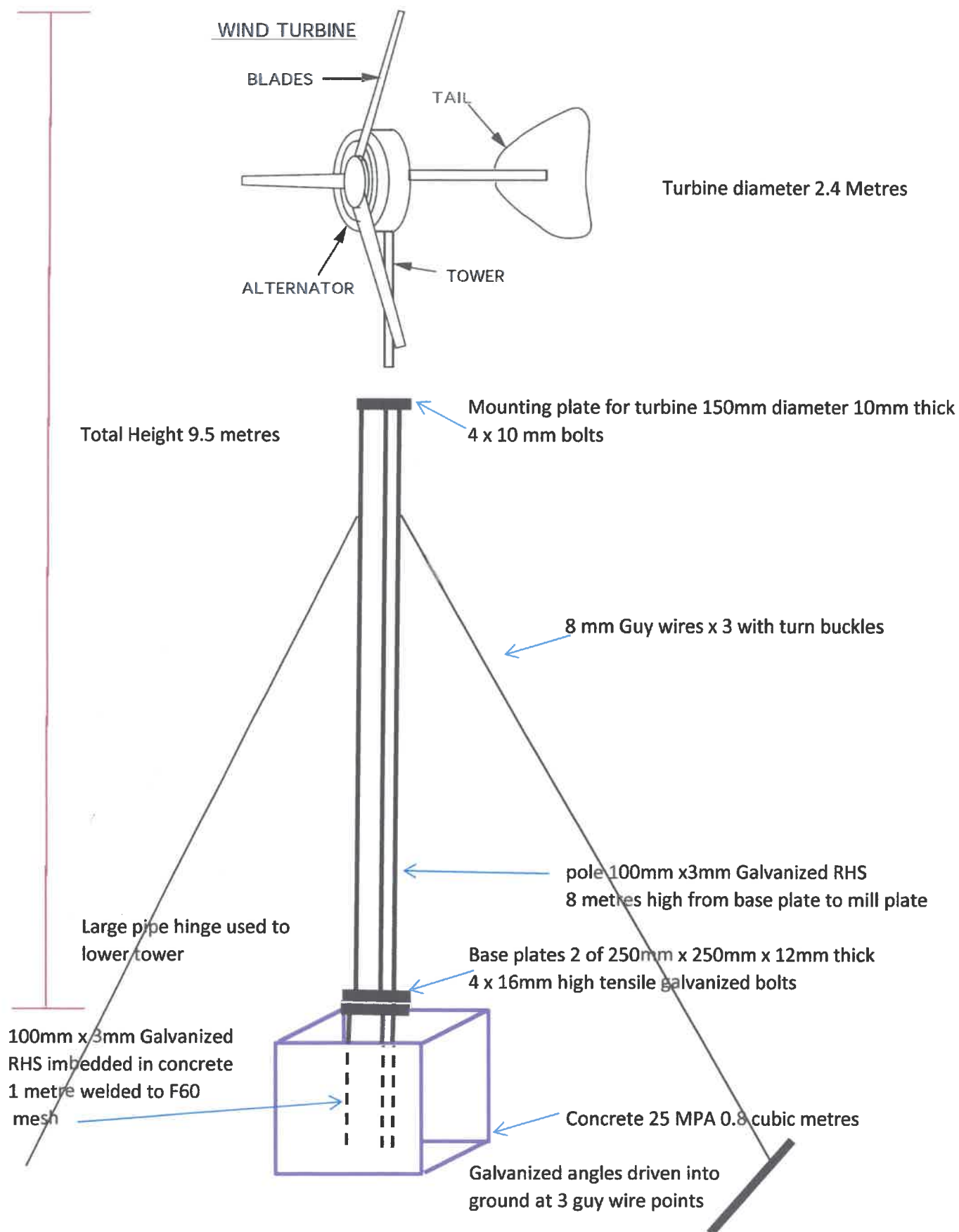
Information is obtained from various sources and cannot be guaranteed. You must make your own enquiries as to its accuracy.

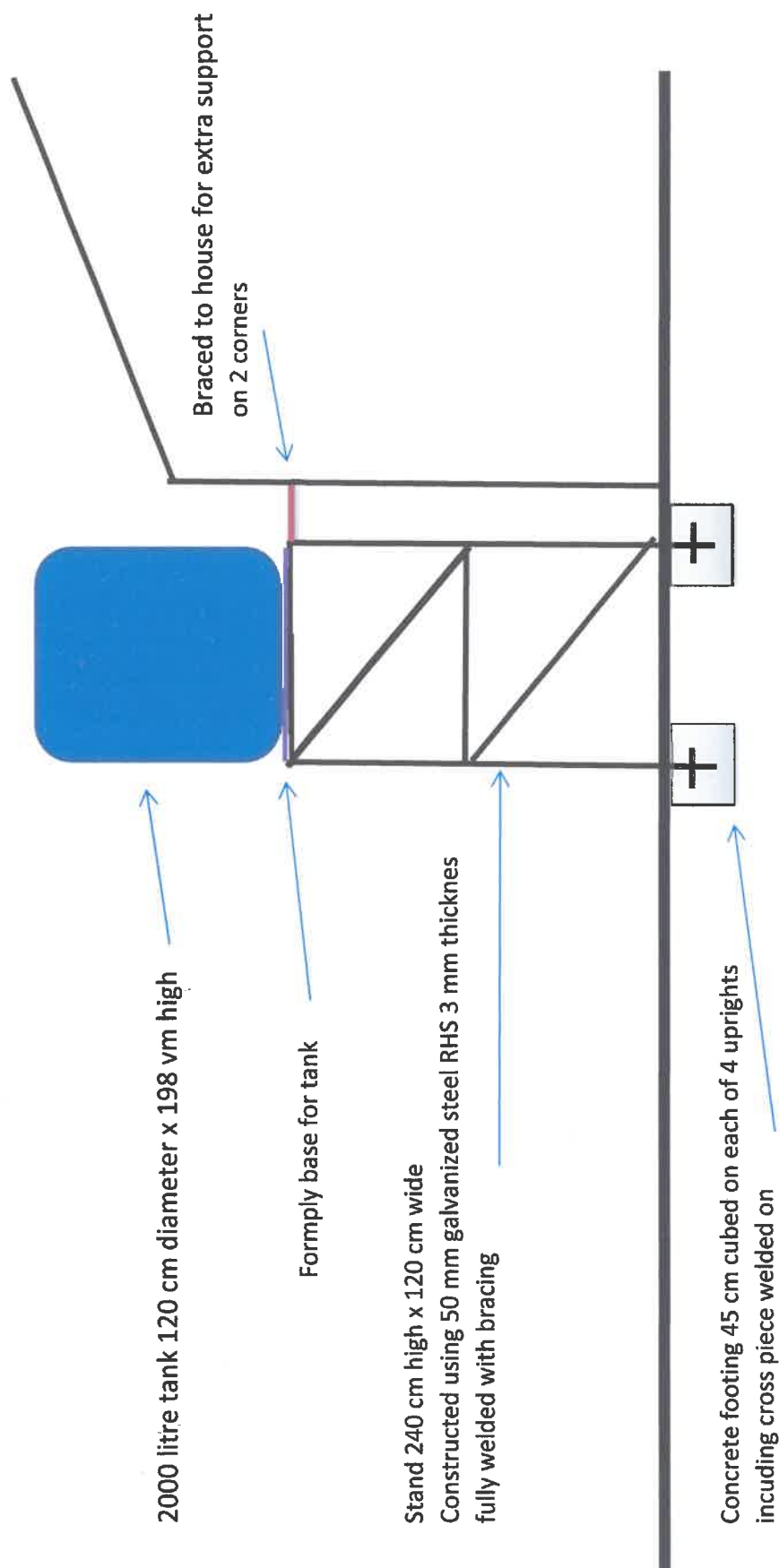
Address	Status Area	Lot/Plan	Type	Council	Last Sale
24 McDonalds Lane ROCKY RIVER	8094M	52/DP755846	Country Residence	Uralia	



Turbine to be located 56 metres from southern fence, 24.5 metres from eastern fence, 56.5 metres from western fence and 37.1 metres from northern fence as I am not sure of our exact boundary,

Tank stand location 40.5 metres from northern fence approx centre alongside house on eastern side





OBJECTION TO DA-11-2019.

(WIND TURBINE & TANK STAND at 24 Mcdonalds Lane, ROCKY RIVER, 2358.)

1/ WIND TURBINE:

The proposed site and any where on the property of 24 Mcdonalds Lane is unacceptable due to the WIND TURBINE's height and visibility combined with the regular loud noises emanating from the cheap Chinese construction as demonstrated by its previous location at the front of the property!

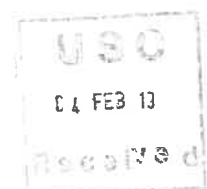
The new proposed location, doesn't address the problems and impact on neighbours amenity which was demonstrated by the previous DA (34-2018) being rejected by Council and direction for it to be removed.

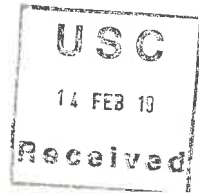
Furthermore, everywhere on the property of 24 Mcdonalds Lane is within 200 metres of my dwelling or neighbouring dwellings. Therefore, the proximity of the WIND TURBINE to other dwellings is not compliant with legislative minimum distance requirements to prevent negative impact on neighbourhood amenity .

1/ TANK STAND:

No details were provided in the letter I received from Council in Da-11-2019 for a TANK STAND. Consequently, given the pattern of various previous DA's by the applicant being unreasonable, I have to assume that whatever is being planned will most likely have an adverse impact on my property and my neighbours quiet enjoyment and amenity .

Therefore, I object to the TANK STAND as well.





12th February 2019

Mr. Matt Clarkson
Manager Planning & Regulation
Uralla Shire Council
32 Salisbury Street
URALLA N.S.W. 2358

**RE: OBJECTION TO DEVELOPMENT APPLICATION
DEVELOPMENT APPLICATION No: DA – 11-2019
PROPOSED ACTIVITY: WIND TURBINE & TANK STAND
ADDRESS: 24 MCDONALDS LANE ROCKY RIVER
APPLICANT: MR A & MRS D VANDEN HOOGEN**

Dear Matt,

This letter is an objection to the above-mentioned proposal based on the following grounds.

The below are the same objections as stated on my previous DA objection dated 14th June 2018.
(a copy of which is attached)

- The proximity of the wind turbine to existing residential dwellings. I believe written consent from landowners with residences within 200m of proposed turbines must be given.
- The location & height of the wind turbine in relation to impact on landscape values, visual impact and conservation of the natural landscape.
- Noise impact (sleep disturbance and noise annoyance)
- The environmental impact to wildlife such as bird deaths from collisions.
- Potential hazards such as blade throw, involving the blades breaking or being ejected during operation. (Certifying documentation should be provided to state this construction meets all relevant Australian Safety Standards)

Further to the above, the following are additional objections.

- The wind turbine structure is the same height as previous DA.
- The new DA – 11 – 2019 shows the wind turbine at a new location. I believe the location & height of the wind turbine will still have a significant impact on the amenity of the area.
- There are no guarantees that the re-location of the wind turbine will reduce noise impact & annoyance.
- The wind turbine will still have an adverse impact on the scenic quality and integrity of the landscape from various viewpoints. It is my belief the viewer sensitivity level classification is HIGH given the relative apparent size (visual magnitude) of the wind turbine.
- Consideration should also be given to the potential for existing vegetation to be lost through circumstances such as trees burning down in bushfires, trees falling over due to wind storms or senescence. In the event of this happening the wind turbine would have a much greater domination of the landscape.

I received a letter from Mr. & Mrs. Vanden Hoogen dated 4th January 2019. (a copy of which is attached) I was asked to sign this letter if I agreed to the proposal. Obviously, I did not agree to the proposal. I was bemused by this letter that stated the following.

- “My wind turbine would be 65 meters further into our property which would bring it down 4 meters lower than the original position”.
- “This will mean the house & sheds will ~~help buffer~~ any noise created by it and lower it 4 meters from the tree line. It will not catch strong southerly winds, ~~but I am hopeful~~ the east and westerlies will work and ~~perhaps~~ some from the north”
- “~~You may still be able to see it from your property in the new location~~ but being 4 meters lower ~~should not~~ impair your amenity vision greatly”

I do not believe 4 meters will make any difference whatsoever to the vertical extent to which the wind turbine would be visible, given the actual height of the wind turbine and topography of the land. In fact, there is no evidence or a survey to show or prove the measurements / distance as stated by Mr. & Mrs. Vanden Hoogen.

Mr. & Mrs. Vanden Hoogen’s letter clearly states the wind turbine will still be noisy. One can be hopeful of wind patterns & strengths. However, one cannot control the wind. In addition, how is it possible for Mr. & Mrs. Vanden Hoogen to know the wind turbine will not impair my amenity vision greatly?

Given the previous impacts I experienced when the wind turbine was in use, I was relieved and grateful when the previous DA was refused, and the wind turbine was taken down. The difference between the wind turbine being erected & removed was enormous.

In my opinion the wind turbine can only be described as a monstrosity.

Therefore, I strongly object to the approval of this DA.

In closing, I cannot emphasize the following strongly enough.

- I believe the relocation of the wind turbine will not make any difference whatsoever. I believe it will still have the same impacts as the previous location. In fact, there are no guarantees to prove this otherwise.
- I am still of the belief that written consent from landowners with residences within 200 meters of proposed turbines must be given.

Thank you once again, for taking the time to read my objections and concerns. I again anticipate a positive outcome.

I await your reply.

Yours sincerely,

***** **Proposed Tank Stand** *****

There are no details provided. Given the impact of the previous DA, I request comprehensive details such as location & height. Until such time as I receive details, I am not prepared to give any consideration to this DA.

Therefore, at this stage I object to the proposed tank stand. DA

COPY

14th June 2018

Mr. Matt Clarkson
Manager Planning & Regulation
Uralla Shire Council
32 Salisbury Street
URALLA N.S.W. 2358

**RE: OBJECTION TO DEVELOPMENT APPLICATION
DEVELOPMENT APPLICATION No: DA – 34 – 201
PROPOSED ACTIVITY: WIND TURBINE
ADDRESS: 24 MCDONALDS LANE ROCKY RIVER
APPLICANT: MR A & MRS D VANDEN HOOGEN**

Dear Matt,

This letter is an objection to the above-mentioned proposal based on the following grounds.

- The proximity of the wind turbine to existing residential dwellings. I believe written consent from landowners with residences within 200m of proposed turbines must be given.
- The location & height of the wind turbine in relation to impact on landscape values, visual impact and conservation of the natural landscape.
- Noise impact (sleep disturbance and noise annoyance)
- The environmental impact to wildlife such as bird deaths from collisions.
- Potential hazards such as blade throw, involving the blades breaking or being ejected during operation. (Certifying documentation should be provided to state this construction meets all relevant Australian Safety Standards)

I also wish to express my disappointment & concern due to the fact that the wind turbine has already been constructed and has been in full use for some months now. At no point has there been any consultation between the applicant & myself regarding this development.

I have found the wind turbine to be noisy on most occasions. The noise impact is of great concern.

Thankyou for taking the time to read my objections and concerns. I anticipate a positive outcome for all parties concerned.

I await your reply.

Yours sincerely,



A.M. & D.L. Vanden Hoogen

24 McDonalds Lane, Rocky River, NSW, 2358

4-Jan-19

RE Proposed relocation of 2 KW wind turbine.

I am considering relocating my wind turbine 65 metres further into our property which will bring it down 4 metres lower than the original position. (So far my extra costs will be around \$1100.00 for heavy duty cable and concrete foundations)

This will mean the house and sheds will help buffer any noise created by it and lower it 4 metres from the tree line. It will not catch strong southerly winds but I am hopeful the east and westerlies will work and perhaps some from the north.

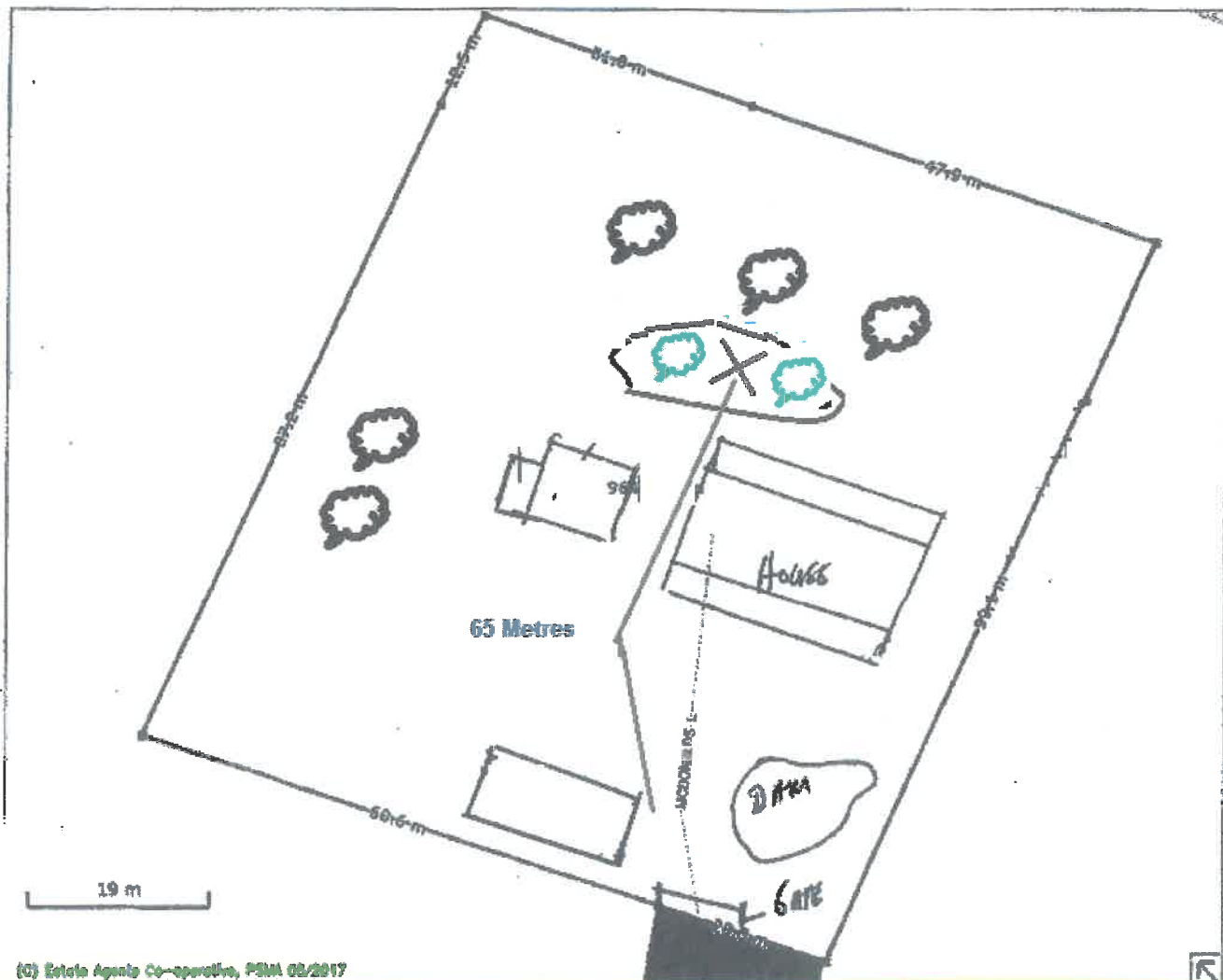
You may still be able to see it from your property in the new location but being 4 metres lower should not impair your amenity vision greatly.

I do not wish to pay our hard earned money for a development application only to find it refused again.

If you agree to my proposal please sign the other sheet with the plan and return it to me so I can then decide on my next course of action with council.

**Regards
Antonius Vanden Hoogen**

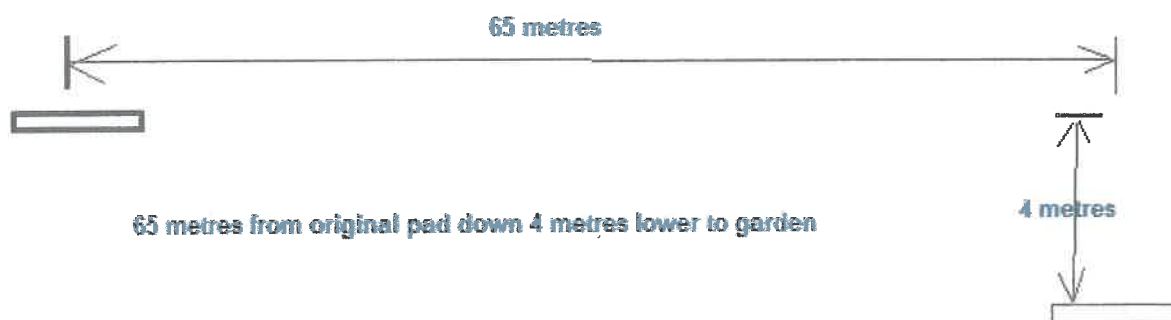
COPY



(C) Estate Agents Co-operative, PSMA 02/2017

This information is obtained from various sources and cannot be guaranteed. You must make your own enquiries as to its accuracy.

Address	Status Area	Lot/Plan	Type	Council	Last Sale
24 McDonalds Lane ROCKY RIVER	8094M	52/DP755846	Country Residence	Urella	



I agree to the proposed relocation of wind turbine as per above plan.

Signed

COPY

OBJECTION TO DA-11-2019
WINDTURBINE AND TANK STAND
24 McDONALD LANE ROCKY RIVER



WIND TURBINE

THE PROPOSED SITE MAY REDUCE THE VISUAL IMPACT ON MY PROPERTY BUT I DO NOT BELIEVE THAT IT WILL HAVE ANY REAL REDUCTION ON NOISE LEVELS. I NOTE THAT THE HEIGHT OF THE TURBINE ABOVE GROUND LEVEL HAS NOT BEEN SHOWN. THE LAST PAGE IN THE LETTER SENT SHOWS SOME OF THE SPECIFICATIONS FOR THE CONSTRUCTION OF THE TURBINE. THERE IS NO INDICATION THAT THE POLE SHOWN (6 METRES) IS THE LENGTH OF POLE TO BE USED.

TANK STAND

HOW CAN I OBJECT OR NOT TO THE TANK STAND WHEN NO INFORMATION HAS BEEN PROVIDED BY COUNCIL AS TO THE HEIGHT AND LOCATION OF THE STAND IN THIS DAY AND AGE PRESSURE PUMPS EXIST. I SEE NO REASON FOR A TANK STAND.

THEREFORE I OBJECT TO THE WIND TURBINE AND THE TANK STAND GOING AHEAD.

Development Assessment Report

DA Number: DA-11-2019

Council: Uralla Shire Council

Location: 24 McDonalds Lane ROCKY RIVER

Development Description: Wind Turbine & Tank Stand

Title Details: Lot: 52 DP: 755846

Property Details/History

	Checked	Comments
File History	Yes	
Title Plan	Yes	
Check Ownership	Yes	

Application Type

Is this application an Integrated Development Application? No

Is it a BASIX affected development? No

Concurrence/Referral

Section 4.13 – EP & A Act

Does this application require concurrence or referral? No

Is there any other issue that requires notation? No

Does this application require referral for decision by Council? Yes

Local Environmental Plan

Section 4.15(1)(a)(i) – EP & A Act

This land is zoned: RU2 Rural Landscape

List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes	Electricity generating works are permitted with consent.

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

Do 'existing use' provisions apply to this development? No

Development Control Plan

Section 4.15(1)(a)(iii) – EP & A Act

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

Regional Environmental Plan

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

State Environmental Planning Policy

Is this proposal affected by a SEPP?

Yes

List all relevant SEPPs

SEPP	Compliance	Comment
State Environmental Planning Policy (Primary Production and Rural Development) 2019	Yes	

Environmental Impacts

Section 79c(1)(b) – EP & A Act

Does this proposal have any potential environmental impacts?

Yes

	Impact	Comment
Amenity	Yes	Site inspection showed that the turbine will be visible to neighbours, though the location will minimise the effects on viewsheds, and amenity impacts are considered acceptable. Impacts on visual amenity from the tank stand are not considered significant.
Noise	Yes	Some noise will be generated by the turbine, however it is reasonable to suggest that the impacts on neighbours will be minimal due to the location. This has been addressed by consent conditions 12 and 13.

Environmental Impacts – Threatened Species

Section 4.15(1)(b) – EP & A Act

Has a Threatened Species Impact Assessment been prepared?

No

Environmental Impacts – Heritage

Section 4.15(1)(b) – EP & A Act

Does this proposal have any potential impact on?

Heritage	Impact	Comment
European	No	
Aboriginal	No	

Flooding

Section 4.15(1)(b) – EP & A Act

Is this property flood affected?

No

Bush Fire Prone Land

Section 4.15(1)(b) – EP & A Act

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

Yes

Category: Buffer

Comment: No significant impact expected.

Contaminated Land

Section 4.15(1)(b) – EP & A Act

Has this land been identified as being contaminated land by Council? No

Infrastructure

Has an engineering assessment been completed? No

Does this proposal have any potential infrastructure impacts? No

Construction Assessment

Is a construction assessment required? No

Section 68 Assessment

Section 68 – LGA Act

Is a section 68 approval required? No

Developer Contributions

Section 7.11 – EP & A Act

Does this proposal require any Developer Contribution? No

Signage

Does this proposal require signage? No

Notification

Section 4.15(1)(d) – EP & A Act

Was this application notified? Yes

Is this application an advertised development application? No

Were there any written submissions received? Yes

If Yes, what was the number of submissions received? 3

Submission Maker	Issue	Comment
Sharyn Kelly	Visual amenity and noise.	The proposed wind turbine location is circa 65 metres further away, and around 4 metres lower in elevation than the previous application for a wind turbine on the same site from Mr Vanden Hoogen, being DA-34-2018. Further, site inspection showed that the proposed wind turbine will be largely hidden by structures and / or vegetation. As previously noted, impacts on visual amenity from the tank stand are not considered significant.
Robert Thirlwell	Visual amenity and noise.	As above.
Calum Findlay	Visual amenity and noise.	As above.

Section 88b Instrument

Does Council require a Section 88b instrument to be prepared? No

3

Public Interest

Section 79c(1)(e) – EP & A Act

Does this proposal have any construction or safety issues?

No

Site Suitability

Section 4.15(1)(c) – EP & A Act

Is this a suitable site for this proposal

Yes

Assessing Officer General Comment

ASSESSMENT – KEY ISSUES

No issues warranting further detailed consideration have been identified.

Recommendation

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

Conclusion

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

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

Additional Notes Attached:

No

Signed:

Matt Clarkson, Manager of Development and Planning

Date: 14.5.2019

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.

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 a consistent 55 decibels measured at ground level 15 metres from the turbine base or 48 decibels at the property boundary.

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.

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 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.

12. MOTIONS ON NOTICE/QUESTIONS WITH NOTICE

There are no Motions on Notice or Questions with Notice.

13. CONFIDENTIAL MATTERS

14. CONCLUSION OF THE MEETING

END OF BUSINESS PAPER