



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

15 December 2020

Kate Jessep
GENERAL MANAGER



Uralla Shire Council
Council Business Paper – 15 December 2020

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BUSINESS AGENDA

Ordinary Meeting of Council

15 December 2020, 12:30pm

- 1. Opening & Welcome**
- 2. Prayer**
- 3. Acknowledgement of Country**
- 4. Webcast Information**
- 5. Apologies & Requests for Leave of Absence by Councillors**
- 6. Disclosures & Declaration of Interest**
- 7. Confirmation of Minutes**
 - 7.1. Ordinary Meeting of Council held 24 November 2020
 - 7.2. Budget Review and Finance Committee Meeting held 13 October 2020
- 8. Tabling of Petitions**
- 9. Urgent; Supplementary & Late Items of Business**
 - 9.1. Late Report
 - 9.2. Urgent items
 - 9.3. Supplementary items
- 10. Written Reports from Delegates**
 - 10.1. Councillor I Strutt Delegate Report Central Northern Regional Library
- 11. Items Passed in Bulk**
- 12. Mayoral Minute**
 - 12.1. Long Service Awards
 - 12.2. Virtual ZOOM LGNSW Annual Conference Summary
 - 12.3. School Presentation Day 2020
- 13. Public Forum/Presentation**
- 14. Reports of Committees**
 - 14.1. Report to Council - Uralla Township & Environs Committee (UTEC) Minutes 10 November 2020
 - 14.2. Report to Council - New England Joint Organisation Committee Minutes for 29 September 2020 & 30 November 2020
- 15. Reports to Council**
 - 15.1. Cash at Bank and Investments
 - 15.2. Works Progress Report as at 30 November 2020
 - 15.3. Information Report to November Council Resolution 15.11/20
 - 15.4. Development Application 87/2019 - Dwelling, garage and strata subdivision at 51 John Street Uralla
 - 15.5. Draft Policy – Gifts and Benefits
 - 15.6. Draft Policy - Provision of Information and Interaction between Councillors and staff
 - 15.7. Register Resolutions Actions Status
 - 15.8. Uralla Shire Council 2020 Summary of Achievements

16. Motions on Notice/Questions with Notice

- 16.1. Procurement Favouring Local Suppliers
- 16.2. Open Workshops to the Public
- 16.3. Policy – Code of Meeting Practice
- 16.4. Councillors Expenses

17. Confidential Matters

- 17.1. Confidential Report UINT/20/11183 - Supply and Delivery Horizontal Discharge Bitumen Truck
RFT936816 Evaluation Recommendation

18. Communication of Council Decisions

19. Conclusion of the Meeting

1. OPENING & WELCOME

2. PRAYER

3. ACKNOWLEDGEMENT OF COUNTRY

4. WEBCAST INFORMATION

5. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

6. DISCLOSURES & DECLARATIONS OF INTEREST

To be tabled at the Meeting.

7. CONFIRMATION OF MINUTES

Minutes to be confirmed at the 15 December 2020 Meeting of Council:

7.1. Ordinary Meeting of Council held 24 November 2020

Minutes to be received and noted at the 15 December 2020 Meeting of Council:

7.2. Budget Review and Finance Committee Meeting held 13 October 2020



MINUTES of

ORDINARY MEETING OF COUNCIL

Held at 12:30pm 24 November 2020

Present at Meeting:

Councillors:

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

Staff:

Ms K Jessep, *General Manager*
Mr S Paul, *Chief Financial Officer*
Mr T Seymour, *Director Development & Infrastructure*
Ms C Valencius, *Executive Manager Corporate Services*
Ms Nathalie Heaton, *Coordinator Governance & Risk*
Mr M Clarkson, *Manager Planning & Development*
Mr Aidan MacQueen, *Manager Waste, Water & Sewer*
Ms W Westbrook, *Minute Clerk*

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ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr I Strutt (Deputy Mayor), and Councillors, R Bell, M Disting, N Ledger, T O'Connor, L Sampson, R Crouch, T Toomey, General Manager (Mrs K Jessep), Director Infrastructure and Development (Mr T Seymour), Executive Manager Corporate Services (Ms C Valencius), Chief Financial Officer (Mr S Paul), and Minute Clerk (Ms W Westbrook).

1. OPENING & WELCOME

The Chair declared the meeting opened at 12:30pm

The Chair welcomed the Council's Auditor, Mr Chris Harper (via zoom); and the Audit, Improvement and Risk Committee independent members Mr Michael O'Connor (Chair), Mr Paul Packham, and Ms Deborah Creed (via zoom).

2. PRAYER

The Chair read the prayer.

3. ACKNOWLEDGEMENT TO COUNTRY

The Chair read the acknowledgement to country.

4. WEBCAST INFORMATION

The Chair advised the meeting was recorded, with the recording to be made available on Council's website.

5. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

The Chair advised there were no apologies received.

The Chair advised there were no applications for leave of absence received.

The Chair advised that Cr O'Connor would be departing the meeting at 2.50pm.

6. DISCLOSURES & DECLARATION OF INTERESTS

The Chair advised there were no disclosures or declarations made.

ANNOUNCEMENTS

The Chair referred Councillors to the following:

"One of our staff members passed away yesterday, Monday 23 November 2020. Michael Gerrad moved here to Uralla with his family in 2016. Michael worked with Uralla Shire Council over the past four years as the Information Technology Manager and he will be sadly missed. Let us have minute's silence paying respect to Michael."

7. CONFIRMATION OF MINUTES

Minutes to be confirmed at the 24 November 2020 Meeting:

7.1 Minutes of Ordinary Meeting held 27 October 2020 (unconfirmed)

AMENDMENTS

The Chair referred Councillors to the Minutes of the Ordinary Meeting held 24 November 2020 and called for amendments. Delegates reports - Cr Toomey was not at the Councillor Workshop for Home Based Regulation Policy. Page 20 motion by Cr O'Connor – list conditions in foreshadowed motion.

MOTION (Moved: Cr Dusting / Seconded: Cr Crouch)

That Council adopt the Minutes, with amendments as noted, as a true and correct record of the Ordinary Meeting held 27 October 2020.

01.11/20 CARRIED UNANIMOUSLY

7.2 Minutes of Extraordinary meeting held 10 November 2020 (unconfirmed)

AMENDMENTS

The Chair referred Councillors to the Minutes of the Extraordinary Meeting held 10 November 2020 and called for any amendments.

MOTION (Moved: Cr Strutt/ Seconded: Cr Ledger)

That Council adopt the Minutes, as a true and correct record of the Ordinary Meeting held 10 November 2020.

02.11/20 CARRIED

Cr O'Connor abstained from voting, required his name to be recorded.

8. TABLING OF REPORTS & PETITIONS

There were no reports or Petitions to be tabled.

9. URGENT, SUPPLEMENTARY & LATE ITEMS/REPORTS OF BUSINESS

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

10. WRITTEN REPORTS FROM DELEGATES

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

COUNCILLOR NAME: Mark Dusting		
COUNCIL MEETING DATE: 24 November 2020		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
8 November 2020	New England Weeds County Council Admin	Phone
10 November 2020	Councillor workshop <ul style="list-style-type: none">- Water Restriction Levels- Ground water Investigations Project- Water Modelling Continuous Improvement	Uralla
10 November 2020	Extraordinary Meeting	Chambers
12 November 2020	NSWLG Conference Trial – ZOOM	Ipad
17 November 2020	Northern Tablelands Regional Weed Committee	Armidale
17 November 2020	Councillor workshop <ul style="list-style-type: none">- Water Restriction Levels- Developer Contributions- Integrated Water Cycle Management Plan Overview- Organisation Structure Review- Continuous Improvement	Uralla
23 November 2020	LGA Conference – NSWLG - ZOOM	Armidale
24 November 2020	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:	Robert Crouch	
COUNCIL MEETING DATE:	24 November 2020	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10 November 2020	NAIDOC Week Celebrations	Uralla
10 November 2020	Extraordinary meeting	Uralla
10 November 2020	Councillor workshop <ul style="list-style-type: none"> - Water Restriction Levels - Ground water Investigations Project - Water Modelling - Continuous Improvement 	Uralla
17 November 2020	Councillor workshop <ul style="list-style-type: none"> - Water Restriction Levels - Developer Contributions - Integrated Water Cycle Management Plan Overview - Organisation Structure Review - Continuous Improvement 	Uralla
24 November 2020	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:	Levi Sampson	
COUNCIL MEETING DATE:	24 November 2020	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10 November 2020	Councillor workshop <ul style="list-style-type: none"> - Water Restriction Levels - Ground water Investigations Project - Water Modelling - Continuous Improvement 	Uralla
10 November 2020	Extraordinary meeting	Uralla
17 November 2020	Councillor workshop <ul style="list-style-type: none"> - Water Restriction Levels - Developer Contributions - Integrated Water Cycle Management Plan Overview - Organisation Structure Review - Continuous Improvement 	Uralla
24 November 2020	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:	Natasha Ledger	
COUNCIL MEETING DATE:	24 November 2020	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
6 October 2020	McCrossing's Mill Tour	Uralla
10 October 2020	NAIDOC Day Uralla Township & Environment Committee	Uralla
13 October 2020	Budget Review & Finance Committee Meeting	Uralla
13 October 2020	Audit, Risk & Improvement Committee Meeting	Uralla
2 November 2020	Australia Day Committee – Funding Meetings	Uralla
4 November 2020	Bundarra School of Arts Committee	Bundarra
4 November 2020	Mundays Lane Boot Sale	Uralla
10 November 2020	Extraordinary Council Meeting	Chambers
10 November 2020	Councillor workshop <ul style="list-style-type: none"> - Water Restriction Levels 	Uralla

	<ul style="list-style-type: none"> - Ground water Investigations Project - Water Modelling - Continuous Improvement 	
11 November 2020	Remembrance Day Ceremony	Uralla
17 November 2020	Councillor workshop <ul style="list-style-type: none"> - Water Restriction Levels - Developer Contributions - Integrated Water Cycle Management Plan Overview - Organisation Structure Review - Continuous Improvement 	Uralla
18 November 2020	Australia Day Committee Meeting	Chambers
24 November 2020	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:		Tara Toomey
COUNCIL MEETING DATE:		24 November 2020
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10 November 2020	Councillor workshop <ul style="list-style-type: none"> - Water Restriction Levels - Ground water Investigations Project - Water Modelling - Continuous Improvement 	Uralla
10 November 2020	Extraordinary Meeting	Chambers
10 November	UTEC meeting	Chambers
24 November 2020	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:		Robert Bell
COUNCIL MEETING DATE:		24 November 2020
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10 November 2020	Extraordinary Meeting	Chambers
10 November 2020	Councillor workshop <ul style="list-style-type: none"> - Water Restriction Levels - Ground water Investigations Project - Water Modelling - Continuous Improvement 	Uralla
17 November 2020	Councillor workshop <ul style="list-style-type: none"> - Water Restriction Levels - Developer Contributions - Integrated Water Cycle Management Plan Overview - Organisation Structure Review - Continuous Improvement 	Uralla
24 November 2020	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:	Tom O'Connor	
COUNCIL MEETING DATE:	24 November 2020	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10 November 2020	Extra-Ordinary Meeting of Council	Chambers
10 November 2020	Councillor workshop <ul style="list-style-type: none"> - Water Restriction Levels - Ground water Investigations Project - Water Modelling - Continuous Improvement 	Uralla
17 November 2020	Councillor workshop <ul style="list-style-type: none"> - Water Restriction Levels - Developer Contributions - Integrated Water Cycle Management Plan Overview - Organisation Structure Review - Continuous Improvement 	Uralla
24 November 2019	Ordinary Council Meeting	Chambers
1 July 2019 to 24 November 2020	Councillor's expenses claim	\$Nil

COUNCILLOR NAME:	Isabel Strutt	
COUNCIL MEETING DATE:	24 November 2020	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
4 November 2020	70 th Anniversary of Uralla Women's Bowling Club	Uralla
6 November 2020	Uralla Men's Shed Official Opening of New Metal Shed	Uralla
10 November 2020	NAIDOC Week Flag Raising Ceremony and Morning Tea	Uralla
10 November 2020	Extraordinary Council Meeting	Uralla
10 November 2020	Councillor workshop <ul style="list-style-type: none"> - Water Restriction Levels - Ground water Investigations Project - Water Modelling - Continuous Improvement 	Uralla
10 November	UTEC meeting	Chambers
11 November 2020	Remembrance Day Service	Uralla
11 November 2020	Unveiling of Commemorative Plaque at Uralla Central School	Uralla
11 November 2020	CNRL Meeting	Tamworth
12 November 2020	McMaugh Gardens 30 th Anniversary Celebration Burying of Time capsule	Uralla
17 November 2020	Councillor workshop <ul style="list-style-type: none"> - Water Restriction Levels - Developer Contributions - Integrated Water Cycle Management Plan Overview - Organisation Structure Review - Continuous Improvement 	Uralla
18 November 2020	Youth Week Roundtable	Chambers
23 November 2020	LGNSW Online Annual Conference	Chambers

24 November 2020	Ordinary Council Meeting	Chambers
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COUNCILLOR NAME:		Michael Pearce
COUNCIL MEETING DATE:		24 November 2020
DATE	COMMITTEE/MEETING/EVENT	LOCATION
26 October 2020	Rotary Meeting – GM guest speaker	Uralla
28 October 2020	Mayor's Office – Admin. 2AD Radio interview	
29 October 2020	Mayor's Office - Admin	Uralla
2 November 2020	Mayor's Office - Admin	
3 November 2020	Mayor's Office - Admin	Uralla
4 & 5 November 202	Meetings with General Manager and LGNSW/others and Joint Organisation Chairs meeting.	Sydney
6 November 2020	Country Mayors Association AGM and Board meeting.	Sydney
7 November 2020	Bundarra Camp Draft, representing Uralla Shire Council.	Bundarra
9 November 2020	Mayor's Office - Admin	Uralla
10 November 2020	NAIDOC week ceremony. Extra-Ordinary Council meeting.	Uralla
10 November 2020	Councillor workshop <ul style="list-style-type: none"> - Water Restriction Levels - Ground water Investigations Project - Water Modelling - Continuous Improvement 	Uralla
11 November 2020	Mayor's Office – Admin. 2AD Radio interview. Remembrance Day ceremony, Memorial Gates, Alma Park.	Uralla
11 November 2020	Unveiling of Commemorative Plaque at Uralla Central School	Uralla
12 November 2020	Mayor's Office – Admin. 30 th Anniversary McMaugh Gardens Aged Care Centre, time capsule ceremony.	Uralla
16 November 2020	Mayor's Office - Admin	Uralla
17 November 2020	Mayor's Office – Admin.	Uralla
17 November 2020	Councillor workshop <ul style="list-style-type: none"> - Water Restriction Levels - Developer Contributions - Integrated Water Cycle Management Plan Overview - Organisation Structure Review - Continuous Improvement 	Uralla
18 November 2020	Mayor's Office – Admin. Youth week morning tea with local School students, Question and Answer session.	Chambers
19 November 2020	Mayor's Office – Admin.	Uralla
23 November 2020	Mayor's Office – Admin. LGNSW Conference Zoom meeting.	Chambers
24 November 2020	Mayor's Office – Admin. November Ordinary Council meeting.	Chambers

The Chair advised the Delegates report have been tabled.

10.3 WRITTEN REPORTS FROM DELEGATES (Reports to Council)

The Chair advised there were no written reports from delegates.

11. ITEMS PASSED IN BULK

The Mayor called for agenda items dealt with, in bulk, by exception – as per Section 13 of Council's Code of Meeting Policy.

Councillors indicated which items of business they wished to speak on or may vote against. The following item(s) were then moved en bloc.

MOTION Moved: Cr Ledger / Seconded: Cr Sampson

That Council adopt the Officer's Recommendation of the following items of business on the agenda by way of a single resolution:

03.11/20 15.1. Report 1 - Cash at Bank and Investments
CARRIED UNANIMOUSLY

15.1 REPORT – Cash at Bank and Investments

MOTION Moved: Cr Ledger / Seconded: Cr Sampson

That:

1. Council note the cash position as at 31 October, 2020 consisting of cash and overnight funds of \$1,928,069, term deposits of \$15,126,569 totalling \$17,054,637 of readily convertible funds.
 2. Council note the loan position as at 31 October, 2020 totalling \$2,132,015.
- 04.11/20 **CARRIED UNANIMOUSLY**

12. MAYORAL MINUTE

12.1 Youth Week Forum 2020

MOTION Moved: Cr Chair/ Seconded: Cr Ledger

That the Mayoral Minute on the Youth Week Forum 2020 be received and noted.

05.11/20 **CARRIED UNANIMOUSLY**

13. PUBLIC FORUM/PRESENTATIONS

13.3 Speaker 1: Mr Bruce McMullen -15.8 Uralla Shire Council Annual Report 2019-2020

The Chair introduced the Speaker, Mr Bruce McMullen

The Speaker made a presentation to Council in relation to Speaking against the Annual Report in its current format.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for his presentation to Council.

14. REPORT OF COMMITTEES

There were no Reports of Committees to the 24 November 2020 Meeting

15. REPORTS TO COUNCIL (Scheduled Reports)

15.2 End of Financial Year Statements

PROCEDURAL MOTION Moved: Cr Strutt/ Seconded: Cr O'Connor

To move to Committee of the Whole and invite the Auditor to present his report.

06.11/20 CARRIED UNANIMOUSLY

The Auditor, Mr Chris Harper, Delegate of the Auditor-General for New South Wales presented his report on the conduct of the Audit (attached to business paper 15.2).

Councillors held a detailed discussion in committee regarding business paper 15.2.

PROCEDURAL MOTION Moved: Cr Crouch/ Seconded: Cr Toomey

To resume Standing Orders.

07.11/20 CARRIED UNANIMOUSLY

The Chair outlined details of the discussion held in committee.

MOTION (Moved: Cr Ledger/ Seconded: Cr Strutt)

That the Audited Financial Statements and Auditors Reports for the year ended 30 June 2020 be presented to the Public in accordance with Section 419(1) of the Local Government Act 1993.

08.11/20 CARRIED

Crs Toomey & O'Connor requested that their vote against the motion be recorded.

15.3 Quarterly Budget Review September 2020 (QBR)

PROCEDURAL MOTION Moved: Cr O'Connor/ Seconded: Cr Crouch

To move to Committee of the Whole.

09.11/20 CARRIED UNANIMOUSLY

Cr Dusting left meeting 1:31pm

Cr Dusting returned to meeting 1:34pm

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr Strutt/ Seconded: Cr O'Connor

To resume Standing Orders.

10.11/20 CARRIED UNANIMOUSLY

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr O'Connor/ Seconded: Cr Strutt

- 1. That the first quarter budget review summary for the 2020/21 financial year be received and noted; and**
- 2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted; and**
- 3. That expenditure to be revoked from 2019/20 be adopted.**

11.11/20 CARRIED UNANIMOUSLY

15.4 Works Progress Report as at October 2020

PROCEDURAL MOTION Moved: Cr O'Connor/ Seconded: Cr Toomey
To move to Committee of the Whole.

12.11/20 CARRIED UNANIMOUSLY

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr Disting / Seconded: Cr Sampson
To resume Standing Orders.

13.11/20 CARRIED UNANIMOUSLY

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr Toomey/ Seconded: Cr Disting
That the report be received and noted for a) the works completed or progressed during October 2020, and works b) programmed for November 2020.

14.11/20 CARRIED UNANIMOUSLY

MOTION Moved: Cr O'Connor / Seconded: Cr Crouch
That a report be provided to next council meeting on c) Roads to Recovery and Local Roads & Community Infrastructure Funding Program.

15.11/20 CARRIED UNANIMOUSLY

Cr Disting abstained from voting, required his name to be recorded

15.5 DIVISION DECISION - Development Application 43/2020 Change of Use - Shed to Dwelling at 11 Court Street Bundarra

PROCEDURAL MOTION Moved: Cr Crouch/ Seconded: Cr Ledger
To move to Committee of the Whole.

16.11/20 CARRIED UNANIMOUSLY

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr O'Connor/ Seconded: Cr Crouch
To resume Standing Orders.

17.11/20 CARRIED UNANIMOUSLY

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr O'Connor / Seconded: Cr Disting
That Council refuse the Development Application 43/2020 for a Change of Use – Shed to Dwelling at 11 Court Street Bundarra (Lot 8 Section 60 DP 758181) as:

- 1. Pursuant to Section 4.15(1)(c) and (e) of the Environmental Planning and Assessment Act 1979, it is inappropriate to approve the conversion of a shed to a dwelling in an urban area as the site is unsuitable and it is not in the public interest.**
- 2. Pursuant to Clause 6.2(3)(a) of Uralla Local Environmental Plan 2012, development consent must not be granted to development on land to which this clause applies**

unless the consent authority is satisfied that the development is compatible with the flood hazard of the land.

3. Pursuant to Chapter 11 of the Uralla Development Control Plan 2011, building floor levels, including non-habitable rooms, must be at or above the Flood Planning Level;

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

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

AGAINST: Cr N Ledger

18.11/20 CARRIED

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

15.6 DPIE – Water Groundwater Investigation Project Funding

PROCEDURAL MOTION Moved: Cr Crouch/ Seconded: Cr Dusting

To move to Committee of the Whole.

19.11/20 CARRIED UNANIMOUSLY

Cr Ledger left the meeting 2:14pm

Cr Ledger returned to the meeting 2:15pm

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr O'Connor/ Seconded: Cr Strutt

To resume Standing Orders.

20.11/20 CARRIED UNANIMOUSLY

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr O'Connor/ Seconded: Cr Sampson

That Council accepts the funding offer from the NSW State Government of \$1,500,000 to undertake a Groundwater Investigation Project subject to the finalisation of the funding deed, for the investigation of groundwater or other alternative water sources capable of providing water security measures for the Uralla water supply.

21.11/20 CARRIED

15.7 Community Grants Panel Individual Application

MOTION Moved: Cr O'Connor/ Seconded: Cr Ledger

That Council adopt the Community Grants Panel Committee recommendation to award funding allocations under the 2020-21 Community Grants Program – Individuals category to:

- 1) Ms Robyn Wheeler for the amount of \$300.

22.11/20 CARRIED UNANIMOUSLY

15.8 Operational Plan 2020-21 Quarterly Report as at September 2020

PROCEDURAL MOTION Moved: Cr O'Connor/ Seconded: Cr Bell

To move to Committee of the Whole.

23.11/20 CARRIED UNANIMOUSLY

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr Toomey/ Seconded: Cr Dusting

To resume Standing Orders.

24.11/20 CARRIED UNANIMOUSLY

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr Strutt / Seconded: Cr Dusting

That Council receive and note the 2020-21 Operational Plan Progress Report at 30 September 2020.

25.11/20 CARRIED UNANIMOUSLY

15.9 Uralla Shire Council Annual Report 2019-2020

PROCEDURAL MOTION Moved: Cr O'Connor / Seconded: Cr Toomey

To move to Committee of the Whole.

26.11/20 CARRIED UNANIMOUSLY

Cr O'Connor left the meeting 3:01pm

Cr Toomey Left the Meeting 3:03pm

Cr Toomey returned to the meeting 3:09pm

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr Dusting/ Seconded: Cr Crouch

To resume Standing Orders.

27.11/20 CARRIED UNANIMOUSLY

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr Ledger/ Seconded: Cr Dusting

That Council:

- 1. Amended the USC Annual Report 2019-2020 to fully itemise Councillor expenses;**
- 2. Adopt the Uralla Shire Council Annual Report 2019-2020 at Attachment A as amended; and**
- 3. Note that Annual Report will be published on Council's website and submitted to the Minister for Local Government as required under section 428(5) of the NSW Local Government Act 1993.**

28.11/20 CARRIED UNANIMOUSLY

Cr O'Connor was absent at time of voting.

15.10 Resolutions Actions Status Report

Cr Ledger left meeting 3:07pm

MOTION Moved: Cr Toomey / Seconded: Cr Crouch

That Council receive and note the Resolutions Actions Status as at 24 November 2020.

29.11/20 CARRIED UNANIMOUSLY

Cr Ledger absent at time of voting

Cr Ledger returned to meeting 3:09pm

16 MOTIONS ON NOTICE / QUESTIONS WITH NOTICE

16.1 MOTION ON NOTICE: Council's Water & Wastewater Systems

MOTION Moved: Cr Crouch / Seconded: Cr Toomey

That an overview report on the status Council's water and wastewater systems for Uralla and Bundarra be prepared for Council that advises the current status of development of the Integrated Water Cycle Management Plan (IWCMP) and water and wastewater asset management and renewal planning.

30.11/20 CARRIED UNANIMOUSLY

17 CONFIDENTIAL MATTERS

PROCEDURAL MOTION Moved: Cr Dusing / Seconded: Cr Sampson

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 24 November 2020 meeting under section 10A (2)(d) (ii) of the Local Government Act (NSW) 1993.

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

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

(2) The matters and information are the following:

- c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,**
- d) commercial information of a confidential nature that would, if disclosed:**
 - (i) prejudice the commercial position of the person who supplied it, or**
 - (ii) confer a commercial advantage on a competitor of the council, or**
 - (iii) reveal a trade secret,**

Reason: report on commercial-in-confidence tender submissions.

31.11/20 CARRIED UNANIMOUSLY

REPORT TO CLOSED SESSION

17.1 CONFIDENTIAL REPORT - Tolley Bridge Tenders

MOTION Moved: Cr Ledger/ Seconded: Cr Bell

That Council accept the tender from Waeger Constructions Pty Ltd for the design and construction of a new concrete bridge over Tolleys Gully on Thunderbolts Way for the tendered price of \$544,000 (excl GST).

32.11/20 CARRIED UNANIMOUSLY
Cr O'Connor absent for voting.

MOVE TO OPEN SESSION

PROCEDURAL MOTION Moved: Cr Dusting/ Seconded: Cr Strutt

To return to Open Session of Council.

33.11/20 CARRIED UNANIMOUSLY

PROCEDURAL MOTION Moved: Cr Dusting/ Seconded: Cr Crouch

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

34.11/20 CARRIED UNANIMOUSLY

18 COMMUNICATION OF COUNCIL DECISIONS

The Chair communicated the Council decisions from the closed session:

Mayor: During the meeting the Council made the following resolutions:

- 1. That Council accept the tender from Waeger Constructions Pty Ltd for the design and construction of a new concrete bridge over Tolleys Gully on Thunderbolts Way for the tendered price of \$544,000 (excl GST).*
- 2. To return to Open Session of Council.*

19 CLOSURE OF MEETING

The meeting was closed at 3:20pm.

COUNCIL MINUTES CONFIRMED BY:

RESOLUTION NUMBER:	
DATE:	
MAYOR:	M Pearce



MINUTES

Budget Review & Finance Committee

Meeting 13 October 2020, 12:30pm, Council Chambers

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**Minutes of the Budget Review & Finance Committee Meeting
held at 13 October 2020, 12:30pm, Council Chambers**

Resolution No.

ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr R Crouch (Deputy Mayor), and Councillors, R Bell, M Dusting, N Ledger, T O'Connor, L Sampson, I Strutt, T Toomey, General Manager (Mrs K Jessep), Chief Financial Officer (Mr S Paul), Director Infrastructure and Development (Mr T Seymour), Executive Manager Corporate Services (Ms C Valencius), and Minute Clerk (Ms W Westbrook).

1. OPENING & WELCOME

The Chair declared the meeting opened at 12:45pm.

2. PRAYER

The Chair recited the Uralla Shire Council prayer.

3. ACKNOWLEDGEMENT OF COUNTRY

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

4. WEBCAST INFORMATION

This meeting is being audio recorded with the recording made available on Council's website after the meeting.

5. APOLOGIES, REQUESTS FOR LEAVE OF ABSENCE

The Chair advised there were no apologies received

6. DISCLOSURES & DECLARATION OF INTERESTS

There were no disclosures or declarations made.

7. CONFIRMATION OF MINUTES

Minutes to be confirmed at the 13 October 2020 Meeting:

- *Minutes of Budget Review and Finance Committee meeting held 11 August 2020 (to be confirmed)*

AMENDMENTS

- *Report 1 "First to First"*

MOTION Moved: Cr Strutt/ Seconded: Cr Dusting

That the Committee confirm the minutes, together with amendments as noted, as a true and accurate record of the Budget Review and Finance Committee meeting held 11 August 2020.

BRFC01.10/20 CARRIED UNANIMOUSLY

8. URGENT, SUPPLEMENTARY & LATE ITEMS OF BUSINESS

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

9. REPORTS TO COMMITTEE

Report 1 | Tiered Water Pricing

The Committee discussed the report and options in detail including further modelling options to be considered.

That the matter lay on the table until the December 2020 meeting of the Budget Review and Finance Committee.

Cr Sampson left meeting 1:54pm

Cr Sampson returned to meeting 1:56pm

Cr Ledger left meeting 1:56pm

Cr Ledger returned to meeting 1:56pm

MOTION (Moved: Cr Strutt/ Seconded: Cr Dusting)

BRFC02.10/20 CARRIED UNANIMOUSLY

10. NOTICE OF MOTION

There were no Motions on Notice to the 13 October 2020 Meeting

11. CONFIDENTIAL BUSINESS

There were no confidential business items to the 13 October 2020 meeting.

12. MEETING CLOSE

The meeting closed at 2:04pm

8. TABLING of PETITIONS

9. URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS

9.1. Late Reports to Council

9.2. Urgent items

9.3. Supplementary Items

10. WRITTEN REPORTS FROM DELEGATES

To be received at the Meeting.

10.1 Councillor I Strutt Delegate Report Central Northern Regional Library

11. ITEMS PASSED IN BULK

To be received at the Meeting.

10.1 Written Summary Delegate Report

Submitted by:	Councillor Isabel Strutt
Subject:	Central Northern Regional Libraries (CNRL) Meeting held on Wednesday 11 November 2020 at Ray Walsh House, Tamworth
Attachments:	Chairman's Annual Report 2020 Central Northern Regional Library 2019-2020 at a glance Programs Conducted by CNRL Branches Uralla Shires Library 2019-2020 at a glance

The Central Northern Regional Libraries met on Wednesday 11 November 2020 with all member libraries being represented and COVID-safe distancing and practices being observed. Both the Annual General Meeting and Ordinary Meetings were held.

The Chairman's Report which was presented at the Annual General Meeting is attached. Cllr Heazlett has given an accurate overview of the library philosophy and aims. The election of Chair and Deputy Chair for the 2020/2021 year resulted in Cllr Bill Heazlett of Walcha Council being re-elected unopposed, and Cllr Kathy Reading of Narrabri Shire Council being elected Deputy Chair unopposed.

Some points from the Library Services Manager's Report to the Ordinary Meeting include Australian Library and Information Association, Australian Public Library Alliance, ALIA Health Libraries Australia have all partnered with the Australian Digital Health Agency to deliver a training program to library staff responding to queries about government digital health programs. This is a nationwide initiative.

Author talks moving on-line as the traditional onsite face-to-face author talk events could not be held because of COVID-19 restrictions. Since March 2020 library staff have successfully hosted five author talks via Zoom with over 200 library and non-library participants. At the date of the meeting, recorded sessions with several authors were available for viewing on the CNRL Library Innovation Studio-YouTube channel.

Live streaming of the Sydney Writer's Festival 2021 will be offered on Thursday 29 April, Friday 30 April, Saturday 2 May, and Sunday 3 May 2021. Session times each day will be:

- Session 2: 10am-11am; Session 2: 11.30am-12.30pm;
- Session 3: 1.30pm-2.30pm;
- Session 4: 3pm-4pm; Session 5: 4.30pm-5.30pm.

The One Book One Region community reading program could not be conducted for 2020 because of COVID-19 restrictions.

Of particular interest is the availability of books in dyslexic font. CNRL now has a small collection of junior fiction in dyslexic font. These books are currently held at Tamworth, Narrabri, and Quirindi and the collection will be extended to other branches as more books are purchased.

A font option for persons with dyslexia for both adult and junior readers is available through Borrowbox e-books.

The annual and quarterly reporting showed the innovative action of the CNRL libraries' staff in continuing to provide as wide a range of library services to their communities subject to COVID-19 restrictions, as well as using the period to undertake some general housekeeping, re-organisation of set-up, planning safe management of customer usage of the libraries when COVID restrictions allow on-site participation.

Submitted by Councillor Isabel Strutt



central northern regional library

CHAIRMAN'S ANNUAL REPORT 2020

Covid 19 - has changed our World particularly concerning money/work and governance.

Individual survival does not rely on these. The action that has always allowed people to survive is '*community*'. Learning to help people, [them and us] is how we survive. Integral to this for everybody are Libraries. Our CNRL annual report highlights our excellent information about the central and individual community Library services. A marvellous and thorough account which does all the staff and our involved communities credit. Importantly, CNRL responded immediately to Covid by providing our services to our communities in a Covid safe way. Helping communities to keep a semblance of normality.

National Governance issues were clearly evident at the start of the year when bushfires burnt areas across all Australia. States struggled with the size and severity of the "fire-storm" requiring the help of the armed services, which is a National response. State Government Covid-19 responses were initially inadequate. Australia now has a National response through community. This has come about with testing/tracking, so there is a different dynamic. More importantly, our region's Libraries responded magnificently - social distance rules were followed with Libraries continuing to provide their services with minimal disruption.

In Australia, our National Government has run up enormous debt to try and keep the economy functioning. This will impact on all of us in the future, particularly expenditures in State and Local Government services. This is going to be an enormous challenge for Libraries to keep offering more. While this year the State Government increased the available money for Libraries, both the amount and distribution, this increase may prove to be a one-off.

It is sad that Annual Conference is cancelled. It would be good if some of us can 'Zoom' into the AGM so see what is happening in the bigger Library World.

Please accept my heartfelt thanks: to ALL Councillors; librarians; helpers and Library users across CNRL. Our Libraries are the most accepted, comforting public places in our communities. This makes our staff the 'Happiest People', not because they have everything, but because they are making the best of everything.

Bill Heazlett

Chairman CNRL 2020

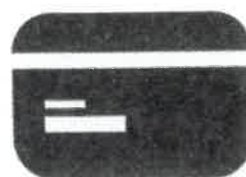


central northern regional library

2019 - 2020 at a glance



202,692 Library Visits



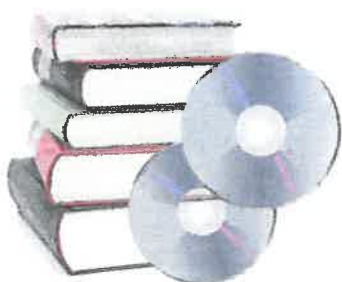
69,489 Library Members



28,222 Public PC Bookings



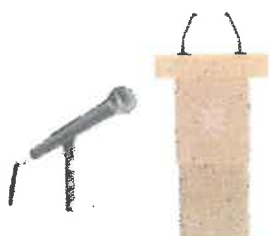
**24,958 Branch Reservations
23,209 Web Reservations**



221,033 Loans



611 Loans



**1924 Physical Programs
89 Online Programs**



**22,667 Physical Program Attendees
95,987 Online Program Attendees**

Discover

CNRL will provide content (print and electronic) to inspire its communities and keep them engaged with learning, creating and culture.

State average loans for e-audio books is 13,210 and e-books 16,723.

Digital Loans

	2018-19	2019-20	
	30,884	34,125	10% 
	14,449	16,131	11% 
	5,612	3,306	-41% 
	3,841	6,721	75% 
	1,537	2,633	71% 



CNRL









Uralla Shire

Libraries

Investing in the future of our communities by creating an environment for learning, innovation and social connection.

Uralla Shire Library

Uralla Shire Council covers 3,215sq kilometres and has a population of 6,048.

	2018-19	2019-20	
 Library Visits	30,243	14,943	-50.6% ↓
 Membership	3,379	3,427	1.4% ↑
 Loans	21,937	15,313	-30.2% ↓
 Stock	11,856	11,973	1% ↑
 New Stock	1,479	1,200	-18.9% ↓
 Reservations	4,957	3,918	-21% ↓
 PC Bookings	3,457	833	-76% ↓
 Wifi Sessions	1,822	941	-48.4% ↓

Discover

Uralla CWA delivered a "Sconversations" event in the library. Over 60 people enjoyed the opportunity to connect, converse and sample the delicious homemade scones. Sconversations is a CWA initiative addressing the issue of mental health awareness and support services in rural Australia.

Uralla NAIDOC Week celebrations took place within the library with close to 100 community members attending. They were treated to morning tea, Kristian Sternbeck on didgeridoo, Storytime with Kathy Kelly and musical entertainment by Anthony Green, Kathy Kelly and Bridget Knox.

Connect

Eight new public computers have been installed in the library.



Innovaton studio delivering Vex robot school holiday workshops



Uralla NAIDOC week celebrations

Enjoy

A range of library programs and outreach activities happen in the Uralla Shire. Some highlights of 2019-20 include:

- A local police sergeant visited Storytime and discussed how police assist children and families in the community. Children and adults enjoyed exploring the police van, especially the siren and lights.
- Library staff attended the Uralla Sustainability pop-up Expo and utilised the outreach opportunity to promote relevant digital and physical library resources.
- Uralla Library Knattering Knitters donated their time and skills to create a blanket that was donated to the local Elders group.
- Lego Bridge Construction Challenge
- A Friday Movie Night for young adults provided pizza, popcorn and poppers. The movie screened was selected by local teenagers and the night received positive feedback from attendees and parents.
- Christmas craft workshops
- Displays including: Horror, MOvember, Remembrance Day, Harmony Week, Aussie Authors, Summer Reading Club, Library Lovers Day
- The newly introduced "Talk green to me" adult workshops included an upcycled T-shirt to bag and an upcycled feedbag.
- School holiday workshops including nature craft, jewellery making, Lego challenge, 3D construction and diamond dots.
- Giant pool game activities delivered by library staff at Uralla Public Swimming Pool

COVID-19 Closure

- Uralla Library closed on March 19, 2020
- Click and Collect service provided
- Home Library service provided
- Emergency printing services offered
- Library reorganised, weeded and tidied

Enjoy

Together with branch staff CNRL will provide activities and learning opportunities that promote skill development and wellbeing in the community.

Programs conducted by CNRL branches

	2018-2019		2019-2020	
	Programs	Attendees	Programs	Attendees
Bingara Library	283	4024	200	3994
Warialda Library	271	2267	139	1233
Gwydir Shire Total	554	6291	339	5227
Quirindi Library	136	687	149	720
Werris Creek Branch Library	85	767	56	529
Liverpool Plains Shire Total	221	1454	205	1249
Narrabri Library	539	6843	440	5713
Boggabri Branch Library	17	276	22	209
Wee Waa Branch Library	104	868	87	866
Narrabri Shire Total	660	7987	549	6788
Tamworth City Library	525	10767	465	96785*
South Tamworth Branch Library	83	1147	71	1360
Barraba Branch Library	10	102	7	123
Manilla Branch Library	105	1095	30	174
Kootingal Branch Library	9	335	41	859
Nundle Branch Library	61	358	23	142
Tamworth Regional Council Total	793	13804	637	99443
Uralla Library (Total)	323	2770	334	1965
Walcha Library (Total)	36	304	39	3982^
CNRL Total	2587	32610	2194	118,654

*Innovation Studio filmed a segment that went to air on ABC TV, the figures are the audience numbers

^Walcha ran a social media campaign, the figures are the engagements with those posts

12. MAYORAL MINUTE

12.1. Long Service Awards

Submitted by: Councillor Michael Pearce, Mayor

Subject: Mayoral Minute – Years of Dedicated Service by Staff at Uralla Shire Council

Mayor's Recommendation:

That Councillors acknowledge and appreciate the dedication of staff recognised by long service awards in 2020 thank them for their contributions to the community through their service with Uralla Shire Council.

Mayoral Minute:

I'm pleased to report this year's long service awards to 19 of Council's staff.

We appreciate the staff for their years of meritorious service to the Uralla Shire Council.

On behalf of Council, our sincerest gratitude for the many years of service and achievements of the staff to the community.

A special congratulations to Dale Harris and Lindsay Ward who have retired after 25 and 35 years of service with Council.

5 Years' Service:

Sally Eades
Shelia McEntegart
Colleen Clutterham
Jessica Cardow
Robert Thirwell
Mai Cox

10 Years' Service:

John Lewis
Matthew Cromie
Steven Cox
Stephen Frazier
Wendy Wright

15 Years' Service

Narelle Kelly
Jennifer Byrne
Shannan Rafetty
Linda Maynard

20 Years' Service:

Pam Hunter
Gavin Taggart

Retirement

Dale Harris – dedicated service and honorable career over **25** years

Lindsay Ward - dedicated service and honorable career over **35** years

Submitted by Councillor Michael Pearce, Mayor

MAYORAL MINUTE

12.2. Virtual ZOOM LGNSW Annual Conference Summary

Submitted by: Councillor Michael Pearce, Mayor

Subject: Mayoral Minute – Virtual ZOOM LGNSW Conference, Monday 23 November, 2020

Mayor's Recommendation:

That report be received as a summary of the Virtual ZOOM LGNSW Annual Conference held 23 November 2020

Mayoral Minute:

Virtual ZOOM LGNSW Conference, Monday 23 November, 2020.
8.30am till 4.30pm.

Mayor's notes from the conference:

Scott Phillips, CEO – LGNSW.

Welcomed Council delegates, via Zoom. Spoke about recent issues of drought, then bush fires, now the Covid Pandemic.

Acknowledgement – Welcome to Country.

Instructions given regarding voting for motions in Business paper, via laptops and other devices.

Welcome by President LGNSW, Cr Linda Scott.

Acknowledged the Traditional custodians of the land.

Welcome to virtual Zoom 2020 LGNSW conference.

Last year at the end of 2019, there was a state of emergency across many Local Government areas with bush fires, along with the prolonged drought and lack of water supply.

There were over 50 Local Government areas on the front line, fighting fires along with RFS volunteers and Community members.

Local Government Bush Fire support groups established – assisted by both State and Federal funding (\$5.3B) plus now Covid Economic funding. Covid Stimulus package funding (\$395 M)

Public Space program funding (\$250 M)

Fixing Local Roads program funding. Waste Less, Recycle More program funding.

Funding for Local Government – Drought, Bush Fire and Covid.

Local Government has a work force of approx. 55,000 employees.

128 Councils across the state.

Public Libraries funding (\$12.5 M) biggest funding boost since World War 2.

The important role that LGNSW play in advocating for Local Government.

Councils run over 300 child care centres, which remained open with received funding of over \$100M.

LGNSW assisted with over 280 legal matters and over 100 work place matters were resolved.

President Linda spoke on Postal voting for next year's elections.

\$57M funding for next year's Covid Safe elections.
LGNSW offices in Margaret Street, Sydney have a designated room for visiting Councils to utilise, whilst in Sydney.
Various Committees within LGNSW including Audit, Risk and Improvement Committee, General Managers Advisory Committee.
President welcomed new CEO, Mr Scott Phillips.
Local Government is a vital part of a democratic society.
Local Government is a vital part of your Community.
President Linda then thanked the LGNSW Board members and the various sponsors for today's zoom conference.

Message from Premier of NSW, Hon Gladys Berejiklian.

The Premier thank Local Government NSW (LGNSW)
Thanked Local Government and the importance of working together.
Thanked rural Councils who are experiencing hard times currently.
As the Premier, I am proud to represent you, members of Local Government.
The Premier acknowledged this year's LGNSW Conference theme -:
Growing Community Resilience.
The Premier thanked the Local Government Minister and the need to maintain and create employment opportunities.

Meet the Politicians Forum

The Hon. Shelly Hancock, Minister for Local Government.
Mr Greg Warren, Shadow Minister for Local Government.
Mr David Shoebridge, MLC – Greens.

Shelly Hancock.

Thanked President, Linda Scott and LGNSW.
Acknowledged Greg Warren and David Shoebridge.
Victorian/NSW boarder now open, great news.
Bush fires ravaged our communities.
Communities still suffering, still ongoing help is needed/required.
Covid pandemic has had it's challenges.
Timely information on Covid and circulars have been forwarded to Councils to be kept informed and updated.
Local Councils have required change and had to evolve during Covid.
Well done to staff – working from home.
Local Councils – assisted each other during disasters/bush fires and worked as one, this was great to see.
I understand and acknowledge issues with rating (rate pegging) and the concerns for Local Government.
Elections 2021 – Covid safe elections - \$56.8 M budgeted to reduce costs for Councils.
I will continue to listen to your concerns.
I understand that all Councils are different – Metro/Rural. They have different needs and there is no one size fits all approach.

Greg Warren.

Acknowledged the Traditional owners.
Acknowledged Linda Scott and LGNSW.

Acknowledged that we are all living in challenging times.
Acknowledged Shelly Hancock and David Shoebridge.
Acknowledged all Mayors and Councillors who are working extremely hard at the moment.
Acknowledged the current circumstances of Covid and Local Government.
Local Government is the Government closes to the people.
Local Government is on the ground, working hard every day.
The good character and nature of Mayors and Councillors working with the Community.
I am very proud of the role you (Local Government) play.
The way Local Government looks after local infrastructure and local employment.
There is no blanket approach for Councils.
The need to focus on individual Councils and their needs.
Financial challenges for Local Government.
Bi-partisan approach is needed for you, Local Government.
I'm happy to work with Shelly Handcock.
National Cabinet – the inclusion of Local Government is important.
I will continue to pursue this issue.
Good luck with the motions in your Business paper today.

David Shoebridge.

Acknowledged the Traditional owners.
Acknowledged Local Councils across NSW.
Acknowledged and thanked Linda Scott and the team at LGNSW.
Acknowledged parliamentary colleagues Shelly and Greg.
The Greens are committed to Local Government.
The Greens acknowledge Local Councils have the closest/strongest connection with Communities.
Recent issues with bush fires.
Local Councils need to be well resourced.
Local Councils did a fantastic/amazing job during recent bush fires.
Local Councils have had many issues and challenges with Covid.
Local Councils need and should have financial autonomy.
The cost of forced mergers and the bulk of merged Councils are experiencing many issues.
The need for greater diversity amongst Councillors at next year's elections.
Councillors/Mayors should be properly remunerated.
The negative effect on Local Councils with regards to rate pegging, need for further/future discussion.

The Hon. Mark Coulton MP, Federal Minister for Regional Health, Regional Communications and Local Government.

Acknowledged the Zoom virtual conference.
Looking forward to catching up, face to face.
Congratulate Linda Scott and Shelly Hancock, Local Government Minister.
Local Government is so important. Made mention of his time as Mayor of Gwydir Shire Council.
Local Government manages local infrastructure and local leadership.
Gives Communities confidence.
Local Government is the government closes to the people.
Many local projects are on the go, at the moment.
Partnership between Local Government, State and Federal Government is extremely important.

Congratulations to the finalist and winners of the upcoming Bluett awards.
Hope you enjoy the rest of your virtual zoom conference.

Jason Clare, Shadow Minister for Regional Services, Territories and Local Government.

Quick message, this year had been extremely hard and challenging with Covid.
Well done to all Mayors and Councillors.
You all really do make a difference.
I just want to say, thank you, one and all.

Shane Fitzsimmons – Commissioner of Resilience.

Acknowledged the other panel members.
The past 12 months have been a challenging and tragic time with bush fires.
Issues with drought and the stock piling of water.
2019/2020 fire season was intensive, with damage and destruction and it was deadly.
Unfortunately, 28 lives were lost.
7 deaths involved Fire fighting staff and volunteers.
Preparation work is in place now – in readiness for the coming season.
Multi-agency relationships with three levels of government.
Many issues with the geographical topography of the fire grounds which has resulted in some landslides and erosion.
Covid pandemic.
Need for a broader recovery strategy. Recovery and resilience, local strategies and actions to prepare for recovery from and build resilience to disaster and crisis.
My role as Resilience Commissioner -:
For the past 6 months in the chair, learning and understanding many issues, amazing information forthcoming from the alignment of many agencies, integrated leadership role – resilience.
People need to have confidence across the whole state of NSW.
Resilience NSW -:
Strategy Policy/programs
Operational level
Local Planning , service delivery.
Thank you.

Leanne Barnes, General Manager – Bega Shire Council.

Highly important to work together.
Past 12 months, we have experienced droughts/floods/bush fires and now Covid.
In 2020, Bega Shire Council has experienced 5 natural disasters, excluding Covid.
Build resilience and be prepared for issues.
Acknowledged all the wonderful volunteers and NSW Police.
We are all in the game, Local Government and State and Federal Governments.
LEMC – Local Emergency Management Committee – reviewing, re-focus and prepare.
Mayors and Councillors play an important, critical role.
Important role that local indigenous people play.
Partnerships with LGNSW and Joint Organisations.
In NSW Southern region – 10 Councils worked together in relation to recent bushfires.
It's about our community/people/homes/lives and jobs.

Need for a bottom up approach.
Be better prepared – review, re-focus, refrain.
Local Government is part of our core business.
Building up a better future, don't build expectations for infrastructure that cannot be reached or achieved.

Mick Willing, NSW Assistant Police Commissioner, Bushfire Recovery.

Thanks to all of you in Local Government.
Bushfire season 2019/2020 – the need for all of us to work together.
ADF – Australian Defence Force volunteers called in to assist, first time in many years that this has occurred.
Recovery process.
Scope and pace of the situation, then the recovery effort.
Co-ordination with ADF, Police and other agencies.
Identified a number of recovery streams.
Animal and agricultural personal involvement.
Working with Local Government and Resilience NSW.
My role was the Recovery Co-ordinator for the state.
The NSW Disaster Recovery office has now been formed and handed over to Resilience NSW.
Strong level of co-ordination was required.
We have all learnt many lessons during this time and again, the importance of being prepared.

AR Bluett Awards – by the Trustees.

The City and Regional Finalist were -:
Byron Shire Council and Queanbeyan Palerang Regional Council.

The winner was -: Queanbeyan Palerang Regional Council.

The Rural Finalist were -:
Bellingen Shire Council and Weddin Shire Council.
The winner was -: Bellingen Shire Council.

Outstanding Service Awards

Cr Carol Proben – Sutherland Shire Council.

Cr Anthony Andrews – Randwick Shire Council.

Submitted by Councillor Michael Pearce, Mayor

MAYORAL MINUTE

- 12.3 School Presentation Day 2020
Submitted by: Councillor Michael Pearce, Mayor
Subject: School Presentation Day 2020

Mayor's Recommendation:

That report be received as a summary of the School Presentation Days 2020 for local schools within the Uralla LGA.

Mayoral Minute:

Schools were contacted this year to identify if they were going ahead with the Annual Presentation Day function as per previous years. Most schools were remaining within strict COVID restrictions with only one school inviting a representative from Council to present.

An invitation was sent to Cr Crouch to attend Bundarra School for their Annual Presentation Day where he also presented the donation to the school on behalf of council.

Four schools in total received the normal annual donation with one school thanking Council but declining the donation given the recent hard times of the community through drought, fire and COVID.

Submitted by Councillor Michael Pearce, Mayor

13. PUBLIC FORUM/PRESENTATION

14. REPORTS OF COMMITTEES



14.1. Report to Council – Minutes of the Uralla Township & Environs Committee (UTEC) Meeting held on 10 November 2020

Department:	Corporate Services
Prepared by:	Executive Manager Corporate Services
TRIM Reference:	UINT/20/11315
Attachments:	1. Uralla Township & Environs Committee Minutes – 10 November 2020 UINT/20/11117 2. UTEC Schedule of Actions UINT/19/2787 3. Council Committee Meeting Process – Committee Secretary and Council roles - flow chart UINT/20/11336

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.1	A proud, unique and inviting community
Strategy:	1.1.2	Embellish our community with parks, paths, cycleways, facilities and meeting place
Activity:	1.1.2.1	Prepare open space strategy
Action:	1.1.2.1.1	Engage with the community and key stakeholders in developing the Open Spaces Strategy

SUMMARY:

This report provides the recommendations arising from the Uralla Township & Environs Committee's from the committee meeting held 10 November 2020.

RECOMMENDATION:

That Council:

1. Receive and note the minutes of the Uralla Township & Environs Committee meeting held 10 November 2020 including the following recommendations to Council:
 - a. UTEC committee engage in a Strategic Planning workshop on Tuesday 6 December at 6pm;
 - b. As a matter of urgency, the USC revisit the proposal for Fuller Park and in relation to Gwen Fuller's Letter (20.06.01 and 20.06.02) and request UTEC Councillor representatives present this a notice of motion to USC.
 - c. As a matter of urgency, USC address the issues in the Maitland Street to Bridge Street Gun proposal and request UTEC Councillor representatives present this a notice of motion to USC;
 - d. Council negotiate with the owner of the property, Scott Mutton, to remove and dispose of the rusted and obsolete Uralla Military Museum sign at the southern end of the highway approach to Uralla, which is the first sign motorists see entering the town, and

- e. **The Committee compile responses re UTEC Constitution (25.8.20) and present a proposal for change to USC.**
2. **Liaise with Mrs Gwen Fuller, Uralla Garden Club, UTEC members and James Sinclair to convene a workshop for Councillors to develop suggested design options for Fuller Park;**
3. **That Council continue to maintain the Bridge Street underpass following remediation works by Roads and Maritime Services;**
4. **That Council liaise with Tamworth Regional Council to explore options for removal of the old Uralla Military Museum sign at the southern end of the highway approach to Uralla, and**
5. **Consider the Main Street Beautification Design by the Creative Village Committee in the preparation of the Uralla Shire Open Space Strategy.**

BACKGROUND:

The Uralla Township & Environs Committee (UTEC) met on 10 November 2020 and provided recommendations to Council. The minutes of the meeting are provided as attachment 1.

The UTEC Schedule of Actions is at attachment 2.

REPORT:

Communications between UTEC, Council and the Community

On 20 November the General Manager (GM), Interim Executive Manager Corporate Services (IMCS), Councillors Toomey and Strutt met to discuss support for UTEC. At that meeting it was confirmed that Council administration is responsible for presenting the UTEC minutes to Council with a covering report (such as this report) that provided recommendations to Council including a Council implication assessment. The Councillor Representatives for UTEC would then talk to the recommendations arising from the minutes. This should generally remove the need for a Councillor to raise a Notice of Motion. The main power of UTEC is in resolving formal recommendations to Council at its meetings, as documented in its minutes that are then presented to Council for consideration.

It was also noted that the communication flow to and from the Committee needed improvement to support both parties to perform as required by the UTEC constitution. A flow chart has been developed to document the normal communication flow between Council and its s355 committees to support the working relationship and transparency. See attachment 3 to this report.

Recommendations of the meeting held 10 November 2020

Strategic Planning

UTEC Recommendation: *UTEC committee engage in a Strategic Planning workshop.*

Management Comments: Noted.

Fuller Park

UTEC Recommendation: *As a matter of urgency, the USC revisit the proposal for Fuller Park and in relation to Gwen Fuller's Letter (20.06.01 and 20.06.02) and request UTEC Councillor Representatives present this a notice of motion to USC.*

Management Comments: See Attachments 4 and 5 to this report in relation to the recommendation above.

At Council's Ordinary Meeting held 5 May 2020, Council resolved (in part) that Council **(17.05/20)**:

c) convene a workshop of councillors, Mrs Gwen Fuller, Uralla Garden Club, UTEC members and James Sinclair to develop options for Fuller Park;

As reported to Council in the Resolutions Actions Status Register, Council has contacted Mrs Gwen Fuller to convene workshop when appropriate. The workshop has not yet taken place due to scheduling conflicts and COVID-19 restrictions.

It is noted that a Notice of Motion is not required. As a committee of Council, the Uralla Township & Environs Committee minutes and recommendations are forwarded to Council for Council's consideration.

UTEC Maitland Street to Bridge Street Report

UTEC Recommendation: *As a matter of urgency, USC address the issues in the Maitland Street to Bridge Street Gun proposal and request UTEC Councillor representatives present this a notice of motion to USC.*

Management Comments: See Attachment 6 to this report in relation to the recommendation above.

The report has been ratified by the Committee at its meeting held 10 November 2020. Roads and Maritime Services have undertaken significant rectification works in and around the underpass. Ongoing maintenance of the area will be undertaken by the Uralla town crew.

As stated above in this report, a Notice of Motion is not required.

Uralla Military Museum Sign

UTEC Recommendation: *Council negotiate with the owner of the property to remove and dispose of the rusted and obsolete Uralla Military Museum sign at the southern end of the highway approach to Uralla, which is the first sign motorists see entering the town.*

Management Comments: See Attachment 7 to this report in relation to the recommendation above.

It is appropriate that Council liaise with Tamworth Regional Council to explore options for removal of the old Uralla Military Museum sign.

Main Street Plantings

UTEC Recommendation: *As a matter of urgency USC organise to complete the agreed planting as planned for the Main Street Beautification Design by the Creative Village Committee, a Council initiative and request UTEC Councillor representatives present this a notice of motion to USC.*

Management Comments: The Uralla Shire Open Space Strategy is currently under preparation and it is appropriate that any upgrades to the CBD are considered as part of the strategy.

KEY ISSUES:

- As a Committee of Council, it is appropriate that the recommendations of the Uralla Township and Environs Committee be considered by Council.
- The UTEC Secretary informed Council on 12 November 2020 that Ms Sonia Repin had resigned from the UTEC Committee. Ms Repin's resignation reduces the membership to ten members. The Constitution states that Committee shall not be less than six and no more than twelve persons appointed by Council. Council will need to consider whether it should advertise for nominations to fill the vacant position.
- The term of the Constitution is for a period of 12 months, commencing on the date on which Council adopted the Constitution (25 August 2020).

COUNCIL IMPLICATIONS:

1. **Community Engagement/Communication (per engagement strategy)**
Publication of the UTEC meeting agenda on the Council's website. Consultation with the Uralla Township and Environs Committee and referral of Committee minutes to Council.
2. **Policy and Regulation**
Uralla Township & Environs Committee Constitution 2020
3. **Financial (LTFP)**
Any proposed works must be funded from consolidated revenue or grants
4. **Asset Management (AMS)**
Nil
5. **Workforce (WMS)**
Nil
6. **Legal and Risk Management**
Nil
7. **Performance Measures**
Uralla Shire Council Operational Plan Action 1.1.2.1.1: Engage with the community and key stakeholders in developing the Open Spaces Strategy.
8. **Project Management**
Project management for any proposed works will be undertaken by Council staff.

Uralla Town and Environs Committee

MINUTES

Meeting 10 November 2020 - 6pm Uralla Shire Council Chambers

1. Acknowledgement of Country and Welcome
 - Chair welcomed Cr Tara Toomey as a USC Councillor Rep and Karen Johnson, to their first committee meeting.

2. Roll Call, Apologies and application for Leave by committee members

Present: Carol, Noelene, Louis, Phil, Bob, James (phone), Suzanne, Kent, Annie, Karen Councillors: Cr T Toomey and Cr I Strutt

Apologies received: Sonia Repin

Others: (6:30) Cr. N. Ledger, Wendy Westbrook (USC Exec Admin);
Christine Valencia (USC Corporate Services)

3. Disclosures and declarations (tabled) NIL
4. Confirmation of Previous Minutes of the meeting of 11 February, 2020
Proposed: Noelene Seconded: Jim Carried ALL
5. Ratification of Draft Reports sent to Council
 - **20.10** (Draft) Maitland to Bridge Street Report to USC 17.4.20
Proposed: Noelene Seconded: Jim Carried ALL
 - **20.09.1** (Draft) UTEC Conduct and Performance Review Report to USC 27.5.20
Proposed: Suzanne Seconded: Bob Carried ALL

6. Correspondence

4.3.2020 Letter from Merrin Williamson re Uralla Military Museum sign south of Uralla and agrees to its removal, without cost, to the family.

7. Business Arising

20.07 Response from Council.

Skate Park Rails unable to be installed due to no space. Mstr Riley Watson unable to be contacted by USC. It was agreed that Suzanne will try to follow up a contact for Mstr Watson.

- **20.09.1** UTEC Conduct and Performance Review Report to USC 27.5.20
Reviewed at Council Ordinary Meeting 25 August 2020pp 287 – 332.
A new UTEC constitution was developed in draft, and adopted –
unknown to UTEC ref: **20.09.2**

8. Agenda Items

(Outstanding)

19.12 - UTEC Strategic Planning Day as proposed by Kath Corcoran.

UTEC committee engage in a Strategic Planning workshop on Tuesday 6 December at 6pm – 8pm. Suzanne to facilitate.

Proposed: Suzanne

Seconded: Bob

Carried: ALL

20.01 - Election of UTEC Secretary

Motion carried forward

20.06 As a matter of urgency, the USC revisit the proposal for Fuller Park and in relation to Gwen Fuller's Letter (20.06.01 and 20.06.02) and request UTEC Councillor representatives present this a notice of motion to USC.

Proposed: Bob

Seconded: Phillip

Carried: All

20.06.01 Recommendation carried 11.02.20:

The Committee review Gwen Fullers letter to the GM at USC and the UTEC Chairperson write to the GM in support of Gwen's proposal. (Completed). Terrence Seymour requested a copy of Gwen Fullers Letter. (Completed).

20.06.02 Recommendation carried 11.02.20

UTEC Committee coordinate a scoping design for presentation to Uralla Shire Council for a Fuller Park Project, in consultation with Mrs Gwen Fuller, Uralla Garden Club, Uralla Shire Heritage Advisor Mitch McKay, and UTEC's James Sinclair.

(Note: attach Gwen Fuller letter)

20.10.2 As a matter of urgency, USC address the issues in the Maitland Street to Bridge Street Gun proposal and request UTEC Councillor representatives present this a notice of motion to USC.

Proposed: Noelene

Seconded: Bob

Carried: ALL

(Note: attach ratified report to these minutes)

New agenda items:

20.11 Council negotiate with the owner of the property, Scott Mutton, to remove and dispose of the rusted and obsolete Uralla Military Museum sign at the southern end of the highway approach to Uralla, which is the first sign motorists see entering the town.

Proposed: Annie

Seconded: Louis

Carried: ALL

(Note: attach letter of support from Merrin Williamson and family, former Military Museum owner (letter to UTEC 4.3.20))

20.09.2 The Committee compile responses re UTEC Constitution (25.8.20) and present a proposal for change to USC.

Proposed: Louis

Seconded: Noelene

Carried: ALL

20.12 As a matter of urgency USC organise to complete the agreed planting as planned for the Main Street Beautification Design by the Creative Village Committee, a Council initiative and request UTEC Councillor representatives present this a notice of motion to USC.

Thunderbolts Grave and RV Dump Ezy

9. Next Meeting

UTEK strategic planning workshop 6 December, 2020 6-8pm

Further business:

Agenda items carried forward:

20.13 The Glen as a free camping ground.

20.14 The Glen – an information booth.

20.15 Thunderbolts Grave and RV Dump Ezy

20.16 Fibonacci Park concept

20.17 Alma Park onsite planning proposal meeting

10. Close 7:40pm



URALLA TOWNSHIP ENVIRONS COMMITTEE

SCHEDULE OF ACTIONS

Date:	Resolution No:	Department:	Resolution:	Who:	Action:	Status
25 Sept 2018	30.09/18	Dept: DIR Submitted by: MTPR Ref/Subject: Report 16 – Recommendations of Uralla Township and Environs Committee July and August 2018 meetings	That Council resolve to: 1. Consider readoption of the lapsed slogan, “Find Yourself In Uralla”, and the stylised copperplate “Uralla” logo, in the context of the development of a Destination Marketing Plan 2. Consider installation of “Find Yourself” street banners in Uralla should the slogan be readopted through the future development of a Destination Marketing Plan. 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, barbecues, 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.	MTPR	1. Noted 2. Noted 3. Pending 4. Pending 5. Pending 6. Pending	B B B B B C C C
28 Nov 2018	21.11.18	Dept: Infrastructure and Regulation Submitted by: MTPR Ref/Subject: Report 8 - Recommendations of Uralla Township and Environs Committee September and October 2018 meetings	That Council; 1. Include consideration of the Rocky River Tennis Courts in the Uralla Open Spaces Strategy and provide UTEC with information regarding the tenure of the site, specifically with regard to leasing. 2. Instruct Council’s heritage advisor to investigate the history of Fuller Memorial Park as part of the reference material for the Uralla Open Spaces Strategy. 3. Instruct Council’s heritage advisor to research the history of the plaque that was removed when Thunderbolt’s Grave was enhanced and provide suggestions on options for interpretive signage for the layout of the Pioneer Cemetery. 4. Investigate options for suitable visual enhancement of the dump point and toilet at the Pioneer Cemetery.	MTPR	1. Pending 2. Pending 3. Pending 4. Pending 5. Pending 6. Pending 7. Completed	A A A A A A C

			<ol style="list-style-type: none"> 5. Invite the McCrossin's Mill Museum to submit an application for advertising signage at the Pioneer Cemetery directing people to the Museum for further information regarding the history of the cemetery. 6. Review the information available on tourist sites within Uralla and possible means of imparting information on significant sites to the travelling public. 7. Consult with representatives from community groups once Council has a draft plan for the installation of the new playground equipment in Alma Park which was formerly allocated to Pioneer Park under Round 1 of the Stronger Country Communities Fund. 				
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	<p>That Council:</p> <p>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:</p> <ol style="list-style-type: none"> 1. Council provide clear parameters to the Uralla Township and Environs Committee. 2. Council explore the concept of Uralla 2358 in the development of a Fibonacci Discovery Park or other options in the Pioneer Park Precinct with the Uralla community and seek avenues of funding as part of the development of the Open Space Strategy. 	MDP		<ol style="list-style-type: none"> 1. Completed 2. Pending 	<p>C</p> <p>B</p>
26 Feb 2019	50.02/19	Dept: Infrastructure & Development Submitted by: DID Ref/Subject: Report 26 - Recommendation to fill the member vacancies on the Uralla Township and Environs Committee	<p>That Council appoint:</p> <ul style="list-style-type: none"> • Carol Higginbottom • Sonia Repin • Bob Anderson • Kath Corcoran <p>to the Uralla Township and Environs Committee for the term of this Committee and in accordance with the Uralla Township and Environs Committee Constitution.</p>	DID	Feb 2019	Letters sent to successful and unsuccessful applicants advising of council's resolution on 28 February 2019.	C
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	<p>That Council;</p> <ol style="list-style-type: none"> 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			
25 June 2019	25.06/19	Dept: General Manager's Office Submitted by: Acting GM Ref/Subject: Report 8 – Election of Chairman, Uralla Township and Environs Committee August 2019 meeting	<p>That Council:</p> <ol style="list-style-type: none"> a) Extend the term of the Uralla Township and Environs Committee (UTEC), including all current members, to June 30 2020. b) Invite the committee to recommend a member of the committee for appointment as the Chairperson for the coming year; c) Authorise its delegates to the committee to explain the benefits of bi-monthly meetings to the committee; and d) Re-adopt the Uralla Township and Environs Committee Constitution 2018. 	EMCS		<p>NH Comment: Note that amended Constitution was placed on public exhibition August 2020 and no submissions were received. Constitution was sent to Secretary October 2020 following exhibition period.</p>	C

13 Aug 2019 and 10 Sept 2019	08.10/19	Department: Infrastructure & Development Submitted by: MDPD Reference/Subject: Report 1 – Recommendations of Uralla Township and Environs Committee August and September 2019 meetings	That Council; 1. Receive and note the minutes of the 13 th August and 10 th September 2019 meetings of the Uralla Township and Environs Committee, and 2. Endorse the officer's recommendations that: a) Council take no further action regarding the war memorials in Alma Park; b) That the existing established conifers in Hill Street be retained; and c) Council supply and install a suitably worded plaque acknowledging the work of Reg Rutten. 3. Remove the current design for the tower for the Visitor Information Centre Upgrade and consider alternatives as part of the project review which are consistent with the Uralla Shire Council Development Control Plan; and Consider the UTEC recommendations regarding Bridge and Hill Streets in the development of the detailed design.	ESO		c) Completed	C
25 Feb 2020	49.02/20	Department: Infrastructure & Development Submitted by: DID Reference/Subject: Report 25 – Recommendations of Uralla Township and Environs Committee October and December 2019 meetings	That Council resolve to: 1. Receive and note the minutes of 8 October 2019 and 10 December 2019 meetings of the Uralla Township and Environs Committee, and 2. Endorse the officer's recommendations that: a) Council not pursue investigations into providing further short term stay parking through use of the vacant block on Queen St behind the CBD, and the railway station precinct in Uralla; b) The recommendations for the Bridge Street Blister Gardens should be considered in development of the detailed design of the Bridge Street High Pedestrian Activity Concept Plan; c) Council staff request UTEC confirm the details of the proposal "That Council make an effort to clean up walkways, in particular the path on Maitland Street to Alma Park." Council undertake refurbishment of the "Arnold Goode" rotunda in Alma Park under Round 2 of the Stronger Country Communities Programme".				
05 May 2020	08.05/20	Department: Corporate Services Submitted by: EMCS Reference/Subject: Report 2 - Recommendation to fill vacancy on the Uralla Township and Environs Committee	That Council appoint Karen Johnston to fill the vacancy on the Uralla Township and Environs Committee for the term of the Committee and in accordance with the Committee Constitution.	EMCS	May 2020	NH Comment: TRIM Ref: UI/20/1572: K Johnston accepted to fill vacancy	C
05 May 2020	09.05/20	Department: Corporate Services Submitted by: EMCS Reference/Subject: Report 3 - Review of Uralla Township and Environs Committee	That Council: 1. Invite submissions from current members of the Uralla Township and Environs Committee to comment on the Committee's present functions and performance in relation to the Committee's Constitution; 2. In addition to point 1 above, seek public comment on the Committee's performance by way of Public Notice for a period of not less than 28 days; and 3. Receive a report to the June 2020 Ordinary Meeting to: a. Review the value of the Committee; and b. Determine the review or re-adoption of the Committee Constitution and the extension of the Committee's term.	EMCS	Aug 20	NH Comment: Trim Ref: UINT/20/6675 Report to Council August Meeting UINT/20/7139 Attachment – Draft Constitution Copy of Constitution provided to Secretary	C

						Secretary also advised of delegates following September 2020 Meeting	
05 May 2020	17.05/20	Department: Infrastructure and Development Submitted by: MDP Reference/Subject: Report 7 - Recommendations of Uralla Township and Environs Committee February 2020 meeting	That Council: 1. Receive and note the minutes of February 2020 meeting of the Uralla Township and Environs Committee (UTEC), and: 2. a) purchase two copies each of the authoritative publications “Colour Schemes for Old Australian Houses ISBN 0-9594923-3-x” and “More Colours for Old Australian Homes ISBN 1—875253-04-1” to hold in the library reference section and Council’s Customer Service Section as well as provide copies of the heritage paints guidance brochure, prepared by staff, to the public on request; b) request a report to a Council meeting on a proposal to amend the UTEC constitution in respect to the election of the chairperson and quorum requirements, for Council consideration, before the term of the committee comes to an end on 30 June 2020; c) convene a workshop of councillors, Mrs Gwen Fuller, Uralla Garden Club, UTEC members and James Sinclair to develop options for Fuller Park; d) write to Riley Watson asking him to provide his suggestions for skatepark additions to the Uralla Township and Environs Committee through Council.	MDP		1. Noted 2. a) Publications have been purchased and made available; Heritage paints brochure available on website and hardcopy. b) Pending c) Letter of advice to convene workshop when appropriate has been sent to Gwen Fuller. d) Attempts to contact have been made. Council will engage with a skate park designer to determine what improvements/additions could be made.	C C B P C

Committee Meeting Process

The Committee Secretary's Role

Meeting Dates

- The Committee Secretary informs Council's Executive Assistant of the meeting dates so that rooms may be booked.

2 Weeks from meeting date

- The Committee Secretary calls for Items for the agenda from committee members and Council
- Email: Council council@uralla.nsw.gov.au.

1 Week from meeting date

- The Committee Secretary circulates agenda to Members of Committee and Council. Council publishes date and Agenda on website
- Email: council@uralla.nsw.gov.au.

Meeting

- The Committee Secretary writes Minutes and recommendations for Council to consider. Recommendations should be clear actions to move forward that are costed and consider risk, consultation, community benefits etc.

<1 Week after the meeting

- Minutes are circulated members of the Committee and Council.
- Email: council@uralla.nsw.gov.au.

Council's Role

Publishing Meeting Dates to the Website

- Once confirmed Meeting dates will be published on the Council's website and in the Newsletter.

Submitting items for the Agenda

- Provide relevant items for Agenda for UTEC consideration and feedback; maintain Committee recommendation action status table.

Minutes Received from Committee Secretary

- A covering report is prepared by Council administration and upon completion submitted for the next Council meeting agenda to present minutes and recommendations.
- Committee Secretary advised report published in Council's agenda.
- <https://www.uralla.nsw.gov.au/Council/Council-Meetings/Business-Papers-Agendas-Minutes>

Resolution of Council

- An email is sent from Council to the Committee Secretary advising Council's resolutions.
- Council update the Committee's recommendation action status table.

Minutes of the Council Meeting

- Minutes of the Council Meeting are available on Council's website.
- <https://www.uralla.nsw.gov.au/Council/Council-Meetings/Business-Papers-Agendas-Minutes>

14.2. Report to Council - New England Joint Organisation Committee Minutes for
29 September 2020 & 30 November 2020

Department: General Manager's Office
Prepared by: Executive Assistant to General Manager & Mayor
Reviewed & Approved: General Manager
TRIM Reference: UINT/20/11516
Attachments: UINT/20/11517
UINT/20/11518

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council
Strategy: 4.13 Provide open, accountable and transparent decision making for the community
Activity: 4.1.3.1 implement and maintain a transparent and accountable decision making framework

SUMMARY

The purpose of this report is to provide Council with the minutes from the 29 September 2020 and 30 November 2020 meeting of the New England Joint Organisation (NEJO).

RECOMMENDATION

That Council receive and note the minutes of the New England Joint Organisation meetings held 29 September 2020 and 30 November 2020.

BACKGROUND

Uralla Shire Council joined the New England Joint Organisation (NEJO) in May 2018. Other member councils of NEJO are Armidale Regional Council, Glen Innes Severn Council, Inverell Shire Council, Moree Plains Shire Council, Narrabri Shire Council, and Tenterfield Shire Council.

NEJO strategic plan, agendas and minutes are posted to their website: <https://nejo.nsw.gov.au/>

REPORT

The minutes of the New England Joint Organisation's meetings held 29 September 2020 and 30 November 2020 are attached. Mayor Michael Pearce and General Manager Kate Jessep were in attendance at both meetings.

Key matters discussed at the 29 September 2020 meeting included:

- Inland Rail Presentation
- ZNET Uralla: Let's Talk about Water Project
- Financial Sustainability
- Transport study
- NEJO Strategic Plan & Review of Priorities

Key matters discussed at the 30 November 2020 meeting included:

- NEJO Project Planning and Financial Sustainability – pre-meeting
- New England Road Network Strategy (final) presentation
- Increasing Medical offices in the New England – presentation
- NEJO funding solar farms within the region
- NEJO Tourism Campaigns
- Membership fees – return on investment
- Quarterly reports
- Grant submission – Bushfire Community Recover and Resilience Fund
- Northern Inland Regional Waste Group – update
- NEJO Advocacy
- Regional Roads – Reclassification
- Audited Financial Statements
- YTC Financial Report

Next meeting date 22 February 2021 - Tenterfield

KEY ISSUES

- Council's active participation in NEJO provides a regional level advocacy platform and opportunities to attract grant funding for efficient regional projects such as the New England Road Network Strategy.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication**
<https://nejo.nsw.gov.au/>
2. **Policy and Regulation**
NEJO is formed under the *Local Government Act 1993 (NSW)* part 7
3. **Financial (LTFFP)**
Membership of NEJO is budgeted.
4. **Asset Management (AMS)**
n/a
5. **Workforce (WMS)**
NEJO is supported by each member Council's General Manager and Executive Assistant to the Mayor and General Manager.
6. **Legal and Risk Management**
Council's participation in NEJO is covered by Council's insurance.
7. **Performance Measures**
Advocacy engagements; grant funding; regional project delivery - see November 2020 NEJO business paper – Membership Fees – Return on Investment.
8. **Project Management**
n/a



**MINUTES OF THE NEW ENGLAND JOINT ORGANISATION OF COUNCILS (NEJO) MEETING HELD ON 28
SEPTEMBER 2020 IN THE COMMITTEE ROOM, INVERELL SHIRE COUNCIL, 144 OTHO STREET,
INVERELL, AND VIA ZOOM VIA ZOOM COMMENCING AT 10.05 AM**

Present:

Cr Michael Pearce (Chairperson), Cr Greg Sauer (Tenterfield Shire Council), Cr Katrina Humphries (Moree Plains Shire Council), Cr Carol Sparks (Glen Innes Severn Council), Cr Paul Harmon (Inverell Shire Council) and Cr Ron Campbell (Narrabri Shire Council), Cr John Coulton (Gwydir Shire Council), Mr Viv May (Administrator Armidale Regional Council).

In attendance:

Cr Isabel Strutt (Uralla Shire Council), Mr John Raynor (Armidale Regional Council), Mr Craig Bennett (Glen Innes Severn Council), Mr Terry Dodds (Tenterfield Shire Council), Mr Stewart Todd (Narrabri Shire Council), Ms Kate Jessop (Uralla Shire Council) via Zoom, Mr Craig Jenkins (Director New England & North West, DPC Regional) via Zoom, Brooke Southwell via phone and Mr David Aber (Interim Executive Officer).

Presenters:

Angela Doering Inland Regional Liaison Officer for the Inland Rail Project- Inland Rail Presentation.
Sandra Eady, President Z-Net Uralla– Let's Talk About Water Project.

1. WELCOME & ACKNOWLEDGEMENT OF COUNTRY

The Chairperson opened the meeting at 10.05am and welcomed all to the meeting. The Deputy Mayor of Uralla Cr Isabella Strutt and the deputy mayor of Tenterfield Cr Greg Sauer were introduced to those present.

The Mayor of Inverell Cr Paul Harmon provided an Acknowledgement of Country and welcomed all present to the Shire of Inverell.

2. APOLOGIES

The Mayor of Tenterfield Cr Peter Petty. Paul Henry, Inverell General Manager.

3. DISCLOSURE OF CONFLICT OF INTEREST/PECUNIARY AND NON-PECUNIARY INTERESTS

No disclosures were made by members.

4. MINUTES OF PREVIOUS MEETING HELD 29 JUNE 2020

22/20 RESOLUTION:

That the minutes of the meeting held on 29 June 2020 be adopted as a true and accurate record.

Moved: Inverell

Seconded: Glen Innes

CARRIED

5. PRESENTATIONS

5.1 Inland Rail Presentation – Angela Doering

Inland rail is a nation building project focussing on the economic growth of inland regions. Construction is about to commence on the Narrabri to North Star section of the railway. In Moree there has been a strong indigenous employment focus with business and employment. Local businesses are being encouraged to participate in the construction works.

There is a long-term economic benefit report available on their website. The benefits include 310 full time jobs and the removal of up to 200,000 truck movements from the road system, the establishment of inland freight hubs, warehousing, and expansion of abattoirs.

They are looking for contributions to Interface Improvement Program for the development of more productive supply chains.

5.2 Let's Talk About Water Project – Sandra Eady

The project was about mapping public values to allow policy and decision making on water issues to be determined.

Znet's focus is to contribute to zero net energy through business energy reviews and thermal imagery to reduce heat loss in homes. With water their goal is to obtain a deeper community understanding of the water cycle, to empower the community to act on water security and support the Uralla Council to take the best pathway for water solutions, including all the available options.

6. REPORTS

6.1 Meeting Minutes of the NSW Joint Organisation (JO's) Chairs' Forum 6 August 2020

23/20 RESOLUTION:

That the information contained within the report be received for information.

Moved: Narrabri

Seconded: Glenn Innes

CARRIED

6.2 Quarterly Financial Report

24/20 RESOLUTION:

That the Income and Expenditure Statement be received and noted.

Moved: Armidale

Seconded: Inverell

CARRIED

6.3 General Purpose Financial Reports 2020/21

25/20 RESOLUTION:

That:

- i. NEJO adopt the General Purpose Financial Statements for the period ending 30 June 2020;*
- ii. NEJO authorise the Chairperson and Cr Harmon and the Executive Officer to sign the Statements as prescribed by Section 413(2) of the Local Government Act 1993 for the General Purpose Financial Statements;*
- iii. NEJO authorise the Chairperson to forward the Financial Statements to the Office of Local Government upon receipt of the Audit Reports from the NSW Audit Office;*
- iv. NEJO present the signed audited Financial Statements to the public at the ordinary NEJO meeting to be held on 30 November, 2020 in accordance with Section 419 (1) of the Local Government Act 1993; and*
- v. NEJO place the audited Financial Statements on public exhibition and provide notice in accordance with Section 418 (3) of the Local Government Act 1993, that NEJO will consider the Reports of its Auditors for the period ending 30 June 2020 at its Ordinary Meeting to be held on Monday, 30 November, 2020.*

Moved: Tenterfield

Seconded: Inverell

CARRIED

6.4 NSW JO Financial Sustainability Toolkit

26/20 RESOLUTION:

That a workshop be held during the next Board Meeting to discuss the options for Financial Sustainability and that an agenda item for that meeting be a quarterly performance report.

Moved: Tenterfield

Seconded: Glenn Innes

CARRIED

6.5 Transport Study

Stewart Todd gave an update on the progress with the Transport Study and the next steps to be implemented.

The report has now had its final update and the four-stage plan is completed it will now be brought forward to the board for final adoption. Stage 2 will be securing the funding for projects and implementing them.

27/20 RESOLUTION:

That the verbal report on the transport study be received and note that the four volumes of the study have now been completed.

Moved: Inverell

Seconded: Armidale

CARRIED

6.6 NEJO Strategic Plan & Review of Regional Strategic Priorities

The need to review the current strategic plan was discussed and it was decided that the plan would remain as is until the next election and be reviewed then in line with the Council Strategic planning timetable.

28/20 RESOLUTION:

That the strategic plan remain current as is and be reviewed after the next Council elections.

Moved: Moree Plains

Seconded: Inverell

CARRIED

7.1 CRAIG JENKINS, DIRECTOR, NEW ENGLAND & NORTHWEST NSW, REGIONAL NSW, DEPARTMENT OF PLANNING, INDUSTRY AND ENVIRONMENT

- I. Craig has been appointed as of the 28th September to the Directors position and will be relocating to the Armidale hub and working from that office.*
- II. Darren Keegan is the new replacement for Ross O'Shea.*
- III. Many projects are about to be released including regional growth funds, stronger country communities, stimulus projects for COVID 19, Bushfire and Drought. A business case will be needed for these projects.*

5.1 JODIE HEALEY, COUNCIL ENGAGEMENT MANAGER, NEW ENGLAND/NORTH WEST AND SYDNEY NORTH SHORE AND NORTHERN BEACHES, OFFICE OF LOCAL GOVERNMENT

Jodie was an apology for the meeting.

6. GENERAL BUSINESS

- Glen Innes requested if any Council had KPI's on grading watering and rolling a road.
- Glenn Innes requested that more effort be put into addressing climate change by preparing a policy for councils to use electric vehicles.

7. NEXT MEETING

The next meeting is to be held at Moree Plains Shire with a date to be determined. A presentation is to be given on the SPA precinct currently being developed for Inland Rail. (Currently the 30th November.)



**MINUTES OF THE NEW ENGLAND JOINT ORGANISATION OF COUNCILS (NEJO) MEETING HELD ON 30
NOVEMBER 2020 IN THE COUNCIL CHAMBERS, MOREE SHIRE COUNCIL, COMMENCING AT 10.20 AM**

Present:

Cr Michael Pearce (Chairperson), Cr Peter Petty (Tenterfield Shire Council), Cr Katrina Humphries (Moree Plains Shire Council), Cr Carol Sparks (Glen Innes Severn Council), Cr Ron Campbell (Narrabri Shire Council), Cr John Coulton (Gwydir Shire Council) and Mr Viv May (Administrator Armidale Regional Council).

In attendance:

Mr John Raynor (Armidale Regional Council), Mr Craig Bennett (Glen Innes Severn Council), Mr Terry Dodds (Tenterfield Shire Council), Mr Stewart Todd (Narrabri Shire Council), Ms Kate Jessep (Uralla Shire Council), Mrs Brooke Southwell (New England Joint Organisation), Mr Andrew Malowiecki (Cardno), Mr Paul Henry (Inverell Shire Council), Mr Angus Witherby (Moree Plains Shire Council), Mr Lester Rogers (Moree Plains Shire Council) and Mr Max Eastcott (Gwydir Shire Council), Angela Doering (Inland Rail) and Craig Jenkins (Regional NSW).

1. PRE MEETING WORKSHOP WITH BOARD MEMBERS

NEJO Project Planning and Financial Sustainability.

2. WELCOME

The Chairperson Cr Pearce, opened the meeting at 10.20am and welcomed all to the November Board Meeting. The Chair thanked Moree for hosting.

3. ACKNOWLEDGEMENT OF COUNTRY

The Moree Mayor Cr Humphries provided an Acknowledgement of Country and welcomed all present.

4. APOLOGIES

An apology was received from the Mayor of Inverell Cr Paul Harmon.

Moved: Moree

Seconded: Glen Innes

5. MINUTES OF PREVIOUS MEETING HELD 28 SEPTEMBER 2020

29/20 RESOLUTION:

That the minutes of the meeting held on 28 September 2020 be adopted as a true and accurate record with the amendment of adding Cr Cameron Staines as an attendee.

Moved: Glen Innes

Seconded: Moree

CARRIED

6. DISCLOSURE OF CONFLICT OF INTEREST/PECUNIARY AND NON-PECUNIARY INTERESTS

No disclosures were made by members.

7. PRESENTATIONS

1. Andrew Malowiecki

Mr Malowiecki provided a presentation on the final New England Road Network Strategy.

- There have been many environmental changes since this report has been developed, including COVID-19.
- There was an overview of Stages 1-4 of the Project and the process for developing the report.
- The importance of a good transport system was outlined, including the benefits to economic activity and productivity in the region.
- Once Inland Rail is operational, it will relieve some pressure on the Road Network.
- Engineering of roads is important for Road safety.
- Stage 3 included 4 main issues - Road Safety, Connectivity, Capacity and Condition.
- Stage 4 included a summary of all stages of the Road Network Strategy.
- The Strategy can be used at an LGA level or at a NEJO level.
- In relation to stage 5 business cases – Andrew recommends the Armidale to Kempsey Road or East – West Roads through Gwydir Shire Council.
- The Chair thanked Andrew for his attendance at the Board meeting.

2. Susan Heyman, Dr Peter Finlayson, Heather Alexandra and Sarah Dowe.

- Chairman Cr Michael Pearce welcomed the representatives to the meeting via zoom.
- The presentation included representatives from Hunter New England Health, Rural Doctors Network and the Primary Health Network. They were invited to speak in relation to increasing levels of medical offices in the New England.
- In the New England, there are not enough GPs for the population and long waiting times.
- There is an ageing workforce, 17% are registrars (doctors in training), 56% are international, 28% of GPs leave within 6 years and 65% of metro GPs would not consider moving.
- GPs can set up a business any time, like any small business.
- There needs to be a new approach to healthcare, where it is a community responsibility and consider options such as training people locally, virtual GPs and civic receptions.
- There was an overview of the virtual health network and the Rural Doctors Network, Bush Bursary Program.
- A rural health commissioner was appointed in 2017. Ruth Stewart is now responsible for legislation, policy and strategy.

- NEJO Chair Cr Pearce asked how Councils and NEJO can increase GPs and Drs in rural areas. Ms Heyman explained that Council's should work closely with various health organisations, marketing and promotion of the towns including the great attributes of the LGA, promote telehealth to supplement GPs and advocate to improve internet connectivity.
- Telehealth and virtual health is not about replacing GPs but enhancing existing services.

ACTION: HNEH to communicate to Council's when a Doctor moves to town so that Council's can welcome them or organise a civic reception.

ACTION: Rural Doctors Network to send information to Council's on how to sign up to the Bush Bursary Program.

There was a break at 12pm for lunch.

8. REPORTS

8.1 ROAD NETWORK STRATEGY

30/20 RESOLUTION:

That the New England Road Network Strategy be adopted, with an adendum being included for Gwydir Shire Council.

Moved: Tenterfield

Seconded: Armidale

CARRIED

ACTION: Executive Officer to distribute the Cardno Presentation to the Board.

8.2 NEW ENGLAND RENEWABLE ENERGY ZONE (REZ)

31/20 RESOLUTION:

That NEJO write to Federal and State Government MPs and the Minister for Energy to request that they fund NEJO solar farms throughout the NEJO region, as opposed to funding overseas companies.

Moved: Moree

Seconded: Armidale

CARRIED

8.3 NEJO TOURISM CAMPAIGNS

32/20 RESOLUTION:

That the Executive Officer is authorised to:

- 1) *contact Tourism Managers within NEJO and ask for three tourism sites, three high resolution photos and the location of their Visitor Information Centre, for inclusion on a NEJO Tourism Map; and*

2) *That a draft map is developed for the February Board meeting.*

Moved: Tenterfield

Seconded: Moree

CARRIED

8.4 MEMBERSHIP FEES – RETURN ON INVESTMENT

33/20 RESOLUTION:

That the report be received and noted and that a letter is sent to the Minister for Local Government and Regional NSW to increase funding for JOs.

Moved: Tenterfield

Seconded: Glenn Innes

CARRIED

Craig Jenkins stated the Regional NSW is considering additional funding for JOs and explained that Hunter JO sent a submission in recently in relation to funding.

ACTION NEJO Executive Officer to obtain information from Craig Jenkins around Hunter JO submission.

8.5 QUARTERLY REPORTS – MARCH TO SEPTEMBER 2020

34/20 RESOLUTION:

That the report be received and noted.

Moved: Narrabri

Seconded: Tenterfield

CARRIED

8.6 GRANT SUBMISSION – BUSHFIRE COMMUNITY RECOVERY AND RESILIENCE FUND

35/20 RESOLUTION:

That the report be received and noted and that the Executive Officer include the proposed Economic Development Plan and a NEJO Communications Strategy in the Grant Application.

Moved: Narrabri

Seconded: Glen Innes

CARRIED

Uralla Shire Council General Manager suggested NEJO could include a business prospectus as part of the application but Craig Jenkins stated that would cost more than the \$300k grant limit.

8.7 NORTHERN INLAND REGIONAL WASTE GROUP – UPDATE

- NEJO Chair Michael Pearce stated the 20 year waste strategy will be completed in March 2021.
- Tenterfield Mayor Cr Petty spoke about Waste to Energy and said the Minister for Energy is supportive of the idea.

36/20 RESOLUTION:

That the report be received and noted and that the Draft MOU between NEJO and NIRW is amended to include a 6th objective that states "Supportive of waste conversion".

Moved: Tenterfield

Seconded: Narrabri

CARRIED

8.8 NEJO ADVOCACY

37/20 RESOLUTION:

That NEJO acknowledges the key project topics of advocacy and continue to advocate to relevant government departments.

Moved: Moree

Seconded: Tenterfield

CARRIED

8.9 REGIONAL ROADS – ROADS RECLASSIFICATIONS

38/20 RESOLUTION:

That the NEJO Board send a letter to the Minister for Roads and State and Federal Ministers in support of the recommended road reclassifications.

Moved: Moree

Seconded: Narrabri

CARRIED

ACTION: Executive Officer to send to General Managers for review, before the letter is sent.

8.10 AUDITED FINANCIAL STATEMENTS

39/20 RESOLUTION:

That:

- i) the information be received and noted; and*
- ii) the Report on the Conduct of the Audit for the year ended 30 June 2020 and the Independent Auditors Report as of 30 June, 2020 be adopted.*

Moved: Tenterfield

Seconded: Glen Innes

CARRIED

8.11 YTD FINANCIAL REPORT

40/20 RESOLUTION:

That the income and expenditure report be received and noted.

Moved: Tenterfield

Seconded: Glen Innes

CARRIED

9. NEXT MEETING

The meeting dates and locations for 2021 were decided, and include the following:

- 22 February - Tenterfield
- 24 May – Glen Innes
- 26 July – Narrabri
- 29 November – Gwydir / Armidale

10. GENERAL BUSINESS

41/20 RESOLUTION:

That the NEJO Board:

- i) Accept the request for Gwydir to become a member of the New England Joint Organisation.*
- ii) Authorise the Executive Officer to complete any required paperwork to facilitate the membership.*

Moved: Tenterfield

Seconded: Moree

CARRIED

- Tenterfield Mayor Cr Petty stated the membership fees need to remain affordable.
- Armidale Mayor Viv May thanked everyone for their friendship and support in NEJO.
- Chairman Cr Pearce thanked Craig Jenkins for his attendance.
- Moree Mayor Cr Humphries thanked everyone for visiting Moree.

ACTION: Executive Officer to send out committee enquiry on Inland Rail to General Managers for comment.

11. CLOSURE

Meeting closed at 1.35pm.

15. REPORTS TO COUNCIL



Report to Council

Report 1 | Cash at Bank and Investments

Department: Finance
Prepared by: Chief Financial Officer
TRIM: Container U21/6687
Attachments: Council's Investments as at 30 November, 2020
Schedule of loans as at 30 November, 2020

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2	4.2 An effective and efficient organisation.
Strategy:	4.2.2	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:	4.2.2.1.5	Maximise return on investment within risk parameters provided by the USC Investments Policy.

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.

RECOMMENDATION:

That:

1. Council note the cash position as at 30 November, 2020 consisting of cash and overnight funds of \$3,078,065, term deposits of \$14,821,531 totalling \$17,899,596 of readily convertible funds.
2. Council note the loan position as at 30 November, 2020 totalling \$2,091,371.

BACKGROUND:

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

REPORT:

Current term deposits of \$14,821,531 spread over the next twelve months will receive a range of interest from .58% to 1.55% with an average rate of 1.02%. 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 November, 2020.

KEY ISSUES:

The official interest rate remains at 0.25%. The Reserve Bank has not ruled out cutting rates further due to an economic downturn they predict will take up to two years to recover from. The current low interest rates will continue to result in reduced investment returns over the coming year.

COUNCIL IMPLICATIONS:

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 (LTFF)

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

The public presentation of this information and Council noting this report is an important part of Council's management of the risk of not maintaining compliance with the Minister's Orders regarding approved investment types and in-turn reduces the risk of future losses on investments.

7. Performance Measures

N/A

8. Project Management

N/A

Uralla Shire Council		
Investments at 30 November, 2020		
Cash at Bank – Operating Accounts:		
Institution	Account	Bank Statement
National Australia Bank	Main Account	\$311,245.05
National Australia Bank	Trust Account	\$31,226.33
Community Mutual	Bundarra RTC	\$25,988.97
Total		\$368,460.35
Business Investment (Cash Management) Account		
Institution	Interest rate	Balance
Professional Funds	0.15% above RBA cash rate	\$2,709,604.89
Total		\$2,709,604.89

Term Deposits:				
Institution	Term	Interest rate	Maturity	Balance
Commonwealth Bank	9 months	1.13%	7/12/2020	\$1,200,000.00
Westpac Banking Corporation	10 months	1.38%	5/01/2021	\$500,000.00
National Australia Bank	12 months	1.50%	19/01/2021	\$719,250.00
Suncorp	3 months	0.80%	22/01/2021	\$400,000.00
National Australia Bank	9 months	1.05%	26/01/2021	\$500,000.00
Bank of Queensland	7 months	1.55%	10/03/2021	\$800,000.00
Bank of Queensland	12 months	1.40%	12/03/2021	\$800,000.00
National Australia Bank	12 months	1.25%	1/04/2021	\$600,000.00
National Australia Bank	12 months	1.20%	12/04/2021	\$500,000.00
Suncorp	6 months	0.85%	22/04/2021	\$500,000.00
ANZ	9 months	0.70%	26/04/2021	\$800,000.00
National Australia Bank	12 months	1.10%	21/05/2021	\$1,000,000.00
Westpac Banking Corporation	12 months	0.95%	19/06/2021	\$1,350,000.00
Commonwealth Bank	10 months	0.68%	19/07/2021	\$500,000.00
Westpac Banking Corporation	12 months	0.85%	25/07/2021	\$600,000.00
Westpac Banking Corporation	11 months	0.65%	25/08/2021	\$252,281.23
ANZ	11 months	0.58%	31/08/2021	\$500,000.00
Commonwealth Bank	12 months	0.71%	16/09/2021	\$1,000,000.00
Suncorp	12 months	0.90%	22/10/2021	\$1,000,000.00
Suncorp	12 months	0.90%	26/10/2021	\$1,300,000.00
Total				\$14,821,531.23

Uralla Shire Council				
Loans at 30 November, 2020				
Loans:				
Loan no.	Purpose	Balance		
165	MGH Property	\$41,406.90		
168	Community Centre	\$23,916.11		
176	Library Extensions	\$119,634.07		
177	Grace Munro Centre	\$95,738.71		
181	Creative Village Works	\$0.00		
186	Public Toilets Pioneer Park	\$0.00		
187	Undergrounding Power and Main Street Upgrade	\$112,318.98		
188	Paving and Power Undergrounding	\$29,441.56		
189	Bridge Construction	\$190,404.76		
190	Bridge construction & industrial land development	\$1,478,510.26		
Total		\$ 2,091,371.35		

15.2. | Works Progress Report as at 30 November 2020

Department: Infrastructure & Development
Prepared by: **Manager Civil Infrastructure**
TRIM Reference: UINT/20/11110
Attachments: Capital Works Program - 30 November 2020

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.3	A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycle ways that are adequate, interconnected and maintained
Strategy:	2.3.1	Provide an effective road network that balances asset conditions with available resources and asset utilisation
Activity:	2.3.1.1	Deliver road and drainage maintenance services and capital works programs
Action:	2.3.1.1.1	Deliver sealed roads bitumen maintenance program in line with established service levels and intervention points - per Transport Asset Management Plan
	2.3.1.1.2	Deliver sealed roads capital renewal program - per Transport Asset Management Plan
	2.3.1.1.4	Deliver unsealed roads grading program in line with established service levels and intervention points - per Transport Asset Management Plan
	2.3.1.1.5	Deliver unsealed roads re-sheeting program in line with established service levels – per Transport Asset Management Plan

SUMMARY:

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

RECOMMENDATION:

That the Works Progress Report as at 30 November 2020 be received and noted.

BACKGROUND:

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

B. Works to be continued/undertaken in December 2020

1. **Main Road Maintenance**
Bitumen patching
Mowing
2. **Sealed Roads Maintenance**
Bitumen patching
3. **Unsealed Roads Maintenance**
Grading – Ross Road, Ingledale Road,
Spring Gully Road, Dog Trap Road,
Saumarez War Service Road
Complete resheeting Old Gostwyck, Harriet
Gully and Corey Roads.
4. **Bridge/Sign**

Bingara Road upgrade	Guardrail installation
Retreat Road upgrade	Install box culvert
Thunderbolts Way (ch1300-1730)	Guardrail installation
Bridge maintenance	Wonga Abutment improvement
5. **Construction**

Bingara Road upgrade	Install safety barriers and erosion control
Retreat Road upgrade	Base course and culvert approaches construction
Urban, rural and regional roads	Resealing
6. **Town Area**

Maintenance	General maintenance and upkeep
-------------	--------------------------------

KEY ISSUES:

Nil

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Weekly posts to Council's Facebook and internal weekly bulletin keep the community informed of progress.
- 2. Policy and Regulation**
Procurement Policy; Infrastructure Asset Management Policy; and other applicable Civil Infrastructure and Works policies of Council
Local Government Act (1993), Roads Act (1993), Work Health & Safety Act (2011), Environmental Planning & Assessment Act (1979) and Australian Standards.
- 3. Financial (LTFP)**
In accordance with budget.
- 4. Asset Management (AMS)**
In accordance with Asset Management Plan.
- 5. Workforce (WMS)**
Council staff and contractors.
- 6. Legal and Risk Management**
Maintaining Council assets to minimise legal and risk exposure.
- 7. Performance Measures**
Works completed to appropriate standards.
- 8. Project Management**
Works Manager, Overseer & Director Infrastructure & Development.

Capital Works Program at 30 November 2020

ID	Task Name	Comments	Estimates	Actual Costs to date	July 29/06	August 27/07	September 24/08	October 21/09	November 19/10	December 16/11	January 14/12	January 11/01	February 8/02	March 8/03	April 5/04	May 3/05	June 31/05	July 28/06
1			\$0.00															
2	Bingara Road upgrade, ch 6600 to 15000.		\$2,856,000.00	\$2,425,216.04														
3	Road construction (ch8900 - 11100), drainage, erosion control and guardrail	Restart NSW	\$794,183.00	\$629,372.02														
4	Tolleys Gully Bridge	Growing Local Economies	\$1,100,000.00	\$46,193.36														
5	Survey, investigation and tender		\$45,000.00	\$46,193.36														
6	Bridge construction		\$448,500.00															
7	Bridge approaches construction		\$551,000.00															
8	Safer Roads - MR73(South)	Safer Rd / Blackspot	\$247,840.00	\$9,401.01														
9	Design		\$20,000.00	\$9,401.01														
10	Construction & install safety barriers		\$227,840.00															
11	Regional Roads - REPAIR Program (Ext Funding \$187,326)	REPAIR / Block Grant	\$465,089.00	\$419,697.76														
12	Thunderbolts Way(MR73C), REPAIR reconstruction ch 22000to 22650 (adjacent Gwydir River bridge)		\$287,912.00	\$266,637.87														
13	Thunderbolts Way(MR73C), REPAIR reconstruction ch 1300 to 1730 (Rifle Range) and guardrail		\$177,177.00	\$153,059.89														
14	Upgrade		\$400,000.00	\$130,223.53														
15	Retreat Rd (2km)	LRCI	\$400,000.00	\$130,223.53														
16	Renewals 1		\$2,484,234.00															
17	Reseals - Urban		\$70,343.00															
18	Reseals - Rural		\$372,269.00															
19	Reseals - Regional		\$289,268.00															
20	Rehabilitation - Sealed Rural Roads		\$1,442,634.00	\$233,341.46														
21	Kingstown Road Heavy Patching (ch4.5 - 12.5km)	R2R	\$404,250.00	\$232,560.49														
22	Arding Road (2.15km - 5km)	R2R	\$215,634.00	\$780.97														
23	Torryburn Road (11.0km - 11.5km)	LRCI	\$134,750.00															
24	Hawthorne Drive (0 - 2km)	FLR	\$655,000.00															
25	Rehabilitation - Sealed Urban Roads		\$307,720.00															
26	Uralla Street (Uralla Creek - Hill St)		\$21,000.00															
27	East Street (Duke St - Salisbury St)		\$99,820.00															
28	Queen Street (Central School - Park St		\$104,125.00															
29	Maitland Street (King St - Wood St)	LRCI	\$82,775.00															
30	Construction Projects		\$195,606.00															
31	Footpath (TBA)		\$60,256.00															
32	Bike Track (Plane Avenue)		\$64,750.00															
33	Kerb & Gutter (road - TBA)		\$70,600.00															
34	Resheeting		\$503,373.00															
35	Unsealed Rural Roads (TBC)		\$482,668.00															
36	Unsealed Regional Roads (TBA)		\$20,705.00															
Project: December- Attachment - Capi					Task Split Milestone Summary													
					Project Summary Inactive Task Inactive Milestone Inactive Summary													
					Manual Task Duration-only Manual Summary Rollup Manual Summary													
					Start-only Finish-only External Tasks External Milestone													
					Deadline Progress Manual Progress Slippage													

15.3. | Information Report to November Council Resolution 15.11/20

Department: Infrastructure & Development
Prepared by: Manager Civil Infrastructure
TRIM Reference: UINT/20/11140
Attachments: NIL

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.3	A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycle ways that are adequate, interconnected and maintained
Strategy:	2.3.1	Provide an effective road network that balances asset conditions with available resources and asset utilisation
Activity:	2.3.1.1	Deliver road and drainage maintenance services and capital works programs
Action:	2.3.1.1.1	Deliver sealed roads bitumen maintenance program in line with established service levels and intervention points - per Transport Asset Management Plan
	2.3.1.1.2	Deliver sealed roads capital renewal program - per Transport Asset Management Plan

SUMMARY:

This advisory report is in response to queries raised regarding the Roads to Recovery and Local Roads & Community Infrastructure Funding Program.

RECOMMENDATION:

That Council note the information provided for the works to be undertaken through funding from the Roads to Recovery and Local Roads and Infrastructure Programs.

Background:

At the November 2020 Ordinary Meeting of Council, it was resolved at OM 15.11/20 *“That Council be provided with the report on c) Roads to Recovery and Local Roads & Community Infrastructure Funding Program.”*

Uralla Shire Council
Council Business Paper – 15 December 2020

REPORT

- a. The list of projects identified and scheduled to be undertaken in the 2020–21 under the Roads to Recovery (R2R) funding. Funding amount: \$894,159.

Road Name	Scope of Works	Budget(\$)	Status
Kingstown Road	Heavy patching at 19 patches includes stabilising	404,250	Completed in Nov 2020 by contractor
Arding Road	Heavy patching at 12 patches includes stabilising	215,634	Completed in Nov 2020 by contractor
Kingstown Road ch18 -18.75km	Widening & stabilising	202,120	TBC by field validation. Brought forward 2021/22 Schedule April/May 2021
Terrible Vale Road Ch750 – 3000	Reseals	67,370	TBC by field validation Brought forward 2022/23 Schedule April/May 2021

- b. The list of projects identified and scheduled to be undertaken in the 2020–21 under the Local Roads Community Infrastructure (LRCI) funding. Funding amount: \$596,106.

Road Name	Scope of Works	Budget(\$)	Status
Retreat Road	Upgrade ch 8.18 – 10.18km includes installation of box culvert and drainage renewal	400,000	Underway. Sealed in late January 2021
Torryburn Road	Most of rehabilitation of ch11 – 11.5km includes stabilising and overlay	111,237	Late January 2021
Maitland Street	Asphalt overlay (Between King Street – Wood Street)	84,869	Dec 2020

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Weekly posts to Council's facebook and internal weekly bulletin keep the community informed of progress.

2. Policy and Regulation

Procurement Policy; Infrastructure Asset Management Policy; and other applicable Civil Infrastructure and Works policies of Council
 Local Government Act (1993), Roads Act (1993), Work Health & Safety Act (2011), Environmental Planning & Assessment Act (1979) and Australian Standards.

3. Financial (LTFP)

In accordance with budget.

4. Asset Management (AMS)

In accordance with Asset Management Plan.

5. Workforce (WMS)

Council staff and contractors.

6. Legal and Risk Management

Maintaining Council assets to minimise legal and risk exposure.

7. Performance Measures

Works completed to appropriate standards.

8. Project Management

Works Manager, Overseer & Director Infrastructure & Development.

15.4. | DIVISION DECISION

Development Application 87/2019 - Dwelling, garage and strata subdivision at
51 John Street Uralla

Department:	Infrastructure & Development
Prepared by:	Manager of Development and Planning
TRIM Reference:	UINT/20/11127
Attachments:	UINT/20/11132 - Development Assessment Report
	UINT/20/11134 - Plans
	UINT/20/11135 - Drainage levels
	UINT/20/11136 - Subsoil stormwater disposal report
	UINT/20/11137 - Redacted submissions

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:	Dwelling, garage and strata subdivision
Property description:	Lot 12 DP 1198902 - Assessment 53285
Applicants:	Colin Hull
Owners:	Colin Hull
Zoning:	R1 General Residential
Date received:	18 December 2019
Public notification or exhibition:	Yes
Exhibition period:	7 January 2020 – 22 January 2020
Submissions:	3
Other approvals:	Nil

RECOMMENDATION:

That Council approve the Development Application 87/2019 for a dwelling, garage and strata subdivision at 51 John St Uralla (Lot 12 DP 1198902) subject to the following conditions of consent:

• 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.

136D Fulfilment of BASIX commitments

8. This clause applies to the following development:
 - (a) BASIX affected development,
 - (b) any BASIX optional development in relation to which a person has made an application for a complying development certificate that has been accompanied by a BASIX certificate or BASIX certificates (despite there being no obligation under clause 4A of Schedule 1 for it to be so accompanied).
9. A complying development certificate for development to which this clause applies must be issued subject to a condition that the commitments listed in each relevant BASIX certificate for the development must be fulfilled.

GENERAL CONDITIONS

10. 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.

11. 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.

12. The structures are to be inspected at the following stages of construction:

- before the pouring of footings**
- before covering drainage (under hydrostatic test)
- before pouring any reinforced concrete structure **
- before covering the framework for any wall, roof or other building element **
- before covering waterproofing in any wet area**
- before covering any stormwater drainage connections
- when the building work is completed and all conditions of consent have been addressed**

** denotes a critical stage inspection (a mandatory inspection under Section 6.3 of the EP&A Act 1979). Please note that an Occupation Certificate cannot be issued for a development where a critical stage or other nominated inspection has not been carried out.

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

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

Reason: To ensure compliance with appropriate standards.

13. 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.

14. Occupancy of the building is not to take place until the Principal Certifying Authority (PCA) has carried out a final inspection and an Occupation Certificate issued.

Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979 and to restrict the use of the premises until the terms of the Development Consent have been complied with so as to ensure the health and safety of occupants of the building.

15. Roof water from the dwellings and garages on both proposed strata lots is to be disposed of in a manner that does not cause a nuisance for neighbouring properties, by one of the following methods:

- (a) By piping to the John St culvert.
- (b) By piping to a rainwater tank and then via the overflow to the John St culvert.

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

16. Any rainwater tank must be installed so that it is:
- (a) Not interconnected in any way with Council's water supply without a backflow prevention device.
 - (b) If it is connected with Council's water supply, then it must have a backflow prevention device that is compliant with AS 3500 National Plumbing and Drainage Code – Compendium.
 - (c) The overflow is to be connected to the stormwater system.

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

17. The responsible person for plumbing and drainage work must ensure that the responsible person has given Council a notice of work in an approved form that specifies the work to be carried out and the responsible person for the work.

The notice of work must be provided no later than 20 business days before the work concerned is carried out in the case of work that involves a proposed alternative solution, or no later than 2 business days before the work concerned is carried out in any other case.

Reason: Statutory requirement

18. The responsible person for plumbing and drainage work must provide Council, and the person for whom the work is carried out, with a certificate of compliance within 2 business days after the work is completed.

Reason: Statutory requirement

Note: A certificate of compliance is a written document, in an approved form, that certifies that the plumbing and drainage work to which it relates is code compliant.

19. On completion of plumbing and drainage work that consists of or includes carrying out work on a sanitary drainage system, the responsible person for the work must supply a plan of the work, in the approved form, to the following persons:
- a) The owner of the land or the owner's agent,
 - b) The Council.

Reason: Statutory requirement

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

Reason: To ensure pedestrian and vehicular safety during construction.

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

21. That two lots are created by the strata subdivision of Lot 12, DP 1198902 one of about 451m² and the other about 582m².

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

22. The new driveways are to be concrete or bitumen seal. These works are to be at the developer's expense.

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

23. The developer must create an easement under Section 88B of the Conveyancing Act in the following context:

- (a) The purpose is an "easement for sewerage drainage" in favour of proposed Lot 1.
- (b) It must be located centrally over the sewer line located within proposed Lot 2.
- (c) It must have a minimum width of one metre.

Reason: To protect the sewage infrastructure from inappropriate future development that may have an adverse impact on its repair, maintenance or replacement.

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

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

25. The development must be provided with reticulated electricity. The applicant shall provide a letter from the relevant electricity energy provider stating that satisfactory arrangements have been made for the supply of electricity.

Reason: To ensure that development is adequately serviced by utilities

26. Prior to the issue of a subdivision certificate, the applicants shall provide evidence to the effect that all utility services, i.e water, sewer, electricity, telecommunications, connected to or used in each of the buildings within the development site is wholly contained within each of the proposed strata allotments. That is, no internal servicing of the sites is permitted to be wholly or partially on the adjoining allotment.

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

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

Reason: To ensure provision of appropriate documentation.

28. Prior to the issue of the Subdivision or Construction Certificate in connection with a development, the developer (whether or not a constitutional corporation) is to provide evidence satisfactory to the Certifying Authority that arrangements have been made for:

- (a) the installation of fibre-ready facilities to all individual lots and/or premises in a development project so as to enable fibre to be readily connected to any premises that is being or may be constructed on those lots. The developer must demonstrate that the carrier has confirmed in writing that they are satisfied that the fibre ready facilities are fit for purpose.

and

- (b) the provision of fixed-line telecommunications infrastructure in the fibre-ready facilities to all individual lots and/or premises in a development project demonstrated through an agreement with a carrier.

Reason: To ensure that development is adequately serviced by utilities.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

29. 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

30. The owner of the property is to ensure that any building is constructed:

- (c) to meet the setback requirements of the approved plans,
- (d) to be located within the confines of the lot, and;
- (e) 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.

31. 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.

32. 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.

33. The builder shall provide a temporary sanitary service to the building site before building operations are commenced.

Reason: To provide effective sanitation of the site during building construction.

34. All construction materials, sheds, skip bins, spoil, temporary water closets etc. shall be kept wholly within the property and not placed on public land or in a position that may result in materials/debris being washed onto the roadway or into the stormwater drainage system.

Reason: To preserve the amenity of the locality and protect stormwater systems.

35. Temporary kerb and gutter crossings shall be installed to protect existing kerbs, channels and/or laybacks. Such protection shall consist of timber, concrete, steel or the like and shall not cause any diversion or build-up of drainage flow. Materials that could cause interference with council's drainage system shall not be used.

Reason: To ensure that Council's stormwater system is protected.

36. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification shall be kept on the Subject Site at all times and shall be readily available for perusal by any officer of Council or the PCA.

Reason: To ensure compliance with approved plans.

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

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

Reason: Requirement of Council as the Road Authority.

38. Run-off and erosion controls must be implemented before construction, and maintained to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:

- (j) divert uncontaminated run-off around cleared or disturbed areas,
- (k) erect a silt fence to prevent debris escaping into drainage systems or waterways,
- (l) prevent tracking of sediment by vehicles onto roads,
- (m) stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.

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

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

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

Reason: To ensure that public infrastructure is maintained.

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

Reason: To provide appropriate access to the site.

41. A street number must be displayed on each dwelling/premises in a position clearly visible from the street, using numbers having a height of not less than 80 mm.

Reason: To enable the dwelling to be identified by a location based address.

**CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE
COMMENCING**

42. Stormwater management must be designed and constructed to a standard approved by Council's Director of Infrastructure and Development or nominee.

Reason: To ensure appropriate management of stormwater prior to use.

BACKGROUND:

Development Application 87/2019 for a dwelling, garage and strata subdivision at 51 John St Uralla (Lot 12 DP 1198902) was received on 18 December 2019. The application contained insufficient information to determine impacts to surrounding properties from stormwater runoff so further information was requested from the applicant. Information requests were satisfied on 13 November 2020.

Three (3) submissions were received during the notification period. The matters raised in the submission are discussed below in the 'key issues' section.

REPORT:

The development application seeks to gain development consent for a dwelling, garage and strata subdivision at 51 John Street Uralla.

KEY ISSUES:

Roof water drainage: Roof water from the proposed dwelling will be piped to a rainwater tank then via overflow to the John Street culvert (see fall calculations as attachment 3). This water will then proceed via Leece Road then over the eastern section of the property 4 Leece Road as per existing runoff from Leece Road and John Street. A consent condition has also been included to require that the stormwater from the existing dwelling and new garage on proposed Lot 1 be piped to the John Street culvert to ameliorate overland flooding impacts on the property at 4 Leece Road.



Figure 1 Site location, contours and stormwater path.

Stormwater from new driveway: As there is insufficient fall for stormwater from the new driveway to be channelled to Council's stormwater system, the runoff from the driveway is to be piped to a rubble pit for subsoil disposal. The rubble pit has been designed for a four-day antecedent rainfall event at an average recurrence interval of 1 in 5 (80th) percentile by an appropriately qualified professional (see report as attachment 4).

Lot sizes: There is no minimum lot size for strata subdivision.

Noise and privacy: Anticipated noise and privacy impacts are considered acceptable for the R1 General Residential zone.

Access: Access is consistent with the development standards in the Uralla Development Control Plan 2011.

Easements: An easement for sewage drainage benefitting proposed Lot 1 forms part of the recommended consent conditions.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The application was notified as per the provisions of the Uralla Development Control Plan 2011.

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

The development application was received 18 December 2019, however provision by the applicant of requested information necessary to assess the proposal was not satisfied until 13 November 2020. Net processing time of the application prior to preparation of a Council report was 72 days.

8. Project Management

Nil

Development Assessment Report

DA Number: DA-87-2019

Council: Uralla Shire Council

Location: 51 John Street URALLA

Development Description: Dwelling, Garage and Strata Subdivision

Title Details: Lot: 12 DP: 1198902

Property Details/History

	Checked	Comments
File History	No	
Title Plan	Yes	
Check Ownership	Yes	

Application Type

Is this application an Integrated Development Application? No

Is it a BASIX affected development? Yes. Certificate 1049073S supplied.

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: R1 General Residential

List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes	The proposed land use requires development consent.

Development Control Plan

Section 4.15(1)(a)(iii) – EP & A Act

Does Uralla DCP 2011 apply to this land/proposal? Yes

Chapter	Compliance	Comment
3	Yes	Setbacks are compliant. No unreasonable impacts on privacy.

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? No

Subdivision

Is this application for subdivision? Yes. Strata only.

How many new lots are being created? 1

Environmental Impacts

Section 79c(1)(b) – EP & A Act

Does this proposal have any potential environmental impacts? 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? No

Infrastructure

Has an engineering assessment been completed? No

	Impact	Comment
Drainage	No	Overall overland flow to the east will be less as roof stormwater will be piped to the John St culvert and runoff from the impervious driveway is channelled to a rubble trench designed for a four-day ARI of 1 in 5.

Section 68 Assessment

Section 68 – LGA Act

Is a section 68 approval required? Yes

What the type of assessment/approval required? B1, B5 and B6.

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
Steven Attard	<ul style="list-style-type: none">• Lot sizes• Easement• Access• Privacy• Noise• Stormwater	<ul style="list-style-type: none">• Lot size not relevant to strata subdivision• An easement for sewage drainage forms part of the consent conditions• Access is compliant with the DCP• Privacy and noise impacts are considered reasonable in an R1 general residential zone• As the stormwater from the roof is being piped to the John St culvert and the rubble drain has been designed for a four-day ARI of 1 in 5 no detrimental impacts on the amenity of neighbours are expected.
Sally-Anne Prado	<ul style="list-style-type: none">• Stormwater• Lot sizes	<ul style="list-style-type: none">• See comments above• See comments above
Geoff Khan	<ul style="list-style-type: none">• Stormwater	<ul style="list-style-type: none">• See comments above

Section 88b Instrument

Does Council require a Section 88b instrument to be prepared?	Yes
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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
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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: 1.12.2020

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.

136D Fulfillment of BASIX commitments

8. This clause applies to the following development:
 - (a) BASIX affected development,
 - (b) any BASIX optional development in relation to which a person has made an application for a complying development certificate that has been accompanied by a BASIX certificate or BASIX certificates (despite there being no obligation under clause 4A of Schedule 1 for it to be so accompanied).
9. A complying development certificate for development to which this clause applies must be issued subject to a condition that the commitments listed in each relevant BASIX certificate for the development must be fulfilled.

GENERAL CONDITIONS

10. 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.
11. 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.

12. The structures are to be inspected at the following stages of construction:

- before the pouring of footings**
- before covering drainage (under hydrostatic test)
- before pouring any reinforced concrete structure **
- before covering the framework for any wall, roof or other building element **
- before covering waterproofing in any wet area**
- before covering any stormwater drainage connections
- when the building work is completed and all conditions of consent have been addressed**

** denotes a critical stage inspection (a mandatory inspection under Section 6.3 of the EP&A Act 1979). Please note that an Occupation Certificate cannot be issued for a development where a critical stage or other nominated inspection has not been carried out.

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

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

Reason: To ensure compliance with appropriate standards.

13. 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.

14. Occupancy of the building is not to take place until the Principal Certifying Authority (PCA) has carried out a final inspection and an Occupation Certificate issued.

Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979 and to restrict the use of the premises until the terms of the Development Consent have been complied with so as to ensure the health and safety of occupants of the building.

15. Roof water from the dwellings and garages on both proposed strata lots is to be disposed of in a manner that does not cause a nuisance for neighbouring properties, by one of the following methods:

- (a) By piping to the John St culvert.
- (b) By piping to a rainwater tank and then via the overflow to the John St culvert.

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

16. Any rainwater tank must be installed so that it is:

- (a) Not interconnected in any way with Council's water supply without a backflow prevention device.
- (b) If it is connected with Council's water supply, then it must have a backflow prevention device that is compliant with AS 3500 National Plumbing and Drainage Code – Compendium.
- (c) The overflow is to be connected to the stormwater system.

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

17. The responsible person for plumbing and drainage work must ensure that the responsible person has given Council a notice of work in an approved form that specifies the work to be carried out and the responsible person for the work.

The notice of work must be provided no later than 20 business days before the work concerned is carried out in the case of work that involves a proposed alternative solution, or no later than 2 business days before the work concerned is carried out in any other case.

Reason: Statutory requirement

18. The responsible person for plumbing and drainage work must provide Council, and the person for whom the work is carried out, with a certificate of compliance within 2 business days after the work is completed.

Reason: Statutory requirement

Note: A certificate of compliance is a written document, in an approved form, that certifies that the plumbing and drainage work to which it relates is code compliant.

19. On completion of plumbing and drainage work that consists of or includes carrying out work on a sanitary drainage system, the responsible person for the work must supply a plan of the work, in the approved form, to the following persons:
- a) The owner of the land or the owner's agent,
 - b) The Council.

Reason: Statutory requirement

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

Reason: To ensure pedestrian and vehicular safety during construction.

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE

21. That two lots are created by the subdivision of Lot 12, DP 1198902 one of about 451m² and the other about 582m².

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

22. The new driveways are to be concrete or bitumen seal. These works are to be at the developer's expense.

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

23. The developer must create an easement under Section 88B of the Conveyancing Act in the following context:

- (a) The purpose is an "easement for sewerage drainage" in favour of proposed Lot 1.
- (b) It must be located centrally over the sewage line located within proposed Lot 2.
- (c) It must have a minimum width of one metre.

Reason: To protect the sewage infrastructure from inappropriate future development that may have an adverse impact on its repair, maintenance or replacement.

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

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

25. The development must be provided with reticulated electricity. The applicant shall provide a letter from the relevant electricity energy provider stating that satisfactory arrangements have been made for the supply of electricity.

Reason: To ensure that development is adequately serviced by utilities

26. Prior to the issue of a subdivision certificate, the applicants shall provide evidence to the effect that all utility services, i.e water, sewer, electricity, telecommunications, connected to or used in each of the buildings within the development site is wholly contained within each of the proposed strata allotments. That is, no internal servicing of the sites is permitted to be wholly or partially on the adjoining allotment.

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

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

Reason: To ensure provision of appropriate documentation.

28. Prior to the issue of the Subdivision or Construction Certificate in connection with a development, the developer (whether or not a constitutional corporation) is to provide evidence satisfactory to the Certifying Authority that arrangements have been made for:

- (a) the installation of fibre-ready facilities to all individual lots and/or premises in a development project so as to enable fibre to be readily connected to any premises that is being or may be constructed on those lots. The developer must demonstrate that the carrier has confirmed in writing that they are satisfied that the fibre ready facilities are fit for purpose.

and

- (b) the provision of fixed-line telecommunications infrastructure in the fibre-ready facilities to all individual lots and/or premises in a development project demonstrated through an agreement with a carrier.

Reason: To ensure that development is adequately serviced by utilities.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

29. 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

30. The owner of the property is to ensure that any building is constructed:
- (c) to meet the setback requirements of the approved plans,
 - (d) to be located within the confines of the lot, and;
 - (e) 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.

31. 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.

32. 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.

33. The builder shall provide a temporary sanitary service to the building site before building operations are commenced.

Reason: To provide effective sanitation of the site during building construction.

34. All construction materials, sheds, skip bins, spoil, temporary water closets etc. shall be kept wholly within the property and not placed on public land or in a position that may result in materials/debris being washed onto the roadway or into the stormwater drainage system.

Reason: To preserve the amenity of the locality and protect stormwater systems.

35. Temporary kerb and gutter crossings shall be installed to protect existing kerbs, channels and/or laybacks. Such protection shall consist of timber, concrete, steel or the like and shall not cause any diversion or build-up of drainage flow. Materials that could cause interference with council's drainage system shall not be used.

Reason: To ensure that Council's stormwater system is protected.

36. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification shall be kept on the Subject Site at all times and shall be readily available for perusal by any officer of Council or the PCA.

Reason: To ensure compliance with approved plans.

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

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

Reason: Requirement of Council as the Road Authority.

38. Run-off and erosion controls must be implemented before construction, and maintained to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:

- (j) divert uncontaminated run-off around cleared or disturbed areas,
- (k) erect a silt fence to prevent debris escaping into drainage systems or waterways,
- (l) prevent tracking of sediment by vehicles onto roads,
- (m) stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.

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

CONDITIONS TO BE COMPLETED PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

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

Reason: To ensure that public infrastructure is maintained.

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

Reason: To provide appropriate access to the site.

41. A street number must be displayed on each dwelling/premises in a position clearly visible from the

street, using numbers having a height of not less than 80 mm.

Reason: To enable the dwelling to be identified by a location based address.

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

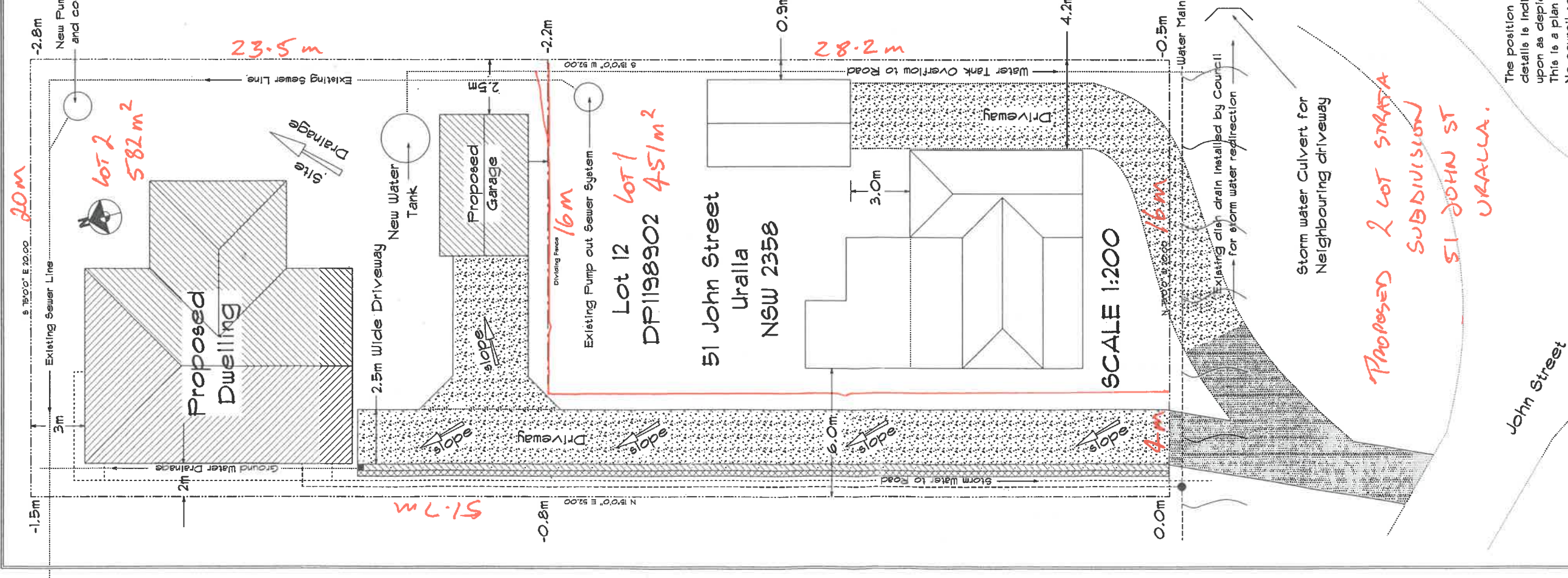
42. Stormwater management must be designed and constructed to a standard approved by Council's Director of Infrastructure and Development or nominee.

Reason: To ensure appropriate management of stormwater prior to use.

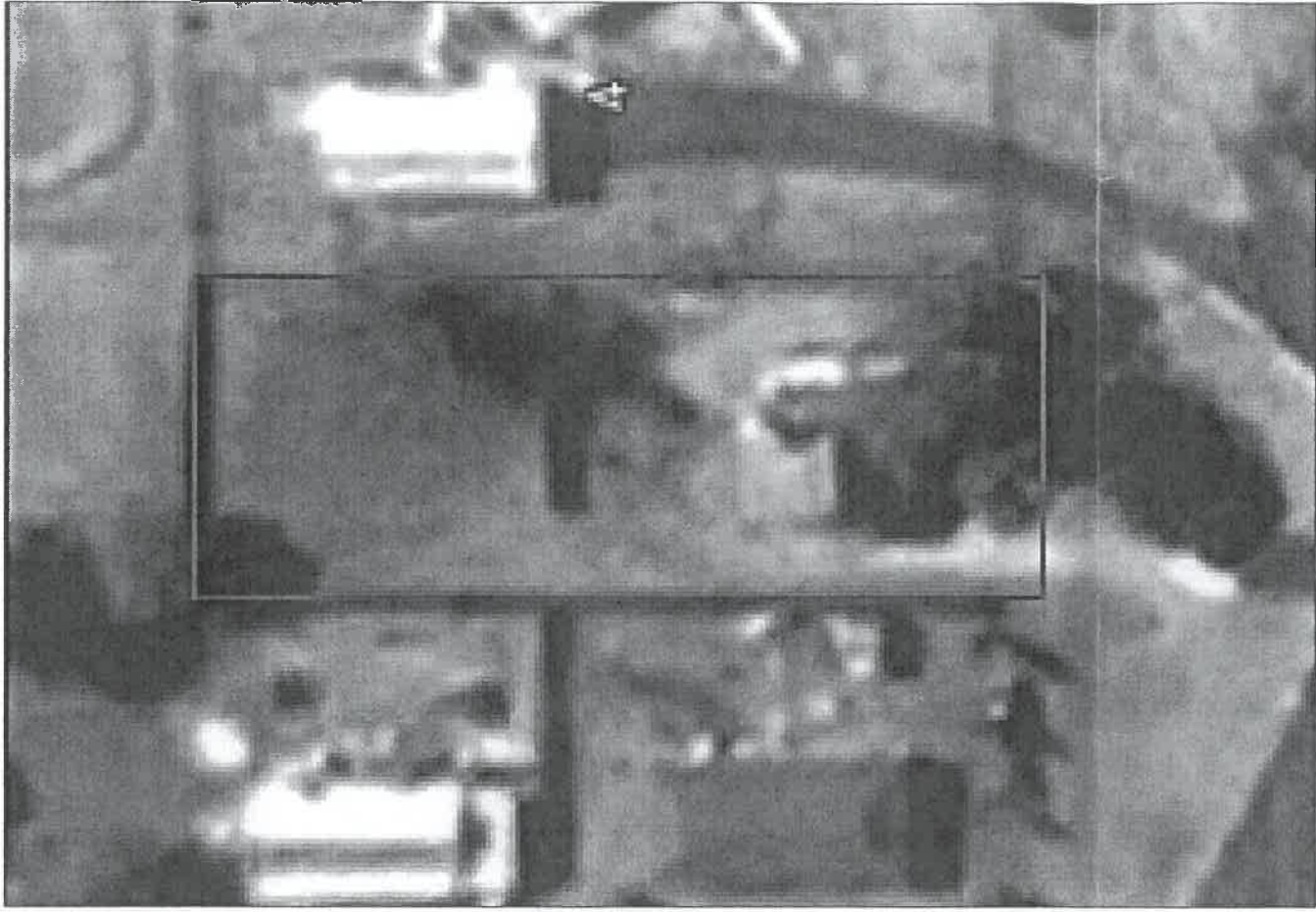
ADVISORY NOTES – GENERAL

43. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
44. 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.
45. 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.
46. 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.
47. 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.
48. 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.
49. Pursuant to Section 94(1)(a) of the *Local Government Act 1993 (General) Regulation 2005*, prior to any water main extension work or sewer main extension work the developer is to apply for a Section 68 Certificate approval and submit proposed plans.

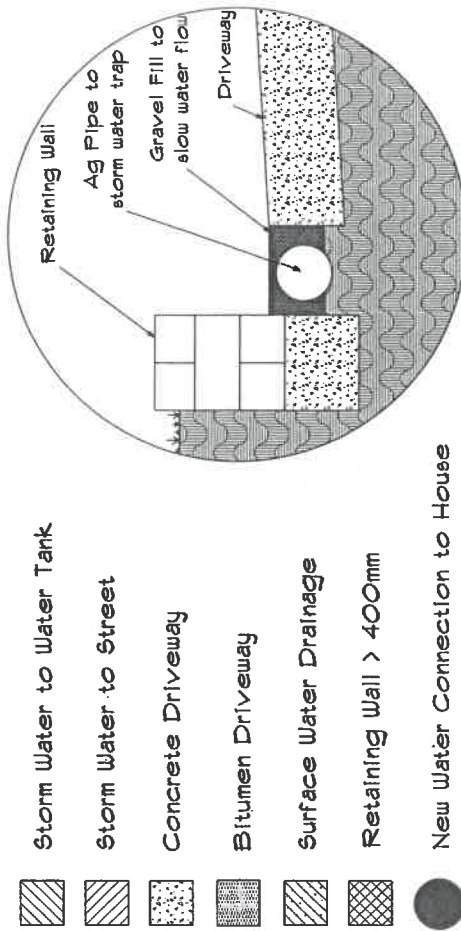
END



NOTE: New Water connection required
Power, Phone and Sewer connected to existing



Context Plan



Detail of Driveway Ground Water Control

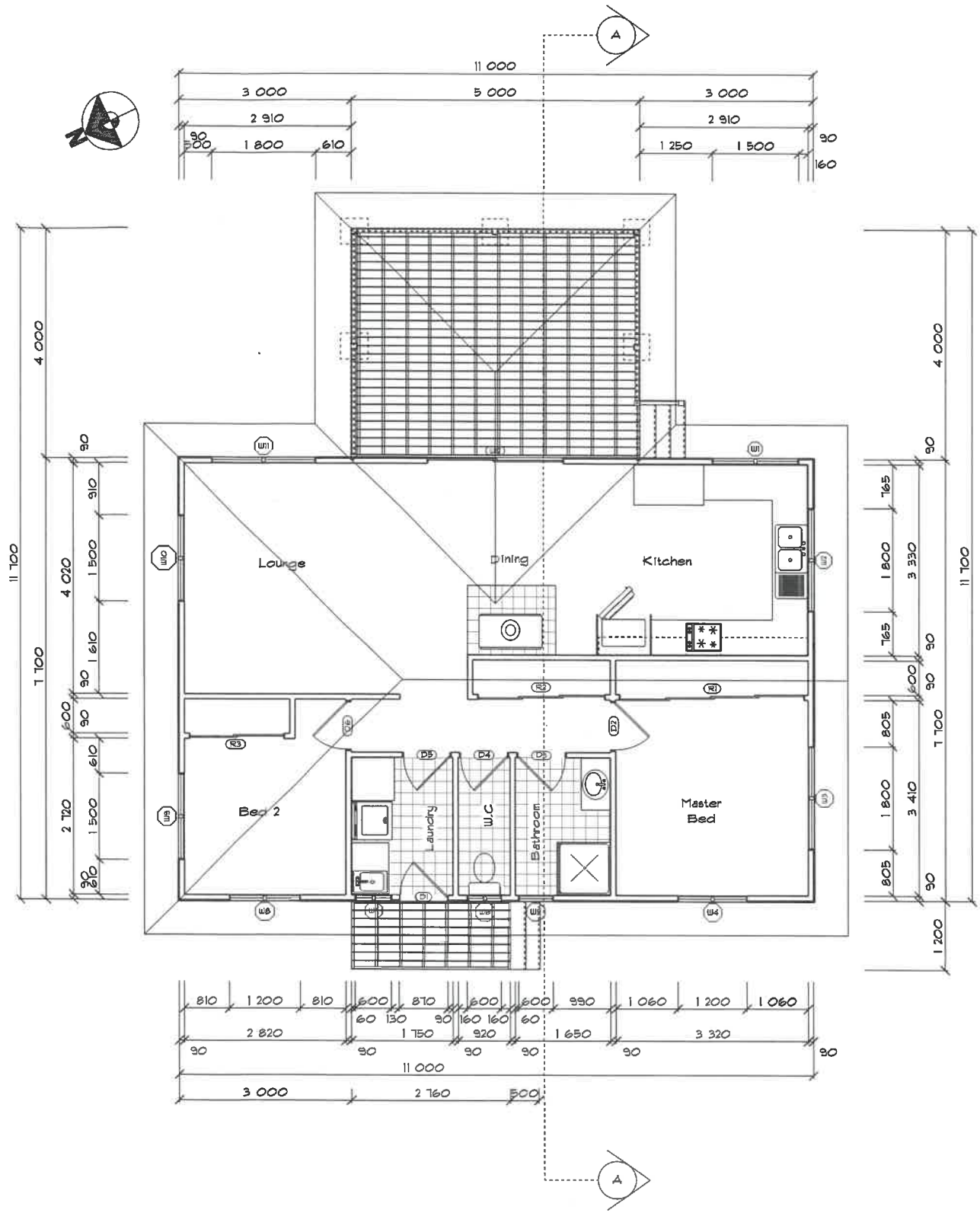
The position of fence line retaining walls & other details is indicative only & should not be relied upon as depicting the boundary lines. This is a plan of visible services only. No council search has been undertaken. The location of the pegs have not been checked & as such should not be relied on as marking the corners of the lot. An identification survey should be carried out prior to any construction works.

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1/10/19	For Client Approval	Customer: Colin HULL	Site Plan	New England Drafting
1/10/19	For Submission	Site Address: 51 John Street	2358	PHONE: 0411-303 343 FAX:
20/11/19	Amendment	PHONE: 0429 472 303	Reference No:	Email: gregnewenglanddrafting
		FAX:	Dual Occupancy	Page No: 4
		EMAIL: joepropertiesuralla.com.au		DRAWN BY: Greg SELBY

- Builders Notes
- 1. All level and plan dimensions to be verified by Builder on site.
 - 2. All services locations to be verified by Builder on site.
 - 3. Any evident discrepancies to be remedied by Builder with the approval of the designer.
 - 4. Do not scale - use written dimension only.
 - 5. All works to be in accordance with Local Council by-laws and current Building Code of Australia (NCC-2019) and latest Australian Standards and codes where applicable.
 - 6. All frame timber to conform to AS 1684 and the Light Timber Framing Code.
 - 7. Structural steel and concrete to comply with Engineers design.
 - 8. Metal lintels in external walls to be hot dipped galvanized.
 - 9. All glazing to comply with AS 1288 - 2006.
 - 10. Sewerage and Stormwater drains to be taken to lawful point of discharge.
 - 11. Top soil and vegetation under slabs to be removed.
 - 12. Wet areas to be impervious to water as per AS 3740 - 2010.
 - 13. All external steps to have a max. 190mm and min 115mm riser and max 335mm and min 240mm tread.
 - 14. Roofs/walls and floors to be insulated in accordance with (NCC-2019) BCA Vol 2 Part 3.12.1
 - 15. Smoke detectors to be installed in accordance with AS 3786 - 2014.
 - 16. Anti-termite treatment and Termite Barriers to be installed in accordance with (NCC-2019) BCA Vol 2 Part 3.1.4 and AS 3660.1:2004
 - 17. All concrete and reinforcement detail based on "S" classification, Builder to verify.
All concrete to be 20MPa minimum.
 - 18. Handrails shall be 865mm min above stair nosing and 1000mm min above landings. Provide vertical rails with 100mm spacing. The stair shall have a minimum head height of 2000mm above the line of nosing.
 - 19. Pool fencing shall be constructed in accordance with the (NCC-2019) BCA Vol 2 Part 3.10.1 and AS 1926.1-2012 Swimming Pool Safety

PRODUCT CODE	SIZE	R.O. WIDTH	R.O. HEIGHT	COUNT	OPENING ID
820 Entrance Door	820	870	2 065	1	D1
820 Colonial Internal Door	820	870	2 065	1	D2
820 Colonial Internal Door	820	870	2 065	1	D3
820 Colonial Internal Door	820	870	2 065	1	D4
820 Colonial Internal Door	820	870	2 065	1	D5
820 Colonial Internal Door	820	870	2 065	1	D6
2040 x 2843 - 4 mirror Slider	3 200	3 200	2 040	1	R1
2040 x 2148 - 3 mirror Slider	2 220	2 220	2 040	1	R2
2040 x 1653 - 2 mirror Slider	1 650	1 650	2 040	1	R3
900 x 1500 Aluminium Sliding	1 500 x 900	1 500	900	1	W1
900 x 1800 Aluminium Sliding	1 800 x 900	1 800	900	1	W2
900 x 1800 Aluminium Sliding	1 800 x 900	1 800	900	1	W3
600 x 1200 Aluminium Sliding	1 200 x 600	1 200	600	1	W4
1800 x 600 Aluminium Tawning	600 x 1 800	600	1 800	1	W5
600 x 600 Aluminium Sliding	600 x 600	600	600	1	W6
600 x 600 Aluminium Sliding	600 x 600	600	600	1	W7
600 x 1200 Aluminium Sliding	1 200 x 600	1 200	600	1	W8
900 x 1500 Aluminium Sliding	1 500 x 900	1 500	900	1	W9
900 x 1500 Aluminium Sliding	1 500 x 900	1 500	900	1	W10
900 x 1800 Aluminium Sliding	1 800 x 900	1 800	900	1	W11
2100 x 2400 Aluminium glass Sliding Door	2 400	2 400	2 100	1	W12

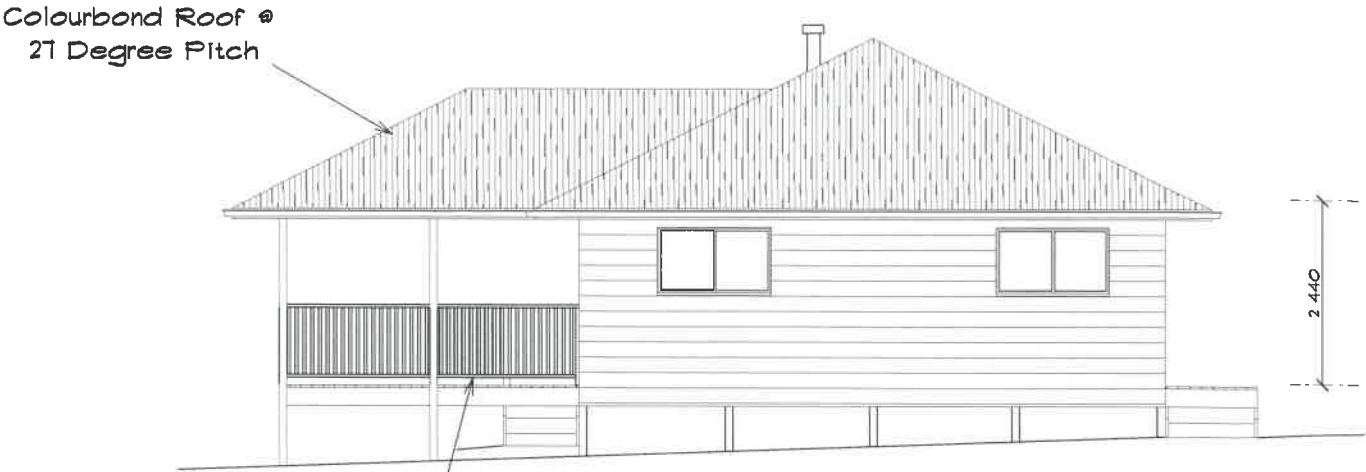


NAME	AREA
Gross Floor Area	109.21 Sq m.
Conditioned Floor Area	63.61 Sq m.
Un-conditioned Floor Area	45.60 Sq m.
Covered Deck Area	19.90 Sq m.
Un-Covered Deck Area	3.20 Sq m.

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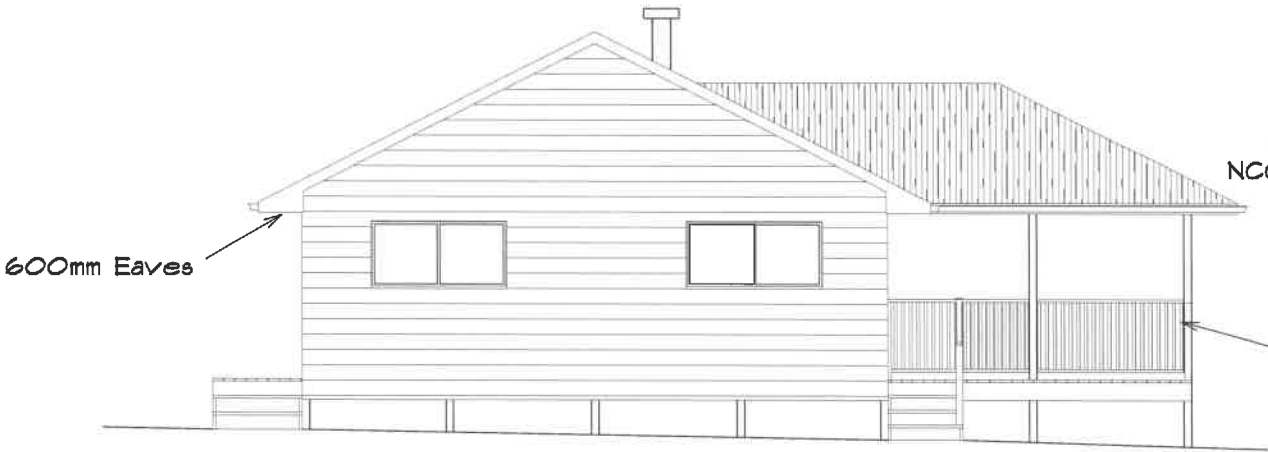
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1/10/19	For Client Approval	Customer: Colin HULL Site Address: 51 John Street Uralla	2358 Reference No: Dual Occupancy	New England Drafting PHONE: 0417-303 343 Email: gregnewenglanddrafting.com Page No: 1	DRAUN BY: Greg SELBY
	For Submission				
1/10/19				SCALE: 1 : 100 October 02, 2019	

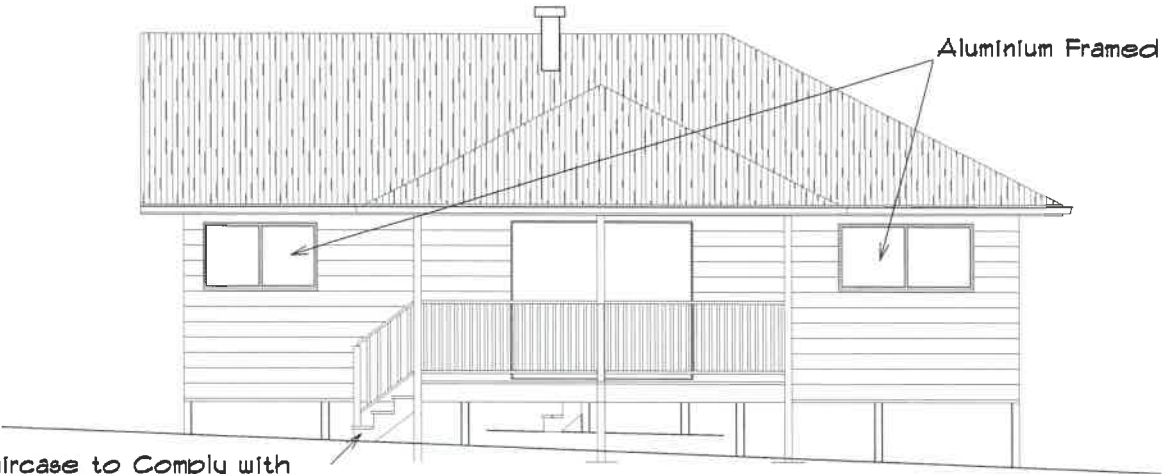


Handrail and Balustrading to comply with NCC-2019, BCA Vol 2 Part 3.9.2

Elevation North



Elevation South



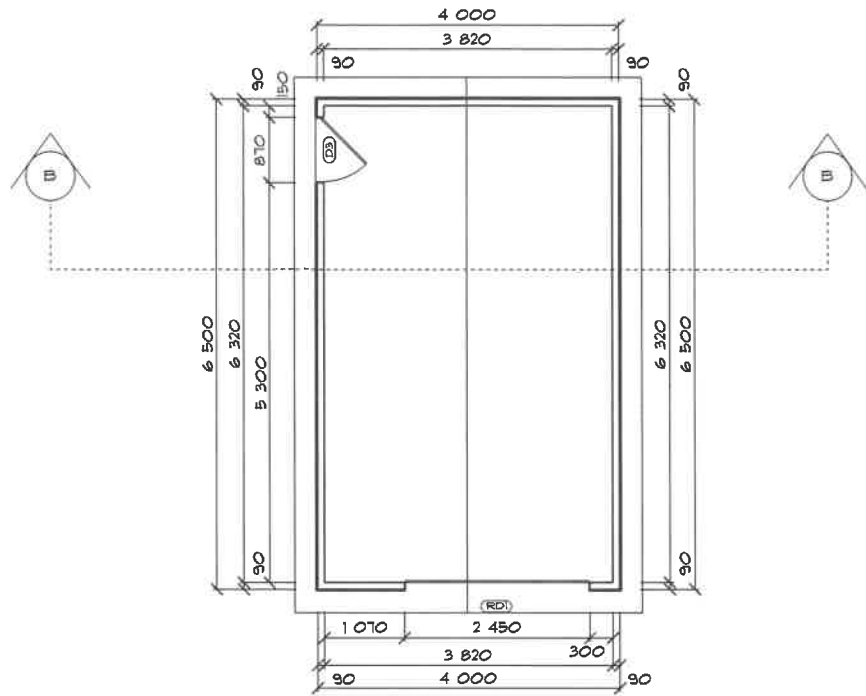
Elevation East



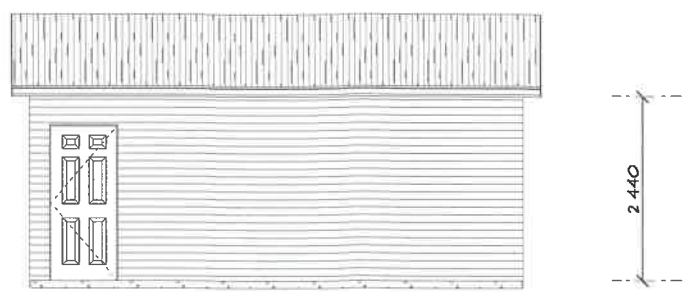
Elevation West

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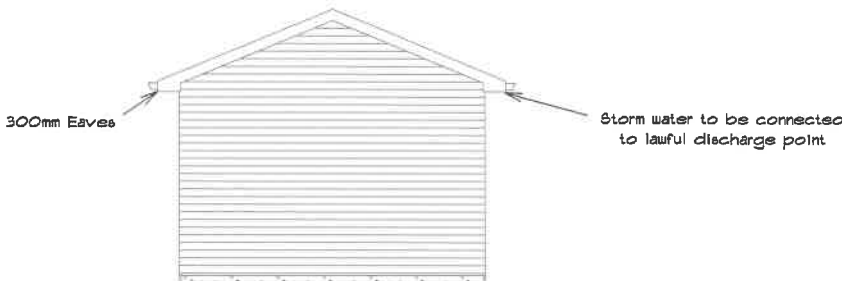
1/10/19	For Client Approval	Customer: Colin HULL	2358	Elevation	New England Drafting
1/10/19	For Submission	Site Address: 51 John Street	Uralla		
		PHONE: 0429 412 303	Reference No:	SCALE: 1 : 100	PHONE: 0417-303 343
		FAX:	Dual Occupancy	October 02, 2019	FAX:
		EMAIL: joepropertiesuralla.com.au			Email: gregnewenglanddrafting.com
					Page No: 2
					DRAWN BY: Greg SELBY



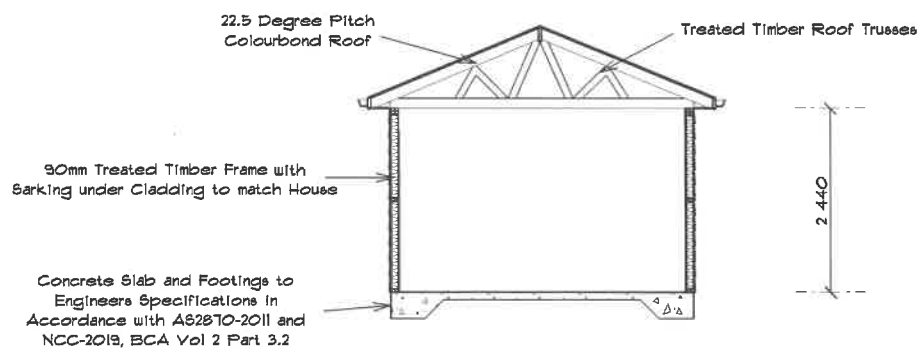
Garage Floor Plan



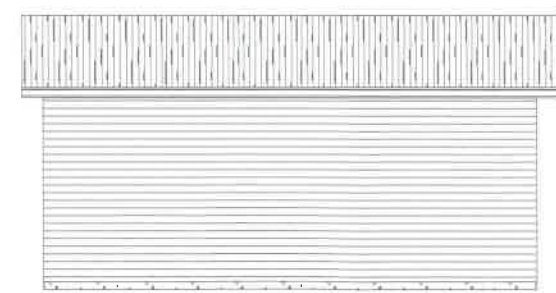
Garage Elevation North



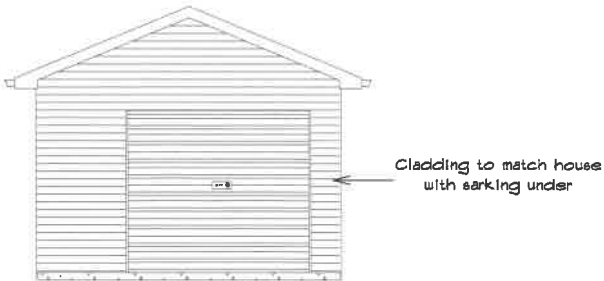
Garage Elevation East



Cross Section BB



Garage Elevation South



Garage Elevation West

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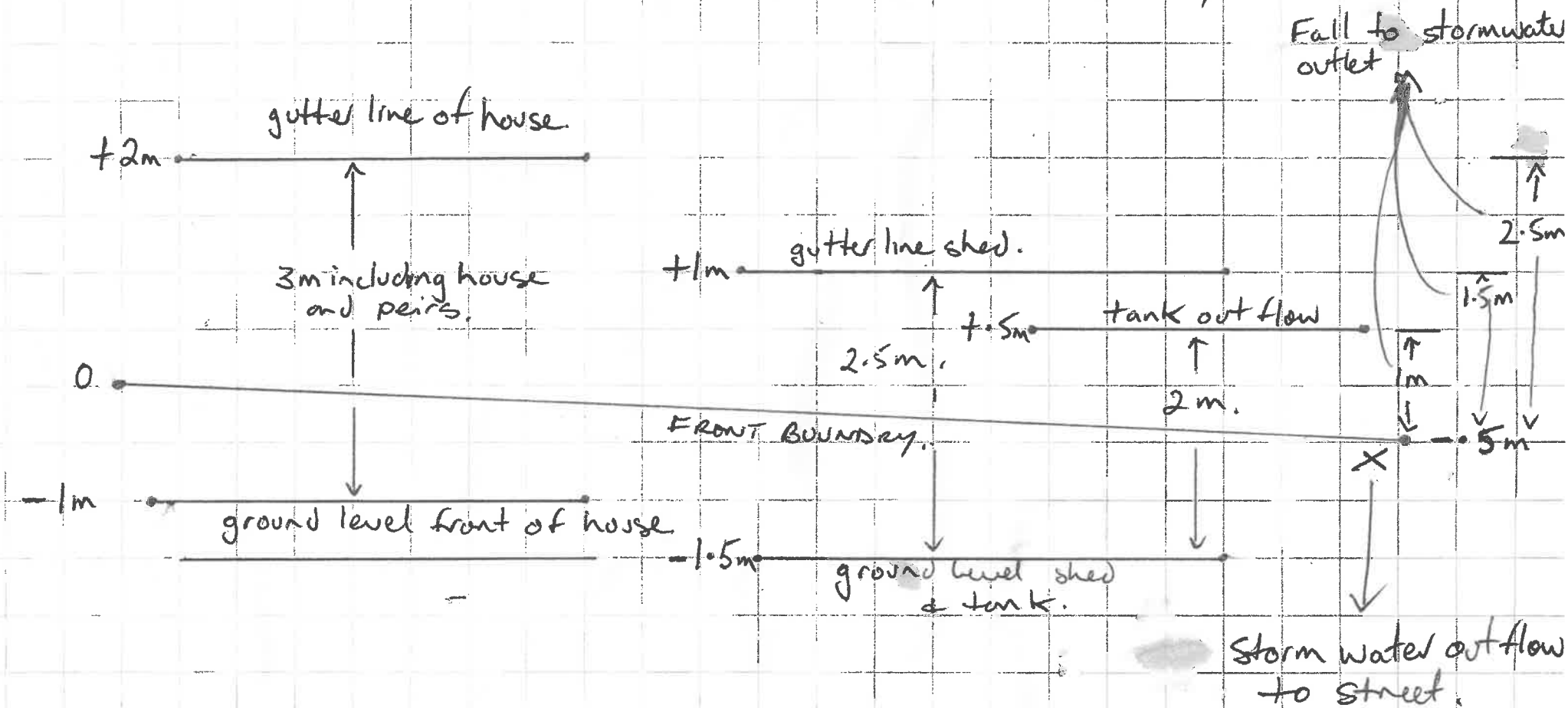
1/10/19 For Client Approval	Customer: Colin HULL		New England Drafting	
	Site Address: 51 John Street		PHONE: 0411-303 343	
1/10/19 For Submission	Uralla 2358		FAX:	
	Reference No: Dual Occupancy		Email: gregnewenglanddrafting.com	
		PHONE: 0429 472 303	Page No: 1	
		FAX:	DRAWN BY: Greg SELBY	
		EMAIL: jo@propertiesuralla.com.au	October 01, 2019	
			SCALE: 1 : 100	

51 John street Uralla Storm water drainage levels.

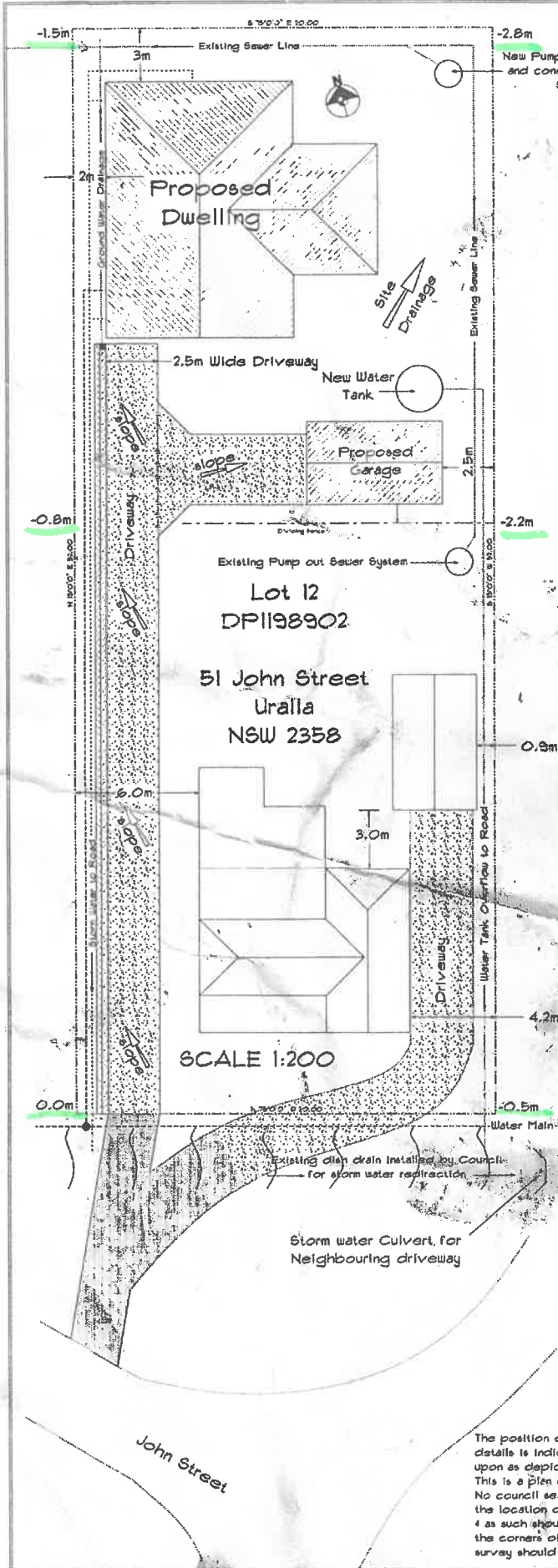
Diagram showing levels of house + shed roof gutters and tank out flow relative to the front boundary.

Drawn from information contained in the DA. Levels as shown on context plan and elevations contained in building plans.

As viewed from the front of property.

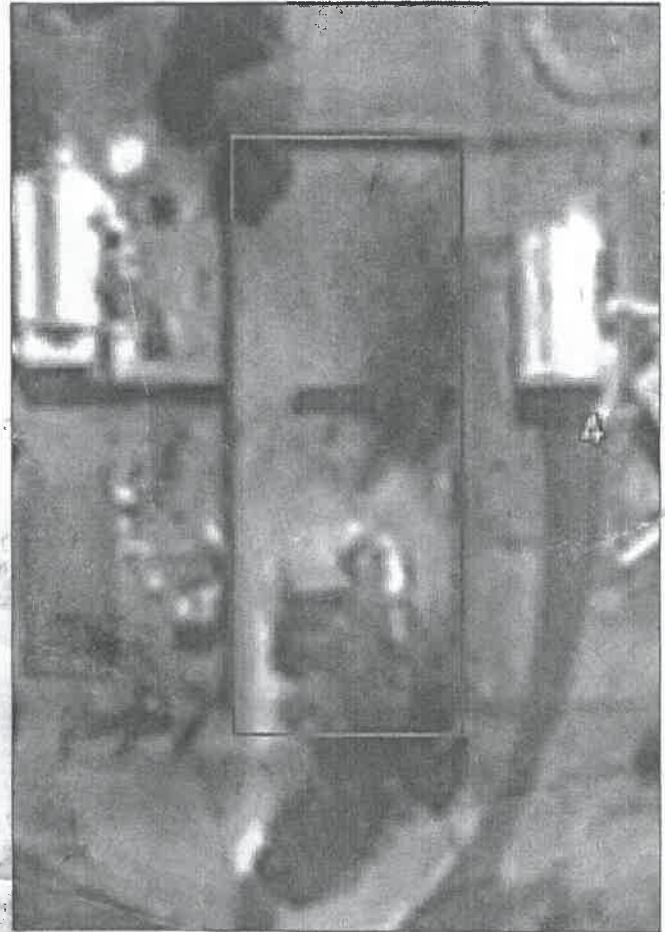


LEVELS.



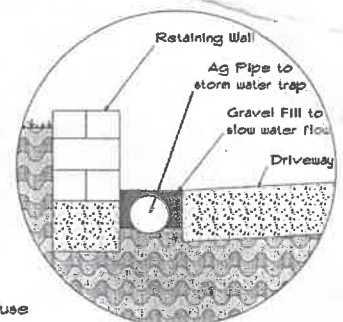
New Pump out Sewerage System to be installed and connected to existing line connected to Sewer Main in Faulkner Street.

NOTE: New Water connection required
Power, Phone and Sewer connected to existing



Context Plan

- Storm Water to Water Tank
- Storm Water to Street
- Concrete Driveway
- Bitumen Driveway
- Surface Water Drainage
- Retaining Wall > 400mm
- New Water Connection to House



**Detail of Driveway
Ground Water Control**

The position of fence lines, retaining walls & other details is indicative only & should not be relied upon as depicting the boundary lines. This is a Plan of visible services only. No council search has been undertaken. The location of the pipes have not been checked & as such should not be relied on as marking the corners of the lot. An identification survey should be carried out prior to any construction works.

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1/10/19 For Client Approval	Customer: Colin HULL	Site Address: 51 John Street	Uralla	2358	Site Plan	New England Drafting
1/10/19 For Submission	PHONE: 0429 412 303	Reference No:	Dual Occupancy	SCALE: 1:200	PHONE: 0417-303 343	FAX:
20/11/19 Amendment	FAX:	EMAIL: ja@propertysuralla.com.au		November 20, 2019	Email: greg@newenglanddrafting	
					Page No: 4	DRAWN BY: Greg SELBY



Figure 1 Location of 51 John Street in urban locality

STORMWATER DISPOSAL

Subsoil disposal 51 John Street Uralla

Abstract

A proposal to retard the transfer of rainwater from a concrete driveway to a return to the hydrologic cycle by soil absorption and evapotranspiration.

Dr Robert Patterson, FIEAust, CPSS, CPAG
Lanfax Laboratories. Armidale
lanfaxlabs@bigpond.com.au

Stormwater Management for Concrete Driveway at 51 John Street Uralla Lot 12 DP1198902

Executive Summary

The owner of 51 John Street Uralla, Mr Colin Hull, is proposing to construct a concrete driveway from the property alignment at the John Street entrance for a distance of approximately 28 m to a proposed dwelling located to the rear of the property. The concrete driveway will have a rainfall capture area of approximately 70 m². A small concrete bank along the western side of the concrete driveway will divert water into a small sump, thence through a conduit to a sub-soil absorption area along the northern extent of the eastern boundary.

The stormwater management plan focuses on providing an in-ground retention basin and soil soakage of the stormwater for rainfall events that fall within the 1 in 5 ARI.

Using the historical rainfall records for Armidale (Station 56037) for the period July 1997 to September 2016, a total of 7012 days, a range of design criteria were developed. Armidale rainfall was used as the daily rainfall for Uralla is incomplete. Several percentile rankings of all days in excess of 1 mm rainfall, and again for all events larger than 5 mm have been examined. A similar assessment was done for four-day antecedent rainfall conditions for all days within this period.

The detention storage to match a four-day antecedent rainfall event at an ARI of 1 in 5 (80th percentile) has been calculated from the daily rainfall history. An examination of the soil profile was used to determine the soil permeability, more particularly the unique opportunity for interflow in the A2 horizon.

For a 1 in 5 years, four-day antecedent rainfall event of 23 mm from the 70 m² of impervious driveway, an in-ground storage of 1600 L is required. Based upon a water balance model for the parameters of the site and the rainfall selected, a conventional trench of 8 m having dimensions 600 mm wide and 600 mm deep will meet the soil percolation rate as modelled. Rainfall in excess of the 1 in 5 ARI will overflow the trench and become overland flow towards the north east as dictated by the landscape.

That upslope neighbours have not been required to retard overland flow from those properties into Lot 12 is a cause of concern for flows that may impinge upon the dwelling proposed for Lot 12.

The risk to the hydrology of the lot or surrounding lands from the driveway construction on Lot 12 is negligible, while in-ground detention storage further negates that risk.

Stormwater Management for Concrete Driveway at 51 John Street Uralla

1. Introduction

The owner of 51 John Street Uralla, Mr Colin Hull, is proposing to construct a concrete driveway from the property alignment at the John Street entrance for a distance of approximately 28 m to a proposed dwelling located to the rear of the property. The concrete driveway will have a rainfall capture area of approximately 70 m². A small kerb along the western side of the concrete driveway will divert water into a small drainage sump, thence through a 90 mm conduit to a sub-soil absorption area along the northern extent of the eastern boundary.

The purpose of this plan for stormwater management is to use historical daily rainfall for the past 20 years to propose a suitable volume of in-soil detention required to satisfy a low risk outcome.

The author, Dr Robert Patterson, Lanfax Laboratories Armidale, met with the owner, Mr Colin Hull on 20th August 2020 to discuss in-soil stormwater detention. A soil sample was taken in a location suitable for the proposed in-soil detention, as shown in Figure 2, and the soil assessed for its permeability, hence the daily drainage rate from the detention.

2. Rainfall Statistics

As complete rainfall records for Uralla are not available, daily rainfall recordings for Armidale (BOM Station 56037) were obtained from the Bureau of Meteorology's website (www.bom.gov.au) for the period July 1997 to September 2016, a total of 7012 days. The model has been used previously for similar assessment. The days were ranked and only those greater than 1 mm per day and 5 mm per day were selected for statistical analysis. The data set was then used to calculate the four-day antecedent rainfall for the whole period, again ignoring the antecedent events less than 5 mm, giving 2620 events.

Percentile rankings, giving recurrent intervals, were performed on the three sets of rainfall figures to derive Table 1 which shows the design rainfall for each of those statistics.

Table 1. Percentile rankings and daily rainfall values for three scenarios

	20 th percentile	50 th percentile	80 th percentile	90 th percentile
All rainfall days above 1 mm				
Total 1627 days	1.8 mm	5.0 mm	13.8 mm	21.8 mm
All days above 5 mm				
Total 815 days	7.2 mm	11.2 mm	21.8 mm	28.9 mm
Four-day antecedent rainfall				
All periods above 5 mm	8.4 mm	15.4 mm	22.6 mm	34.8 mm

While it is usual that surface drainage infrastructure is based on risk-based approach to damage that may be sustained by a particular size event, it is not unusual for a 1 in 5 year probability (80%) to be used for stormwater controls in urban areas. As the risk becomes greater, higher statistics need to be used. The risk to the environment from a 70 m² driveway is considered negligible in an urban context.

From Table 1, it can be seen that rainfall for a four-day antecedent period the 80th percentile (1 in 5 ARI) indicates 23 mm of rainfall.

Therefore, to account for the 80th percentile rainfall from the 20 years of daily data and a four-day antecedent rainfall, a depth of 23 mm multiplied by the area of the concrete driveway (70 m²) results in a volume of 1610 L. Rainfall in excess of the design rainfall will become overland flow.

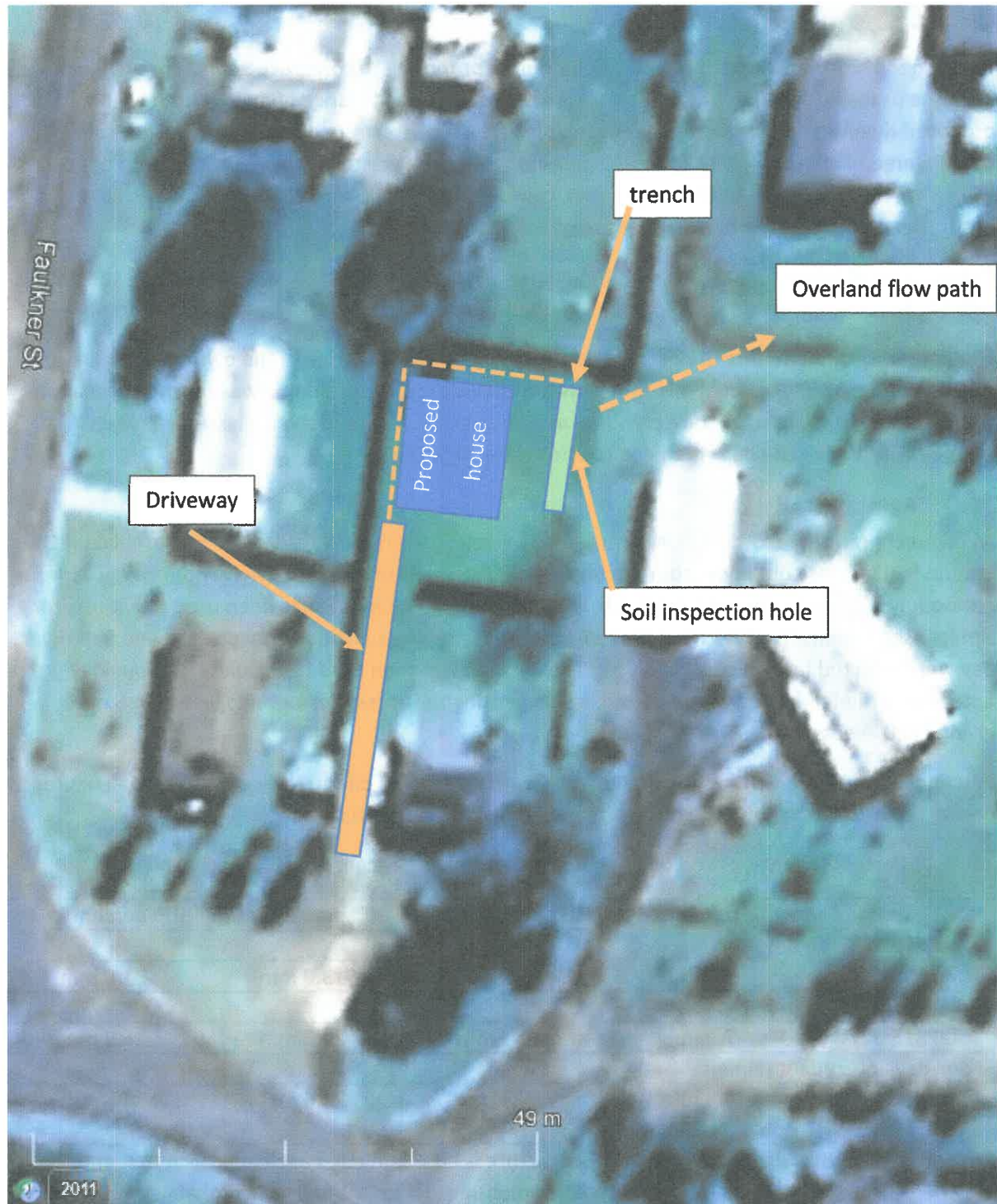


Figure 2 Locality of 51 John Street and proposed driveway, house and sub-soil drainage location

Source Map: Google Earth, accessed 11SEP20. Image date May 2017.

Note: The image used in Figure 1 is the latest image available on the Government website, used to show the lot boundaries. There is a significant discrepancy with the 2017 Google image above.

3. In-soil water retention

The soil profile in an area suitable for in-soil detention storage was examined at the site shown in Figure 2. An auger hole to 800 mm was excavated, soil placed on a white sheet and photographed as shown in Figure 3. The soil at a depth of 200-650 mm was a sandy loam, over a gravelly sandy loam 450-700 mm deep. The combined permeability of these two horizons, estimated clean water permeability, is 50 L /m².day based on Table L1 (AS/NZS 1547:2012), although 20 mm/day has been used for the conservative modelling.

The calculation of the loading rate of 20 mm has been derived from the design flow of 1610 L being dispersed over the following week (seven days), hence the daily loading of 230 L/day. The jumbo arch trenching (410 h x 540 w) has the capacity to store 212 L/m of water. A design trench of 8 m has the storage of 1700 L, sufficient to meet the design flow.

An alternative 'large tunnel' corrugated trench (350 h x 584 w) has a capacity of 187 L/m, thus requiring a trench length of 9 m.

The rain of the previous period was draining through the landscape and the soil from 450 mm depth to the top of the less permeable clay (650 mm) was saturated. Upon observation of the landscape above the soil auger hole, drainage from the wider landscape has a passage through this A2 horizon and will extend further down (east) the landscape.

As the two lots above Lot 2 (two houses to the west) have no controls for surface water flows during or following rainfall, it is clear that the A2 performs a significant role in landscape drainage.

The surface water control from the impervious concrete driveway will utilise this drainage component of the natural landscape.

A small drainage sump at the northern end of the driveway drain will collect runoff and deliver through a 90/100 mm stormwater pipe to the trench as shown in Figure 2.

The water will enter the constructed drainfield through a tee whereby overflow will occur when the trench is full. That overflow will be directed to the north-east corner of the lot as will other uncontrolled flows from the landscape.

A geotextile wrapped 450 mm perforated arch trenching shall be placed in a 650 mm deep excavated trench, eight metres in length. The deep trench has been chosen so that the edges of the arch tunnel sit on the firmer clay rather than in the often saturated sandy loam.

Appendix A provides instructions for the construction of the trench, the placing of the drainage core, backfilling with 20 mm hard aggregate. Due to the nature of the A2 horizon, it is preferable that geotextile fabric covers the arch tunnel, with a second geotextile layer between the gravel and the covering soil.

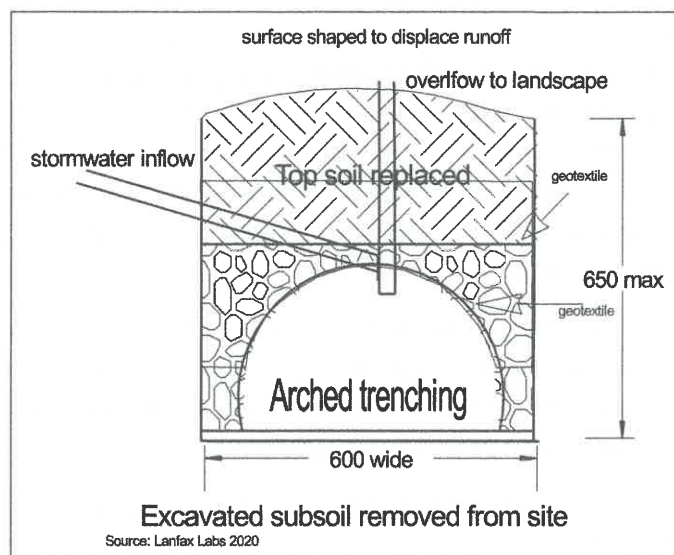


Figure 3 Cross section of trench with stormwater inflow and overflow



0-50 mm, surface soil, well structured, high organic content, sandy loam, water stable aggregates

150 – 400, sandy loam, some organic colour from surface

400 - 650 mm, loamy sand, low organic matter, high permeability, saturated with interflow from recent rain

650 + mm, light clay with gravel and stone, confining layer with low permeability

Figure 4 Soil profile to 700 mm

4. Conclusion

The owner of 51 John Street Uralla, Mr Colin Hull, is proposing to construct a concrete driveway from the property alignment at the John Street entrance for a distance of approximately 28 m to a proposed dwelling located to the rear of the property. The concrete driveway will have a rainfall capture area of approximately 70 m². A small concrete bank along the western side of the concrete driveway will divert water into a small sump, thence through a conduit to a sub-soil absorption area along the northern extent of the eastern boundary.

The stormwater management plan focuses on providing an in-ground retention basin and soil soakage of the stormwater for rainfall events that fall within the 1 in 5 ARI.

Using the historical rainfall records for Armidale (Station 56037) for the period July 1997 to September 2016, a total of 7012 days, a range of design criteria were developed. Armidale rainfall was used as the daily rainfall for Uralla is incomplete. Several percentile rankings of all days in excess of 1 mm rainfall, and again for all events larger than 5 mm have been examined. A similar assessment was done for four-day antecedent rainfall conditions for all days within this period.

The detention storage to match a four-day antecedent rainfall event at an ARI of 1 in 5 (80th percentile) has been calculated from the daily rainfall history. An examination of the soil profile was used to determine the soil permeability, more particularly the unique opportunity for interflow in the A2 horizon.

For a 1 in 5 years, four-day antecedent rainfall event of 23 mm from the 70 m² of impervious driveway, an in-ground storage of 1600 L is required. Based upon a water balance model for the parameters of the site and the rainfall selected, a conventional trench of 8 m having dimensions 600 mm wide and 600 mm deep will meet the soil percolation rate as modelled. Rainfall in excess of the 1 in 5 ARI will overflow the trench and become overland flow towards the north east as dictated by the landscape.

That upslope neighbours have not been required to retard overland flow from those properties into Lot 12 is a cause of concern for flows that may impinge upon the dwelling proposed for Lot 12.

The risk to the hydrology of the lot or surrounding lands from the driveway construction on Lot 12 is negligible, while in-ground detention storage further negates that risk.

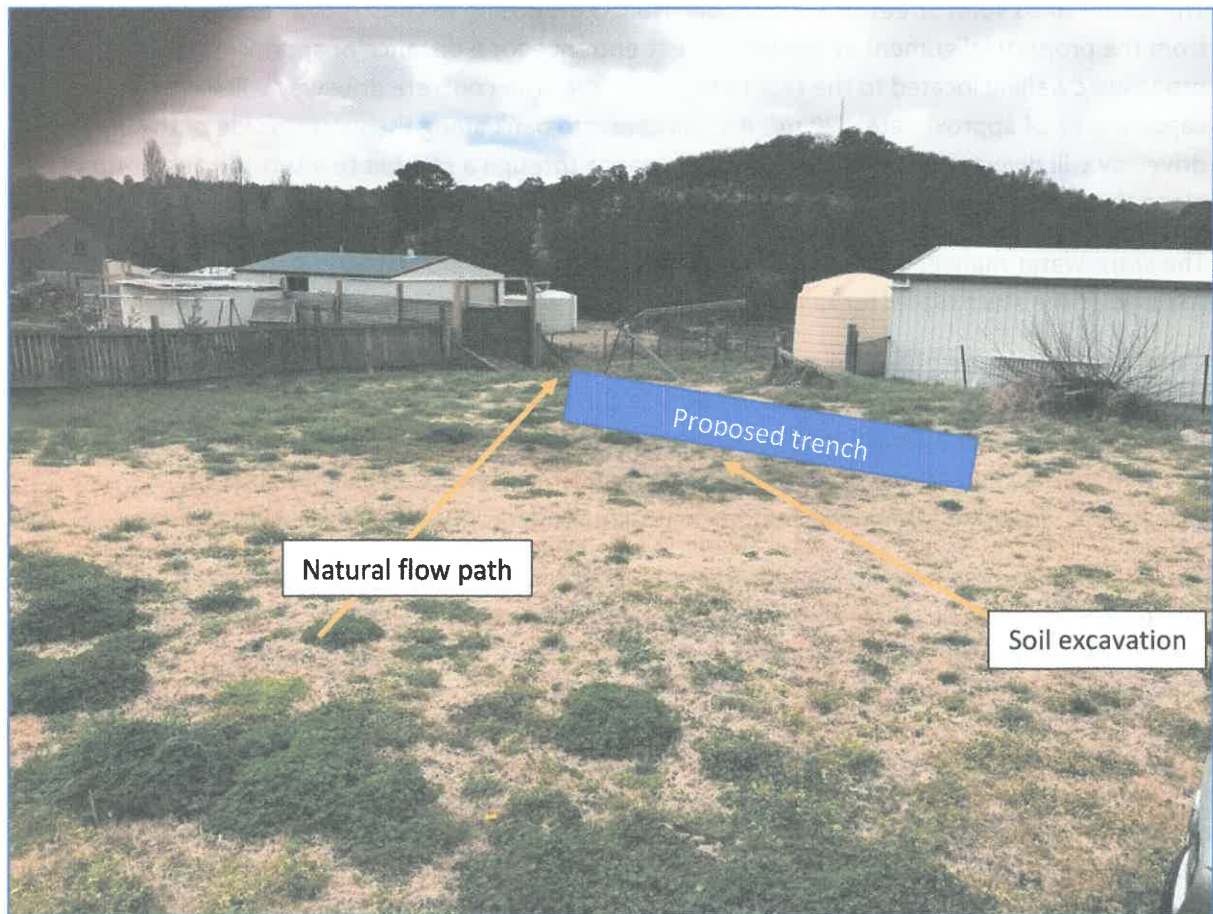


Figure 5 Location of the proposed shed on SE end of lot

The natural surface flow path is an exit from the north-east corner of the lot, flowing by overland flow approximately to the left hand side of the yellow tank on neighbouring property.

Soil excavation taken from indicated site. No required setback from property boundary as the water is uncontaminated surface runoff. Suggest at least 3 m separation for stability purposes.

Armidale

70th percentile (56002)

Source: AS1547-1994 - Table G1

Evap.data

Armidale 056037

average Pan evaporation

(Prepared by R.A. Patterson, Lanfax Labs. Armidale updated OCT15)

1			2	3	4	5	6	7	8	9
Month	Days	daily pan	Pan Eo	Et	Rainfall	Retained	LTAR*N	Disposal	Effluent	Size of
	per	Eo		+Cf*Eo	P	Rainfall		rate/month	applied	area
	month	(B.Met)				Re=(1-r)P	20	(Et-Re)+	per month	(8)/(7)
								LTAR*N	230	
		mm	mm	mm	mm	mm	mm	mm	L	m2
Jan	31	5.2	161.2	137	163	122.3	620	634.8	7130	11
Feb	28	4.7	131.6	112	125	93.8	560	578.1	6440	11
Mar	31	3.9	120.9	103	36	27.0	620	695.8	7130	10
Apr	30	2.6	78.0	47	21	15.8	600	631.1	6900	11
May	31	1.6	49.6	30	31	23.3	620	626.5	7130	11
Jun	30	1.2	36.0	22	42	31.5	600	590.1	6900	12
Jul	31	1.4	43.4	26	43	32.3	620	613.8	7130	12
Aug	31	2.1	65.1	39	28	21.0	620	638.1	7130	11
Sep	30	3.2	96.0	58	73	54.8	600	602.9	6900	11
Oct	31	4.1	127.1	108	66	49.5	620	678.5	7130	11
Nov	30	4.7	141.0	120	133	99.8	600	620.1	6900	11
Dec	31	5.4	167.4	142	98	73.5	620	688.8	7130	10
Totals			1217.3	943	859	644.3				

TABLE G2 - Depth of stored effluent First trial - choose from col.9 table above

1	2	3	4	5	6	7	8	9	10	11
month	first trial area (m2)	application rate (8)/(2) per month (mm)	Disposal rate (above) (mm)	(3)-(4) (mm)	Increase depth of stored effluent (5)/porosity (mm)	Starting depth effluent for month (mm)	increase depth effluent +(6) (mm)	computed depth effluent (mm)	reset if Et deficit <0 (mm)	equivalent storage 10 x area (L)
Dec								0.0	0	
Jan	12	620	635	-15	-21	0	-21	-21	0	0
Feb		560	578	-18	-26	0	-26	-26	0	0
Mar		620	696	-76	-108	0	-108	-108	0	0
Apr		600	631	-31	-44	0	-44	-44	0	0
May		620	627	-7	-9	0	-9	-9	0	0
Jun		600	590	10	14	0	14	14	14	49
Jul		620	614	6	9	14	9	23	23	79
Aug		620	638	-18	-26	23	-26	-3	0	0
Sep		600	603	-3	-4	0	-4	-4	0	0
Oct		620	679	-59	-84	0	-84	-84	0	0
Nov		600	620	-20	-29	0	-29	-29	0	0
Dec		620	689	-69	-98	0	-98	-98	0	0
Jan		620	635	-15	-21	0	-21	-21	0	0
Feb		560	578	-18	-26	0	-26	-26	0	0
Mar		620	696	-76	-108	0	-108	-108	0	0
Apr		600	631	-31	-44	0	-44	-44	0	0
May		620	627	-7	-9	0	-9	-9	0	0

From calculations in tables above for optimised drainfield area, using Appendix G AS1547-1994

Porosity in disposal area 70%**Variables Table****Runoff Coeff** = 0.25 percentage runoff**Summer Crop Factor** = 0.85 crop transpiration rate Oct-Mar**Winter Crop Factor** = 0.6 crop transpiration rate -Apr-Sep

Change as required

LTAR = 20 L/m2/day**FLOW** = 230 L/day

71.42857

Estimated area of effluent drainfield = 12 square metres**Maximum depth of stored effluent** = 23 mm depth**Trench dimensions (mm)****width** = 600 mm**depth** = 600 mm**Length of trench required** =

8 metres

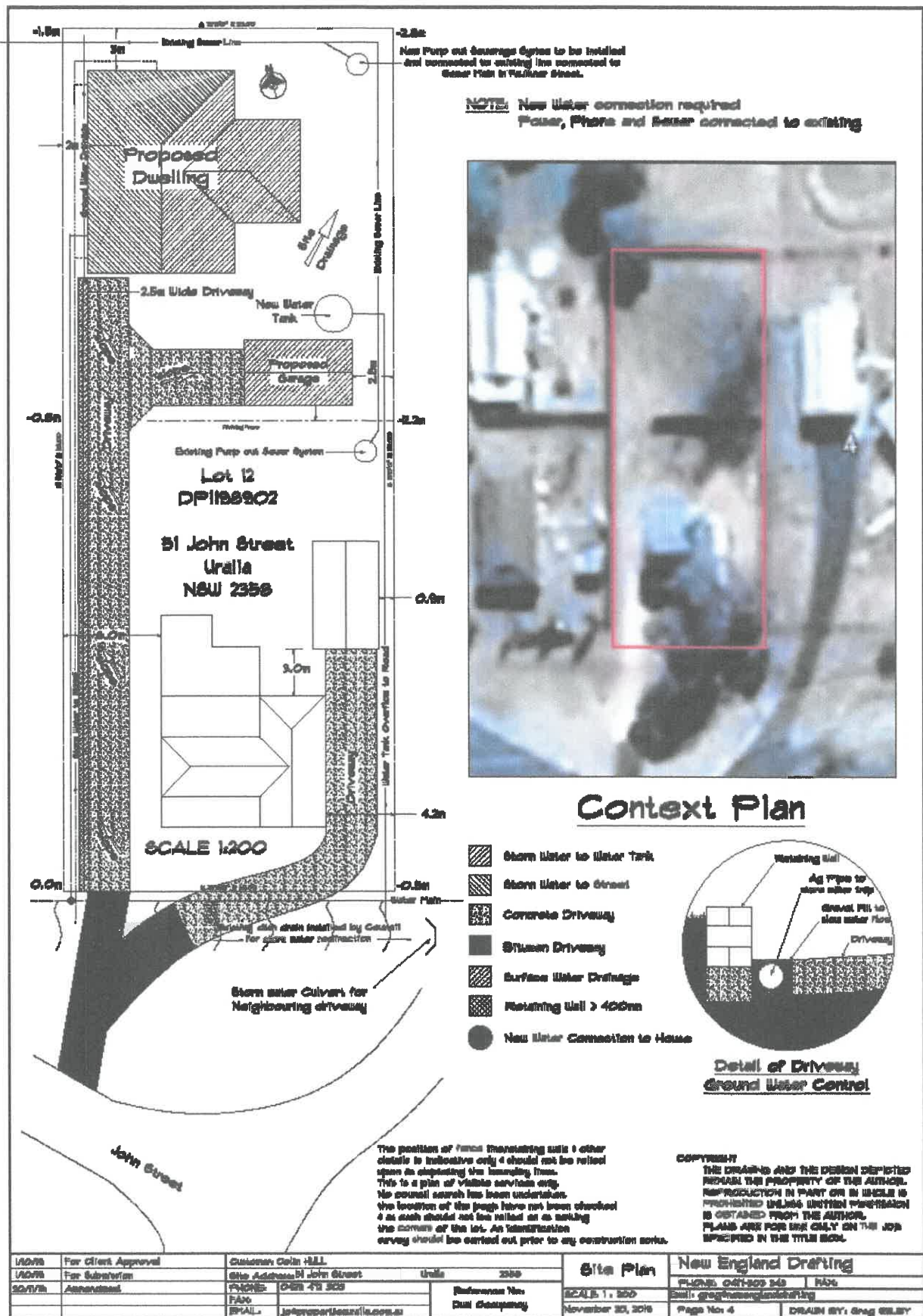
GUIDELINES FOR EXCAVATION OF TRENCH

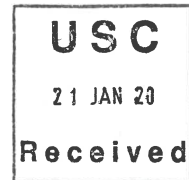
- identify correct location for trenches
- site trenches so bottom of each trench is level with the contour
- maximum length of any one trench 25 m
- step two or more trenches down the landscape as shown in Figure 4
- separate adjacent trenches by at least 3 m centre to centre
- dig trenches to meet design specifications - shallow trenches better than deep trenches
- select an arched trenching to suit the depth of the trench
- trench must be 150 mm deeper than top of the arched trenching
- topsoil stockpiled separately for later use as backfill
- clay subsoil to be removed from site and may be used for diversion drain
- smeared surfaces (shiny surfaces created by the actions of the back-hoe bucket or teeth on wet or damp soil) to be raked or picked from bottom and sides of trench
- treat surface of trench (sides and bottom) with lime or gypsum at rate of 1 bag (50 kg) per 25 m of trench (cut the top of the back and then distribute using a swinging action to coat the sides and the bottom with lime or gypsum)
- lay trenching, overlapping as required
- install end caps to trenching
- install inlet from septic tank (100 OD) or distribution box (50 OD)
- backfill to top of trench with gravel or other suitable hard material (<20)
- cover gravel with geotextile to full width of trench
- backfill only with topsoil, use subsoil elsewhere
- leave trench surface mounded to allow for settlement and obvious location of trenches
- DO NOT use the back-hoe to compress the soil into the trench
- the top of the trench should be seeded with a lawn mixture and watered
- install a diversion bank or cut-off drain upslope of the trench to remove stormwater as required



Figure 6 Liming/gypsum spreading in trench

It is important that the final landscaping of the trenches needs to make them very obvious by the use of mounding. This mounding serves not only to shed rainfall from the trenches but also identify them for avoidance by any traffic.





Steven Attard

► **Uralla Shire Council**

32 Salisbury Street Uralla N.S.W 2358
Phone: 02 6778 6300.

OBJECTION TO DEVELOPMENT APPLICATION No DA-87-2019 (51 John Street, Uralla)

My name is Steven Attard I am the owner/occupier of _____ and I am writing to you in OBJECTION to the proposed subdivision and dwelling on 51 John Street Uralla. I OBJECT to the proposed development on a number of grounds.

Firstly I object as the proposed development will create two separate lots, both of which are well below the mandated lot size. The R1 General Residential zone specifies a minimum lot size of 560 square metres. The proposed development will mean that lot 1 will be 451 square metres well below the minimum requirement. Lot 2 with the battle axe handle excluded, as required under the provisions of the Uralla DCP 2011 will mean a lot size of 470 square metres again well below the mandated size specified under the R1 General Residential zoning. Mr Hull's request to relax these provisions on the basis that there is a lack of available land is false as 'Council data shows that land stock is clearly there' (Uralla Shire Council Business Paper-22 May 2018 .) Furthermore under Section 88B of the Conveyancing Act there must be an "easement for sewerage drainage" that is a minimum width of 3 metres. The proposed development on lot 2 is in breach of this act as the access between the proposed shed and boundary fence on lot 2 is less than the specified 3 metres. Also it is a requirement of council that the access handle to the proposed second lot be a minimum of 4 metres wide and if the scale is correct on the plan proposed then the access handle is only 3.2 metres without the consideration of the retaining wall. With the retaining wall considered then the access handle is only 2.2 metres from the retaining wall to the boundary fence on lot 1 and is well below the required minimum of 4 metres (required to provide safe and appropriate access) and therefore is not in the interest of public safety (in the event of a fire it places all adjoining properties at great risk.)

Secondly I object as the orientation and location of the proposed dwelling on lot 2 will overlook my back yard and kitchen impeding on my privacy and potentially decreasing the value of my property. Any future house on the proposed lot 2 would create more noise with additional cars.

Lastly I am objecting as the proposed development will most definitely result in increased storm water drainage issues. My property not having any curb or guttering is frequently inundated with water flowing from the street. When the property at 1A Faulkner Street was developed and curb and guttering installed at the front of that property the water problems were further exacerbated. Now every time it rains water courses through my property and bubbles up through the ground. Given the slope of the land, the proposed development of 51 John Street will only further compound the influx of water causing considerable damage to my property. The proposed

concrete driveway spanning from the front of lot 1 to the proposed dwelling on lot 2 is almost 90 square metres with a gradient of over a metre. This is a vast area and hence the catchment across this area will be high. The proposed rubble drain is grossly inadequate to stem this flow of water meaning this water will naturally course through my property. There have not been any provisions for the capture and retention of water stemming from the proposed dwelling on lot 2 again meaning that this storm water will course through my property. Furthermore the tank set off the side of the proposed shed on lot 2 is 2.4 metres below the road. It is impossible for the overflow of the tank to flow out on to the road as water does not flow up hill, resulting in further inundation of water onto my property

I ask that council take a long and considered look at the proposed development of 51 John Street as the proposed lot sizes are well below the mandated land size specified under the R1 General residential zoning. The considerable storm water drainage issues have not been adequately addressed.

The proposed development is in numerous breach of section 88b of the Conveyancing Act and council requirement to provide safe and appropriate access to the dwelling proposed on lot 2. The proposed development of 51 John Street Uralla will undoubtedly have an adverse impact on adjoining land holders and therefore is not in the interest of public safety. This is not the first time that Mr Hull has submitted an application for the development of 51 John Street and it has remained unchanged from his previous submissions. If council are to maintain a degree of consistency in the decision process then this application should be rejected for the second time.

Steven Attard

From:
Sent: Saturday, 18 January 2020 11:12 AM
To: Council
Subject: TRIM: Submission-Objection - DA-87-2019 - 51 John Street, Uralla

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/20/178

Dear Sir / Madam,

In relation to the proposed development, I have the following concerns and objections, i.e.

(1) any storm water from the additional roof area of both the proposed new garage and house be dealt with correctly and not allowed to flow into my property, and in particular,

(a) regarding the "water tank overflow to road" located on the eastern boundary - water does not flow uphill of its own accord. The tank base will be at least 2.8 metres **lower** than the road, so what will be done to get it to the road and ensure that the overflow does not end up on my land?

(b) the storm water collected into the driveway ground water control pipe, which runs along the western boundary terminates at a "storm water trap" just before the proposed new dwelling. Where does the storm water go to from there? The plan shows "storm water to road" but all the "slope" arrows point in the opposite direction towards the northern boundary. With a slope of minus 2.8 mtrs towards the north-eastern boundary, how will the storm water travel uphill in order to get to the road?

(c) the slope of the proposed new driveway as it turns towards the proposed new garage will direct storm water straight into the garage so I'm assuming a drain will be installed. Where will that storm water go from there and how will it be dealt with?

(2) the size of the proposed Lot 2 is actually 470 m2, not 582 m2 as shown on the plans.

(3) the existing dividing colorbond fence which divides Lot 1 and proposed Lot 2 is actually located 28.6 metres from the front boundary, not 28.2 as shown on the plans. Additionally, the plan shows a drain coming out from under the existing fence that connects into the proposed "water tank overflow to road" pipe on the eastern boundary. What is that?

(4) the western boundary fence line is inside the boundary by approximately 200mm to the benefit of the Applicant. This boundary fence will need to be repositioned to the correct location.

In my view, these are serious issues in relation to how the storm water will be dealt with so that it does not flow onto and impact my land.

Council is aware that there continues to be a longstanding issue of storm water being diverted onto my land that has yet to be resolved satisfactorily.

The insistence of this developer on squeezing another house onto this already small residential lot will not benefit the community and is, in my opinion, solely driven by acquisitiveness.

I trust Council will take all of these issues and any others raised into consideration when determining the Application.

Proposed Activity: Dwelling & Garage and Strata Subdivision
Address: 51 John Street, Uralla

Submission by: Geoff Khan
email address:
Mobile Phone:

Objection to proposed Development.

I submit this objection to the proposed development on the grounds that there has been no consideration of the impact of increased and concentrated nuisance stormwater flows on neighbouring properties.

While part of the proposed dwelling roof stormwater runoff and tank overflow is shown as discharging into the gutter on John Street/Leece Road the surface water run off from most of the driveway to Lot 2 will be concentrated at the north west corner of the land subject of this DA and discharging onto No 5 Faulkner St increasing the already concentrated flows from the existing drainage pit on Faulkner Street.

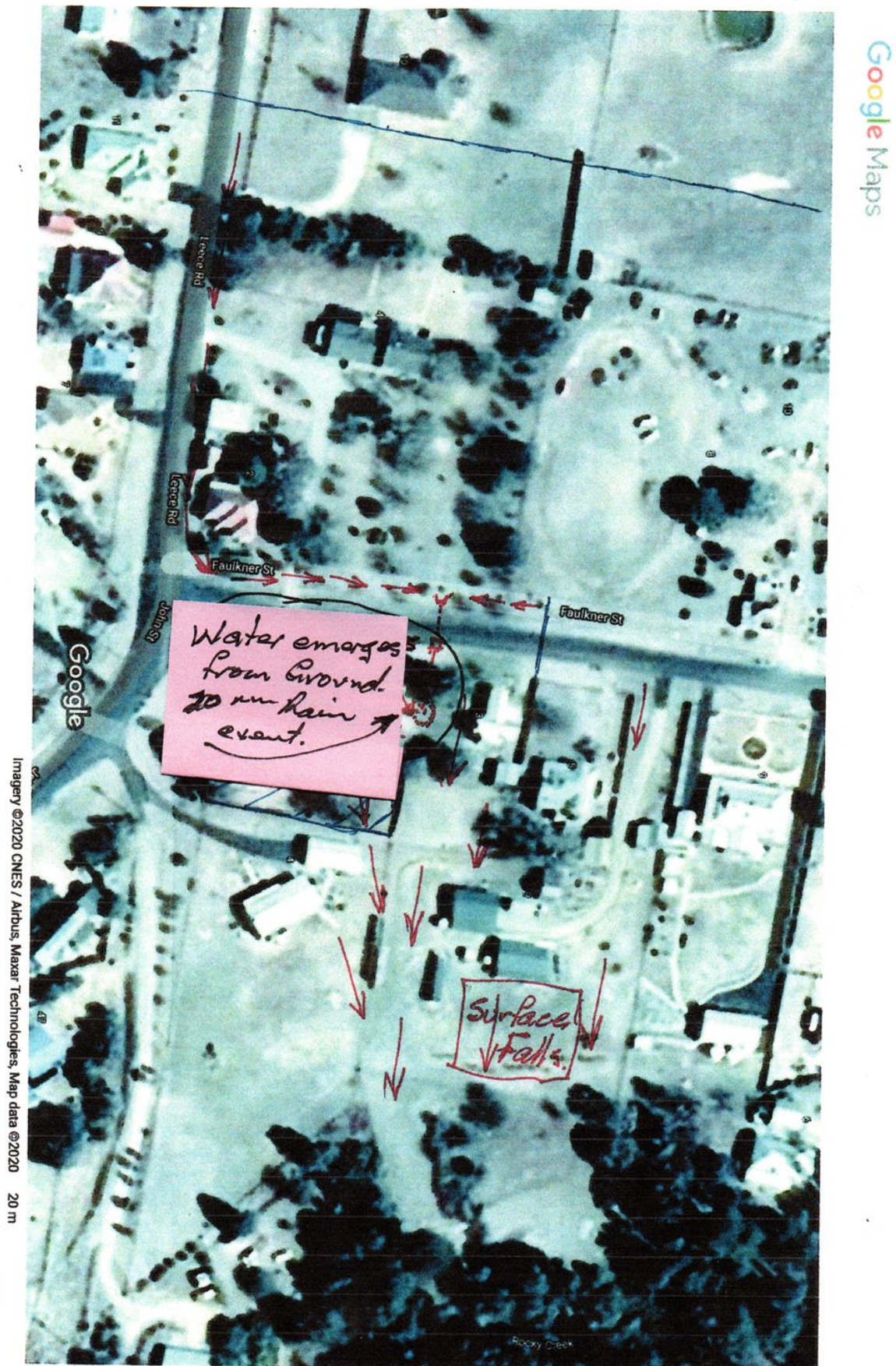
The current situation is that a pit in front of No 3 Faulkner Street picks up the roof and surface waters from Nos 2 & 4 Faulkner Street as well as the road surface water from parts of Faulkner Street and Leece Road. The outlet of this pit is on the eastern side which concentrates and for some reason discharges at ground level about halfway down the property of No 3 Faulkner Street then flows over Nos 3,5 & 7 Faulkner Street and No 6 Vincent Street eventually draining into Rocky Creek.

There is no indication of how the surface water from Lot 1 is to be managed. I assume it will be left to run off onto neighbouring properties as existing surface falls dictate.



Photo Left. Water flow over land at 7 Faulkner during a 20mm rain event on 16th Jan. 2020

Photo Right. Water emerging from the ground on 3 Faulkner Street.



Layout of Faulkner – Leece Road Intersection indicating approximate Drainage Catchment and Falls.

15.5. | Draft Policy – Gifts and Benefits

Department:	Corporate Services
Prepared by:	Coordinator Governance & Risk
TRIM Reference:	UINT/20/10864
Attachments:	UINT/20/8582 – Draft Gifts and Benefits Procedures September 2020 UINT/20/8576 – Draft Gifts and Benefits Policy September 2020

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.5	Undertake the civic duties of Council with the highest degree of professionalism and ethics

SUMMARY

Council amended its Code of Conduct in September 2020 following the Office of Local Government's changes to the Model Code of Conduct in August. The current Code of Conduct is in line with the Model Code of Conduct. The Gifts and Benefits Policy makes reference to the Code of Conduct and has also been reviewed and can be found within the attachments for Council's consideration.

RECOMMENDATION

That Council place the draft Gifts and Benefits Policy on public exhibition for 28 days, and if no significant submissions are received, that the Policy be adopted.

BACKGROUND

A review of the policies that may have been impacted by the amendments to the Code of Conduct has been undertaken. The purpose of this report is for Councillors to consider and endorse the amendments to the reviewed Gifts and Benefits Policy. The main amendments have been to separate the procedure from the Policy statement.

REPORT

Policies are an important part of maintaining good governance practices. In addition, it is a way to protect the organisation and provide the community with confidence that Council will undertake operations in a consistent, fair and equitable way.

The Code of Conduct sets out the provisions in relation to gifts and benefits. Council adopted the Gifts and Benefits Policy at the Ordinary Council meeting held on 23 July 2019.

KEY ISSUES

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
The draft has been reviewed by the Leadership Team.
The draft Gifts and Benefits Policy will be placed on public exhibition for 28 days for the community to provide submissions, subject to Council approval.
2. **Policy and Regulation**
This report relates to the Code of Conduct and the Gifts and Benefits Policy and its ancillary Procedures.
3. **Financial (LTFP)**
There are no financial implications identified.
4. **Asset Management (AMS)**
Not applicable.
5. **Workforce (WMS)**
The Code of Conduct forms part of the induction package. A copy of the Code is provided to new employees and training for all employees is due to commence.
6. **Legal and Risk Management**
Legal and Compliance – The review of the Gifts and Benefits Policy has been undertaken to consider any legislative requirements and best practice. Application of this policy is a strategy to mitigate the risk of fraud, maladministration, conflict of interests and corruption. This risk is assessed as low.
7. **Performance Measures**
Councillors and staff conduct is in accordance with the Code of Conduct. Code of conduct complaints are managed in accordance with policy.
8. **Project Management**
Not applicable.



Procedure:

Gifts and Benefits

2020

INFORMATION ABOUT THIS DOCUMENT

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
1	November	Created following Office of Local Governments amendments to the Model Code of Conduct

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*	Local Government Act 1993 Local Government (General) Regulations 2005 Independent Commission Against Corruption Act 1988
Related Policies	Code of Conduct 2020
Related Procedures/ Protocols, Statements, documents	Independent Commission Against Corruption “Managing Gifts and Benefits in the Public Sector – Toolkit: Procedures for the Administration of the Code of Conduct 2020 Gifts and Benefits Policy

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. OBJECTIVES

To provide guidance to Council officials in regard to the acceptance or refusal of gifts and benefits, as contained in Council's Code of Conduct.

To meet Council's legal obligations and comply with guidelines issued by regulatory authorities.

2. SCOPE

This procedure applies to all Council officers and provides direction on the acceptance of gifts and benefits offered in relation to Council's functions and/or an individual's role and responsibility with Council.

3. STATEMENT

All gifts irrespective of whether they were rejected or accepted must be reported in Council's Gifts and Benefits Register.

Gifts that have been received will be actioned at the discretion of the Executive Manager Corporate Services and may be returned, redistributed or disposed of.

The Executive Manager Corporate Services will monitor the Gifts and Benefits Register and all Gift and Benefit Disclosure Forms completed by Council officials.

If a gift or benefit of value is to be returned in person, this should preferably be done in the presence of a witness. Details of the circumstances and details of the nature and value of such gift or benefit must be entered into the Gifts and Benefits Register.

If a gift or benefit is received by a Council official, which should not be accepted by the Council official and cannot reasonably be returned to the donor, the gift or benefit must be disposed of by Council in a transparent manner.

Some options for the management of gifts or benefits include:

- a. Sharing the gift amongst all staff (such as perishable items)
- b. Donation to the Council Social Club
- c. The running of a raffle or an auction with the proceeds going to a charity
- d. Donation to a local service club for them to share among their volunteers or to run a raffle or an auction to raise funds for their charitable activities

The preferred method of disposal will be at the discretion of the General Manager and the Executive Manager Corporate Services.

Council officials who are involved in exercising regulatory and procurement processes **are prohibited** under any circumstances to accept gifts, hospitality and benefits of any kind.

Council officials who fall within this category include Town Planners, Development Assessment Officers, Compliance Officers such as Rangers and Parking Control Officers and staff who are involved in procurement, tendering, leasing or disposal of assets.

Any offer of a gift or benefit made by an external party in an actual or perceived attempt to bribe a Council official must be refused, and the offer disclosed and recorded in Council's Gifts Register.

There may be occasions when it is appropriate for Council officials to give gifts or benefits to individuals from other public or private bodies, such a modest token of appreciation or a presentation of a gift for protocol reasons. Permission for the giving of gifts or benefits by Council officials must be obtained from the General Manager.

4. GIFTS AND BENEFITS REGISTER

An electronic Gifts and Benefits Register has been established to enable Councillors and staff to record gifts and benefits.

The register contains the following:

1. Name and title of person offered / receiving the gift
2. Name and title of person offering the gift
3. Description of the gift
4. Acceptance or refusal of the gift
5. How the gift was disposed of
6. The value of the gift
7. Reason for presentation of the gift

Councillors must declare any gifts they receive to the General Manager's Senior Executive Officer who will enter the information into the Register.

5. RISK

Application of this policy is a strategy to mitigate the risk of fraud, maladministration, conflict of interests and corruption.

6. DECLARATION OF GIFTS AND BENEFITS FORM

Council officials are to complete this form as soon as possible following the offer of a gift, benefit or hospitality, **regardless of the value of the gift or whether the gift was refused.**

Council officials includes Councillors, staff of council, Council committee members, conduct reviewers, delegates of Council, and volunteers.

Completed forms are to be submitted to the Senior Executive Officer for approval by the General Manager.

Offered to: Name and Position			
Offered by: Name and Position			
Company/Agency:			
Reason for offer:			
Description of gift:			
Estimated Value (\$)			
Signature of Recipient			
Name and Position		Date:	
Decision regarding gift: <i>(Refused / Accepted and surrendered to Council)</i>			
General Manager's Signature:			
Name:		Date:	

The completed form should be returned to the Executive Manager Corporate Services.

Office Use Only

Date Received		TRIM Ref		Register Updated	
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Policy:

Gifts and Benefits

2020

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:	2020	Next Scheduled Review Date	2024

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
1	23 July 2019	Adopted for Public Exhibition
2	November	Amended following Office of Local Governments amendments to the Model Code of Conduct

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*	Local Government Act 1993 Local Government (General) Regulations 2005 Independent Commission Against Corruption Act 1988
Related Policies	Code of Conduct 2020
Related Procedures/ Protocols, Statements, documents	Independent Commission Against Corruption “Managing Gifts and Benefits in the Public Sector – Toolkit: Procedures for the Administration of the Code of Conduct 2020 Gifts and Benefits Procedure

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. OBJECTIVES

To provide guidance to Council officials in regard to the acceptance or refusal of gifts and benefits, as contained in Council's Code of Conduct.

To meet Council's legal obligations and comply with guidelines issued by regulatory authorities.

2. SCOPE

This policy applies to all Council officers and provides direction on the acceptance of gifts and benefits offered in relation to Council's functions and/or an individual's role and responsibility with Council.

3. STATEMENT

Council officials at some stage in their career may be offered a gift or benefit in the course of their work. The gift or benefit could be offered innocently, or in good faith, or could be offered in an attempt to influence the Council official.

If Council officials accept a gift or benefit, this can give rise to feelings of obligation on their part towards the giver. It can also create perceptions that they are or will be influenced because of the gift or benefit. This policy assists Council officials in dealing with gifts and benefits and to support the provisions in the model code of conduct regulating gifts and benefits

Council will:

- (a) Make Council officials aware of their obligations and responsibilities concerning the management of offers of gifts or benefits.
- (b) Provide guidance to Council officials in identifying, assessing and managing offers of gifts or benefits so that they do not constitute, or may be perceived to constitute, corrupt conduct.

This policy should be read in conjunction with the latest adopted versions of the Code of Conduct Policy and Gifts and Benefits Procedure.

The Code provides that Council officials must not:

- (a) Seek or accept a bribe or other improper inducement.
- (b) Seek gifts or benefits of any kind.
- (c) Accept any gift or benefit that may create a sense of obligation on your part or may be perceived to be intended or likely to influence you in carrying out your public duty.
- (d) Accept any gift or benefit of more than token value.
- (e) Accept an offer of cash or a cash-like gift, regardless of the amount.

Council officials must consider the cumulative value of gifts or benefits when determining if they could be accepted. Council officials must take all reasonable steps so that their immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses (including de facto spouses), children and siblings.

Any gift or benefit that is accepted which is not of token value must be approved and recorded in the Gifts and Benefits Register.

4. RISK

Application of this policy is a strategy to mitigate the risk of fraud, maladministration, conflict of interests and corruption.

15.6. | Draft Policy - Provision of Information and Interaction between Councillors and staff

Department:	Corporate Services
Prepared by:	Coordinator Governance & Risk
TRIM Reference:	UINT/20/10865
Attachments:	UINT/20/9717 – Draft Policy – Provision of Information and Interaction between Councillors and Staff

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.5	Undertake the civic duties of Council with the highest degree of professionalism and ethics

SUMMARY

Council amended its Code of Conduct in September 2020 following the Office of Local Government's changes to the Model Code of Conduct in August. The current Code of Conduct is now in line with the Model Code of Conduct. The Reviewed Policy – Provision of Information and Interaction between Councillors and Staff has also been revised and is within the attachments for Council's consideration.

RECOMMENDATION

That Council place the draft Provision of Information and Interaction between Councillors and Staff Policy on public exhibition for 28 days, and if no significant submissions are received, that the Policy be adopted.

BACKGROUND

A review of the policies that may have been impacted by the amendments to the Code of Conduct has been undertaken. The purpose of this report is for Councillors to consider and endorse the amendments to the reviewed Provision of Information and Interaction between Councillors and Staff Policy.

REPORT

Policies are an important part of maintaining good governance practices. In addition, it is a way to protect the organisation and provide the community with confidence that Council will undertake operations in a consistent, fair and equitable way.

The Code of Conduct sets out the provisions in relation to access to information and staff/Councillor interaction. Council adopted the Provision of Information and Interaction between Councillors and Staff Policy at its Ordinary Council meeting held on 24 August 2015 and was due for review in 2019.

The feedback received was that the original document included procedures that were already in place in the Code of Conduct. The draft document has been reduced to a Policy statement and reiterations of the Code of Conduct have been deleted; references to the Code of Conduct have been included.

KEY ISSUES

COUNCIL IMPLICATIONS

1. **Community Engagement/ Communication (per engagement strategy)**
The draft has been reviewed by the Leadership Team.
The draft Provision of Information and Interaction between Councillors and Staff Policy will be placed on public exhibition for 28 days for the community to provide submissions, subject to Council approval.
2. **Policy and Regulation**
This report relates to the Code of Conduct and the Provision of Information and Interaction between Councillors and Staff Policy.
3. **Financial (LTFP)**
There are no financial implications identified.
4. **Asset Management (AMS)**
Not applicable.
5. **Workforce (WMS)**
The Code of Conduct forms part of the induction package. A copy of the Code is provided to new employees and training to all employees is due to commence.
6. **Legal and Risk Management**
Legal and Compliance – The review of the Provision of Information and Interaction between Councillors and Staff Policy has been undertaken to consider any legislative requirements and best practice. Application of this policy is a strategy to mitigate the risk of fraud, maladministration, conflict of interests and corruption. This risk is assessed as low.
7. **Performance Measures**
Councillors and staff conduct is in accordance with the Code of Conduct. Code of conduct complaints are managed in accordance with policy.
8. **Project Management**
Not applicable.



DRAFT

Policy:

**Provision of Information
and Interaction between
Councillors and Staff**

2020

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Executive Manager Corporate Services		
Document Development Officer	Coordinator Governance and Risk		
Review Timeframe	4 years		
Last Review Date:	November 2020	Next Scheduled Review Date	November 2024

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
1	August 2020	Draft prepared

Further Document Information and Relationships

Related Legislation*	NSW Local Government Act 1993 NSW Local Government (General) Regulation 2005 Government Information (Public Access) Act 2009 Government Information (Public Access) Regulations 2018
Related Policies	Code of Conduct 2020 Code of Meeting Practice 2019 Internal Reporting Policy 2019 Agency Information Guide 2020
Related Procedures/ Protocols, Statements, documents	Procedures for the Administration of the Code of Conduct 2020

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

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DRAFT

1. PURPOSE

The Councillor and Staff interaction Policy provides a framework for Councillors in exercising their civic duties by specifically addressing their ability to interact and receive advice from authorised staff. This Policy supports the provisions of the Code of Conduct and forms a central part of Council's Code of Conduct Framework.

2. SCOPE

This Policy applies to Councillors and Council employees, including contract and casual employees engaged by Council.

3. STATEMENT

The Local Government Act 1993 defines the roles and responsibilities of the Mayor and Councillors, and specifies that the General Manager is to direct staff in the performance of their duties. Interactions between Councillors and staff are necessary to facilitate well-informed decisions and the provision of Council services.

In accordance with Council's Code of Conduct, Councillors, Administrators and staff are expected to conduct their interactions with each other with respect, professionalism, objectivity, honesty and to a high standard of ethical behavior. This Policy supplements the Code of Conduct.

Access to staff by Councillors, other than the General Manager, is to be authorised by the General Manager. Only those staff nominated by the General Manager can provide advice to Councillors. Should a Council officer be acting in any of the nominated positions, the person so acting will be a nominated officer unless otherwise determined by the General Manager.

Councillors may also approach staff designated to support Advisory Committees of Council and any other body in which a Councillor is a delegate, for advice in relation to the activities of that Committee or body. Such staff may contact Councillors involved to advise, or seek advice, in relation to the activities of that Committee.

4. COUNCILLOR AND STAFF INTERACTION

For Councillor and staff interaction, the obligations are detailed in Part 7 of the Code of Conduct.

5. PROVISION OF INFORMATION

Part 8 of the Code of Conduct establishes what information can be provided to Councillors.

6. BREACHES OF THIS POLICY

The protocols governing Councillor Access to Information and Council Resources are incorporated in Council's Code of Conduct. Non-compliance with this Policy may be considered a breach of the Code of Conduct and will be dealt with in accordance with the Procedures for the Administration of the Code of Conduct or disciplinary policies.

TO:	Councillors
FROM:	General Manager
DATE:	16 November 2020
SUBJECT:	Nominated Staff to interact with Councillors
TRIM Ref #:	UINT/20/10722

In alignment with the Provision of Information and Interaction between Councillors and Staff Policy, the nominated staff authorised to interact with Councillors are:

1. General Manager
2. Executive Assistant to General Manager & Mayor
3. Director of Infrastructure and Development
4. Chief Financial Officer
5. Executive Manager Corporate Services
6. Coordinator Governance & Risk (Public Officer)

Kate Jessep
General Manager

15.7. | Register Resolutions Actions Status

Department: General Manager's Office
Prepared by: Executive Assistant
TRIM Reference: UINT/20/11555
Attachments: UINT/20/11552

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

SUMMARY:

The purpose of this report is to provide Council with the Resolution Action Status updates as at 8 December 2020.

RECOMMENDATION:

That Council receive and note the Resolution Action Status as at 8 December 2020.

BACKGROUND:

Following every council meeting, the resolutions of council which require action are compiled into a single document. This document is referred to as the Resolution Action Status.

The purpose of the Resolution Action Status is to track the progress of actions and provide confirmation to Council when these actions are complete.

The Resolution Action Status is presented to Council at its ordinary meetings.

REPORT:

The Resolution Action Status shows actions which are either currently pending, in progress or completed.

Actions which were reported as fully completed as at the date of the report to the last Council ordinary meeting, 25 November 2020, have been removed from the document.

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/03/2015	26.03/15	Land Disposal – Karava Place, Uralla	That Council: 1. Give the General Manager delegation to negotiate payment options; and 2. Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.	DID DID	2/06/2015	Lot 103 – No agreement made. Property owners have so far declined to enter agreement. Council's solicitor engaging with property owners to progress.	B B
23/11/2015	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	Jun-20	Survey plans completed. Council's solicitors to progress. Delays associated with changes to road closure process and resourcing.	B
25/07/2016	18.07/16	2.18.06.10 Gazetting of Land Acquired for approaches to new Emu Crossing Bridge	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) for the purpose of a public road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) by compulsory process under Section 177 of the Roads Act 1993.	DID DID	Jun-20	1. Noted. 2. August 2019. Department of Planning, Industry and Environment, Lands and Water has advised of no objection to the compulsory acquisition of Lot 110. Advice referred to Council solicitors to progress.	B B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25/07/2017	22.07/17	Report 11 - Uralla Sporting Complex	<p>That Council;</p> <p>(a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access,</p> <p>(b) provide additional seating around the perimeters of the fields and oval if residual funding is available, and</p> <p>(c) develop a plan of management for the sharing of the facilities among the user groups,</p> <p>(d) staff investigate relocation and redevelopment of the playground area.</p>	MDP MDP MDP MDP		<p>a) Completed</p> <p>b) Seating provided through SCCF Round 2 funding.</p> <p>c) draft completed. To be considered in conjunction with the current preparation of the Open Spaces Strategy.</p> <p>d) Playground completed – turf to be placed in the spring. Funded under Stronger Country Communities Fund Round 1.</p> <p>Further works to the playground have been undertaken under SCCF Round2</p>	<p>COMPLETED & REPORTED TO COUNCIL</p> <p>COMPLETED & REPORTED TO COUNCIL</p> <p>B</p> <p>COMPLETED & REPORTED TO COUNCIL</p>
24/04/2018	50.04/18	Late Report 2 – Industrial Land Subdivision	<p>That Council resolve to:</p> <p>1. 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,</p> <p>2. Progress detailed design of the subdivision and the construction of Stage 1,</p> <p>3. Install billboard signage at the property indicating the endorsed layout and undertake additional marketing of the project.</p>	DID DID DID		<p>Noted</p> <p>Detailed design completed.</p> <p>Signage installed. Valuation received. Probity advice received and probity plan developed.</p> <p>DA Consent concluded. Grant funding application lodged under the Building Better Regions Fund Round 4 was unsuccessful. Further marketing pending funding and approval.</p>	<p>COMPLETED & REPORTED TO COUNCIL</p> <p>COMPLETED & REPORTED TO COUNCIL</p> <p>B</p>
24/07/2018	35.07/18	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		Resourced in 20/21 Operational Plan budget - Consultant engaged Oct 2020 to prepare the Strategy.	B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25/09/2018	30.09/18	Report 16 – Recommendations of Uralla Township and Environs Committee July and August 2018 meetings	<p>That Council resolve to:</p> <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		1. Noted	COMPLETED & REPORTED TO COUNCIL
				MDP		2. Noted	COMPLETED & REPORTED TO COUNCIL
				MDP		3. Engagement in progress - last follow up mid 2020.	B
				MDP		4. Unsuccessful application lodged under SCC Round 3 by Uralla Arts.	COMPLETED & REPORTED TO COUNCIL
				MDP		5. Pending – will be undertaken as part of the development of the Open Spaces Strategy	B
				MDP		6. Added to project capital works future projects list, subject to community feedback and funding.	B
				MDP		7. Complete	COMPLETED & REPORTED TO COUNCIL
				MDP		8. Complete	COMPLETED & REPORTED TO COUNCIL
				MDP		9. Complete	COMPLETED & REPORTED TO COUNCIL
28/11/2018	29.11/18	Report 15 - Heritage Advisory Services Summary Nov 2018	<p>That;</p> <ol style="list-style-type: none"> 1. The Heritage Advisory Services Summary for November 2018 be received and noted by Council; and 2. That consideration be given to utilising the bronze plaques prepared for the Old Cemetery in Uralla as part of the Open Spaces Strategy. 	DID/MDP			
				MDP		1. Complete	COMPLETED & REPORTED TO COUNCIL
				MDP		2. Pending Open Spaces Strategy preparation.	B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
18/12/2018	34.12/18	Submitted by: Cr Tara Toomey 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> <p>1. As part of the community engagement strategy for the project:</p> <p>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.</p> <p>b) Provide relevant additional information to any address where street frontage is impacted by the design.</p> <p>c) Give consideration to suggestions and/or ideas which come from community consultation activities and provide feedback to the community which articulates that consideration.</p> <p>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.</p> <p>3. Request the design consultant address the potential for the project to increase traffic on local streets parallel to Bridge Street.</p> <p>4. Refer the draft detailed design to the UTEC committee for comment.</p> <p>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.</p> <p>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.</p> <p>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.</p>	DID		Noted. Funding not yet received.	B
				DID			B
				DID			B
				DID			B
				DID			B
				DID			B
				DID			B
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26/02/2019	48.02/19	Report 25 - Recommendations of UTEC November and December 2018 meetings	<p>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:</p> <p>1. Council provide clear parameters to the Uralla Township and Environs Committee.</p> <p>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.</p>	MDP			COMPLETED & REPORTED TO COUNCIL
				MDP		1. Completed	
				MDP		2. Pending Open Spaces Strategy preparation.	B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25/06/2019	10.06/19	Late Report 2 – Funding Approval Safe and Secure Water Program Bundarra Sewer Scheme	1. Note the advice from Hon. Minister Melissa Pavey MP regarding revised NSW Government funding of up to \$6.557 million to complete the Bundarra Sewerage Scheme; and 2. Authorise the General Manager to undertake the necessary negotiations to extinguish the funding agreement with Infrastructure NSW and enter into a new funding agreement with NSW Department of Industry – Water.	MWWS MWWS		1. Noted. Funding Deed under review. 2. Infrastructure NSW funding deed finalised. Safe and Secure Funding Deed executed.	COMPLETED & REPORTED TO COUNCIL C
25/06/2019	16.06/19	Report 3 – Review of Council Policies – Update	That council hold additional workshops to continue review of council's policy landscape.	EMCS	Jul-19	Additional workshops are currently being held to accommodate the back log due to COVID-19 deferrals. Code of Conduct Adopted by Council. ARIC Charter and GM Performance Review Charter - Adopted. 2/12 Workshops being scheduled and held	B
27/08/2019	15.08/19	Report 5 – Complaints Management Policy 2019	That Council 6. Receive a biannual report outlining: a) The number of complaints received; b) The outcomes of complaints including matters resolved at the front line; c) Issues arising from complaints; d) Systemic Issues identified; and e) the number of requests received for internal and/or external review of our complaint handling.	EMCS	Aug-19 Jan-21 Jun-21	6. Pending - CRM not yet implemented due to lack of resources. Expected to report to Council for the third quarter in 2021 Financial Year Recent discussion to identify how to consistently capture and identify complaints. Review the Complaints Policy in 2021	B B A

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26/11/2019	20.11/19	Submitted by: Cr NLedger Ref/Subject: Notice of Motion 3 - Water motion sewage treatment options	That council explore avenues to reuse water from the treated sewage effluent.	DID	Feb-20	Underway. Progressing option with UPC at the moment. ZNET Plus seeking to determine community sentiment regarding reuse. Additionally the Council is in negotiations with UPC regarding the potential for reuse as part of necessary road construction.	B
26/11/2019	39.11/19	Report 7 - Works Progress Report as at 31 October 2019	That: 1. the report be received and noted for the works completed or progressed during October 2019, and works programmed for November 2019. 2. Council review the updated transport asset management plan in the New Year to confirm priorities	MCI MCI	Feb-20	1. Noted 2. Underway	COMPLETED & REPORTED TO COUNCIL B
17/12/2019	18.12/19	Report 7 – Report and Recommendations from the Drought Management Workshop held 10th December, 2019	That Council: 1. Review the top 10 to 20 water users in Uralla and work with them to reduce their water use. 2. Investigate State or Federal funding for increasing the weir storage at Bundarra and other alternative water sources for Uralla. 3. Place information on water usage online in an easily accessible location. 4. Include contingency planning triggers in the Drought Management Plan. 100 days out of day 0 for normal usage and 40 days for emergency firefighting. 5. Review alternative water supply options. 6. Investigate the use of smart meters.	DID DID DID DID DID	Dec-19	1. Users have been identified. Letter has been forwarded. 2. Letter sent. To be included in IWCM strategy. Funding of \$1.5 million received for Uralla ground water investigation. 3. Complete 4. Pending. To be presented in future workshop. 5. Scope for groundwater project for Uralla has been finalised with staff from DPIE-Water. 6. Underway	C COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL B C B
17/12/2019	34.12/19	Report 17 – Treated Sewage Effluent Options Report December 2019	That Council approve funding from the Water Fund reserves of \$50,000 to fund a study to investigate effluent reuse and determine optimal options for reuse of the Uralla Sewage Treatment Plant effluent. Councillors thank the staff for the preparation of the report.	DID	Feb-20	Pending. Study deferred with the progression of the reuse scheme being developed with UPC.	A

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
17/12/2019	38.12/19	Late Report 2 – Drought Communities Extension Programme	<p>That Council:</p> <ol style="list-style-type: none"> 1. Participate in the Drought Communities Extension Programme to undertake community infrastructure improvements, community facility improvements, community events (focused on drought preparedness and resilience), public land improvement, tourism and economic diversification, infrastructure and amenity upgrading and improvement; 2. With the following list of projects in priority order, noting that the funding is unlikely to extend to all projects. 3. Authorise a committee comprising of the Mayor, the Deputy Mayor, Director of Infrastructure and Development and the General Manager to determine the amount of funding to be attributed to each project and provide a monthly progress report. 4. Secure the necessary human resources to: <ol style="list-style-type: none"> a) Scope the necessary works and pricing to support the funding application(s); b) Assist in the preparation of the funding application; c) If successful, procure and coordinate the contractors and materials necessary to deliver the works; and d) Liaise with the stakeholders of the facilities and/or activities to which the funding will be directed. 5. Wherever possible utilise resources, businesses and suppliers from within the Uralla Shire Council area for works and/or activities delivered in accordance with the program. 6. Approve the commencement of the works after internal assessment identifies the projects as eligible and prior to the funding agreement being finalised. 7. Schedule a workshop on the possible options and refurbishment requirements for the Uralla Courthouse. 	DID	Feb-20	1. In Progress	COMPLETED & REPORTED TO COUNCIL
				DID		2. Noted	COMPLETED & REPORTED TO COUNCIL
				DID		3. Ongoing	COMPLETED & REPORTED TO COUNCIL
				DID		4. Application being lodged	COMPLETED & REPORTED TO COUNCIL
				DID			
				DID		5. Noted	COMPLETED & REPORTED TO COUNCIL
				DID		6. Works largely completed	COMPLETED & REPORTED TO COUNCIL
				DID		7. Completed in December workshop.	C

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
4/02/2020	X08.02/20	Submitted by: Cr T Toomey Notice of Motion 2 - Economic Reparations to Impacted Businesses	That the General Manager: 1. contact each food or beverage business in the Uralla Shire reliant on town water, 2. understand what the additional costs that transitioning to a new water source for their business have been, 3. for food and beverage businesses who have not made the transition due to the cost, understand what the costs are, 4. provide a report to the Council at the 24 March 2020 meeting seeking funding from the State and Federal Governments, 5. continue to acknowledge and publicly thank those volunteers who have stepped in from the start and who continue to step in, to distribute the water and care for our community during this time.	CCE CCE CCE CCE CCE	Feb-20	- Pilot survey by independent consultant conducted in Feb/Mar 2020. Council received funding through NSW Bushfire Community Resilience & Economic Recovery Fund to undertake Local Business engagement and support project with is in progress. Volunteers publically acknowledged and thanked including at the 2020 Northern Inland Volunteer of the Year Awards (Mayor Volunteer Awards)	B B A A A COMPLETED & REPORTED TO COUNCIL
4/02/2020	X11.02/20	Submitted by: Cr T Toomey Notice of Motion 3 – Proactive Marketing to Recover Brand Damage	That Council seek funding from the State and Federal government to meet the cost of: a. The development of a Uralla Shire map which identifies businesses operating within the Uralla Shire; and b. A visit by a travel writer who will ensure that their appraisal will appear in some form of media to promote Uralla Shire Council in a positive light; and c. Creating a promotional social media video of Uralla Shire as part of a long term online campaign.	CCE CCE CCE CCE	Jun-20	In Progress - Funding through the NSW Bushfire Community Resilience & Economic Recovery Fund. 2/12 BCRERF extension of time to 31 March 2021 requested. Scope and RFQ being developed	B B B B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25/02/2020	30.02/20	Report 15 – Amended Uralla Development Control Plan 2011 Amendment No 5	That Council: 1. Endorse the draft amendment No. 5 of the Uralla Development Control Plan 2011 for public exhibition for a second period of not less than 28 days; and 2. Give the General Manager delegated authority to adopt the Uralla Development Control Plan 2011 as amended if no submissions are received from the public or the Department of Planning, Industry and Environment.	MDP MDP	Mar-20 Sep-20	Public exhibition 13 March - 27 May 2020. Extended exhibition on NSW Planning Portal. Amendments being incorporated in response to Councillor input.	COMPLETED & REPORTED TO COUNCIL B
24/01/2020	05.03/20	Submitted By: Mayor, Cr M Pearce Reference/Subject: COVID-19: Instrument of Delegation to the Mayor (Emergency Administrative Provisions)	That: 1. Council adopt the Instrument of Delegation to the Mayor dated 24 March 2020 as detailed in Attachment 1 to this Mayoral Minute except as; develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council, to determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council's resources to implement the strategic plans (including the community strategic plan) of the council and for the benefit of the local area, and (i) to determine the process for appointment of the general manager by the council and to monitor the general manager's performance. 2. That the General Manager provide a consolidated report once a month to all Councillors specifying any actions taken under this delegation as adopted by Council. 3. Once activation of the current Business Continuity Plan ceases, a consolidated report to the first available meeting of Council will be submitted which lists all decisions made under this delegation.	GM GM GM GM	May-20	To date, the Mayor has not been required to take any actions or exercise any delegated authorities under the Emergency Administrative Provisions adopted by Council on 24 March 2020. Completed Not applicable to date Not applicable to date	B COMPLETED & REPORTED TO COUNCIL B B
24/01/2020	19.03/20	Submitted by: Cr, N Ledger Notice of Motion 1 - Expansion of waste collection services	That, prior to further research regarding domestic waste collection, Council first considers this report, scheduled to be received by Council in the next quarter.	DID	Jun-20	Noted	B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
5/05/2020	17.05/20	Report 7 - Recommendations of Uralla Township and Environs Committee February 2020 meeting	That Council: 1. Receive and note the minutes of February 2020 meeting of the Uralla Township and Environs Committee (UTEC), and: 2. a) purchase two copies each of the authoritative publications "Colour Schemes for Old Australian Houses ISBN 0-9594923-3-x" and "More Colours for Old Australian Homes ISBN 1—875253-04-1" to hold in the library reference section and Council's Customer Service Section as well as provide copies of the heritage paints guidance brochure, prepared by staff, to the public on request; b) request a report to a Council meeting on a proposal to amend the UTEC constitution in respect to the election of the chairperson and quorum requirements, for Council consideration, before the term of the committee comes to an end on 30 June 2020; c) convene a workshop of councillors, Mrs Gwen Fuller, Uralla Garden Club, UTEC members and James Sinclair to develop options for Fuller Park; d) write to Riley Watson asking him to provide his suggestions for skatepark additions to the Uralla Township and Environs Committee through Council.	MDP MDP MDP MDP MDP	Jun-20	1. Noted 2. a) Publications have been purchased and made available; Heritage paints brochure available on website and hardcopy. b) Completed – workshop July 2020, report to Council Aug 2020. c) Letter of advice to convene workshop when appropriate has been sent to Gwen Fuller. d) Attempts to contact have been made. Council will engage with a skate park designer to determine what improvements/additions could be made.	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL B COMPLETED & REPORTED TO COUNCIL
26/05/2020	45.05/20	Confidential Report 1 -Ward Bros Quarry	That Council: 1. Note the Debt Settlement Deed of Agreement between Ward Bros and Uralla Shire Council, 2. Authorise the Acting General Manager to sign the deed on behalf of Council, and; 3. Review the S94 quarry operator charges and reporting arrangements to improve accountability and administrative obligations.	MDP MDP MDP	Jun-20	1. Noted 2. Debt Settlement Agreement complete 3. Pending. Consultant engaged for 7.11 (s94) plans	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/06/2020	26.06/20	Report 11 - Amended Uralla Development Control Plan 2011 Amendment No. 5	That Council defers consideration of this matter pending further response to questions to Council officers in respect to the Development Control Plan.	MDP	Jul-20	Noted	B
25/08/2020	04.08/20	Committee Report 1 - Budget Review & Finance Committee Report LTFP 2030	<p>That Council:</p> <p>1.Set a strategic objective for the General Fund to achieve a balanced operating result before capital grants by 2022/2023 - including the full funding of depreciation, amortisation and impairment of intangible assets and infrastructure, property, plant equipment, and to build reserves of \$4 million over the remaining seven years of the long term financial plan (LTFP); and</p> <p>2. To inform the implementation of the strategic objective, Council:</p> <p>a) consider shire continuity and financial sustainability including a review of financial performance measures;</p> <p>b) review service standards and councils operating costs;</p> <p>c) undertake community engagement on the above and financial strategies;</p> <p>d) prepare and endorse policy/plans to inform the construction of the LTFP; and undertake further community consultation on the LTFP.</p>	<p>CFO</p> <p>CFO</p> <p>CFO</p> <p>CFO</p> <p>CFO</p>	<p>Aug-20</p>	<p>1. Noted for inclusion in the preparation of the next budget & LTFP</p> <p>2. Noted with follow up at the October 2020 ARIC meeting</p>	<p>B</p> <p>B</p> <p>COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL</p>

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
22/09/2020	07.09/20	Report 1 of Committees: Minutes of the Audit, Risk	That the Minutes from the Audit Risk and Improvement Committee meeting held on 27 August 2020 be noted and: (1) That the General Manager conduct a review and evaluation of the resourcing surrounding the work plan and recommendations to be made to Council on same. (2) That the Audit Risk and Improvement Committee (ARIC) review and present a new (annual) workplan in consultation with relevant parties (audit/Council administration) for consideration at the next ARIC meeting. (3) That the Charter be endorsed as amended. (4) That the General Manager remove from the report on Internal Audit and Audit Office Management Letters Action Schedule, actions presented as completed. (5) That Council's Internal Auditor provide a report to ARIC on the effectiveness of the Contract Register.	GM GM ARIC CGR GM CGR		1. Completed 2. represented and endorsed by ARIC Oct 20 Meeting 3. Completed. Copy provided to ARIC 4. Noted 5. CGR advised IA of resolution requesting report for February meeting	A COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL A
22/09/2020	08.09/20	Report 1 of Committees: Minutes of the Audit, Risk & Improvement Committee Meeting Held 27 August 2020 and Amended Charter	(6) That Council engage an Independent Auditor or Forensic Accountant to undertake a review of the process surrounding any possible deviation between the Transport Asset Management Plan (Feb2016 v6) and the related 2019-2020 budget allocations without Council's approval and report to ARIC on the results of the audit.	CFO		RFQ issued with only one response. Engagement letter to be issued and report to be provided by 29 January 2021	B
22/09/2020	09.09/20	Report 1 of Committees: Minutes of the Audit, Risk & Improvement Committee Meeting Held 27 August 2020 and Amended Charter	(7) That in relation to the sealing of the asphalt overlay of Hill Street between Bridge and Duke Streets, that Council's Internal Auditor undertake a review of the process for undertaking this work to examine whether a breach of established delegations was evidenced by the splitting of an order by Council Officers to avoid going to tender.	CFO		Report issued which will be provided to ARIC's first meeting in 2021	C
22/09/2020	25.09/20	Report 7 – Amendments to the Code of Conduct	3) Expressions of Interest be sought for Code of Conduct Reviewers and report back to Council.	CGR		Commence EOI in Jan 2021	A
22/09/2020	36.09/20	Report 12 - Council and Uralla Shire Business Chamber support	2) note that the General Manager will give a presentation to the Uralla Shire Business Chamber on this report	GM	Nov-20	Completed 3 December 2020.	C

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
29/09/2020	X04.08/20	Report 1 - Late report - Local Strategic Planning Statement Recommendation	That Council: 1. adopt the draft Uralla Local Strategic Planning Statement 2020, as amended, as a first step in the continuing process of community consultation and feedback to enhance the strategic plan; 2. by 30 January 2021 commence public consultation to revise the LSPS to reflect community views as required by the initial instruction from the NSW Government; 3. by 30 June 2021 submit a revised version of the LSPS	MDP MDP MDP	Nov-20 Jan-21 Jun-21	1. Noted 2. Pending 3. Pending	COMPLETED & REPORTED TO COUNCIL A A
29/09/2020	X09.09/20	CONFIDENTIAL REPORT Report 1- Bundarra Sewerage Scheme – Award of Tender	ACTION: That the report for the Bundarra Sewerage Scheme – Award of Tender lay on the table and that Council engage a suitably qualified consultant to review the tender process.	MWWS	Oct-20	Tender process reviewed and reported to October meeting.	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL
29/09/2020	10.09/20	CONFIDENTIAL REPORT Report 2 – Commonwealth Home Support Program – Proposed Auspice Change	That Council: 1. Endorse the Department of Social Services intent to offer on behalf of the Department of Health to novate the remaining 50% of a local service provider's current 2020/21 Commonwealth Home Support Program grant to Uralla Shire Council from 1 Jan 2021, and 2. Delegates the General Manager to execute the resultant offer of a Deed of Funding Variation with the Department of Health.	GM GM GM		1. Noted - DSS advised of Council resolution 2. Deed received, signed and returned - waiting for copy of fully executed Deed	COMPLETED & REPORTED TO COUNCIL B
27/10/2020	08.10/20	15.6 Disclosure of Interest by Councillors and Designated Persons 2020	That Council publish returns of interest made by Councillors and designated persons to the Uralla Shire Council website after redacting any information that applies the public interest test factors listed in the Table in section 14 of the Government Information (Public Access) Act 2009	CGR	Nov-20	Returns of Interest are on the website.	C

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
27/10/2020	17.10/20	15.2. Works Progress Report as at 30 September 2020	That Council request the General Manager to: <ul style="list-style-type: none"> • contact the Retreat Road Action Group to understand their concerns as part of an ongoing dialogue • contact the residents of Harriet Gully Road to understand how to be progress their concerns • report back to Council on both discussions and the way forward. 	DID DID DID	Nov-20 Nov-20 Dec-20	Completed Completed Report to be provided as part of the development of the gravel roads upgrade to seal prioritisation list.	C C B
27/10/2020	30.10/20	15.8. Enterprise Risk Management Policy	That Council place the renamed Enterprise Risk Management Policy version 5.0 on public exhibition for 28 days and, if no significant submissions are received, that the Policy be adopted as amended	CGR	Dec-20	Placed on public exhibition. One written submission received from a Councillor objecting to the word 'enterprise'	C
27/10/2020	33.10/20	15.9. Code of Meeting Practice	1. That Clause 4.3 and 4.10 of the Code of Meeting Practice be amended to reflect at least one business days' notice instead of four; and 2. That the Code of Meeting Practice be placed on public exhibition for a period of 28 days and if no significant submissions are received, that the Code of Meeting Practice as amended be adopted.	CGR CGR	Nov-20 Dec-20	Amended Code of Meeting Practice in Trim Document UINT/20/09721 Placed on public exhibition. No written submissions were received during the exhibition period.	C C
27/10/2020	36.10/20	15.10. Resolution Action Status	That Council receive and note the Resolution Action Status as at 27 October 2020 as amended with X08.06/20 to be reviewed and re-entered	EA		Reinstated for Council report until closed.	C
27/10/2020	38.10/20	17.1. Bundarra Sewerage Scheme – Tender process Review and Award of Tender	That subject to the finalisation of the funding deed for the Safe and Secure Water Program grant funding, award the Bundarra Sewerage Scheme construction contract to Ledonne Construction Pty Ltd for the tender amount of \$7,767,506 (inc. GST)	MWWS	Nov-20	Funding deed executed. Tender awarded.	C
10/11/2020	X03.11/20	6.1 Annual Financial Statements 2019/20	That Council adopt the Financial Statements for the year ended 30 June 2020 incorporating the General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules, subject to amending note 6 page 34, by deleting the words "The significant losses incurred this year relate to the write-off of road and bridge renewal programs at Munsie bridge/Gostwyck Road, Munsie bridge/Enmore Road, Eastern Avenue, Bundarra Road, Bingara Road and surface work at Park Street and Gilmore Place." and replacing them with "The losses incurred this year relate to the write-off of building works associated with the McMaugh Gardens ensuite upgrade and the memorial hall refurbishment, numerous road works in particular two sections of Thunderbolts Way and special work on Bingara Road, numerous items of plant, and the refurbishment of the swimming pool."	CFO		Completed	C
10/11/2020	X06.11/20	6.1 Annual Financial Statements 2019/20	1. That Council exhibit the Financial Statements and Auditor's Report and call for public submissions on those documents with submissions closing on 1 December 2020 in accordance with section 420 of the Local Government Act 1993; and 2. That the Audited Financial Statements and Auditor's Report be presented to the public at the Ordinary Meeting of Council scheduled for 24 November 2020 in accordance with section 418(1) of the Local Government Act 1993	CFO		Completed Completed	C

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24/11/2020	01.11/20	7.1 Minutes of Ordinary Meeting held 27 October 2020	The Chair referred Councillors to the Minutes of the Ordinary Meeting held 24 November 2020 and called for an amendments. Delegates reports - Cr Toomey was not at the Councillor Workshop for Home Based Regulation Policy. Page 20 motion by Cr O'Connor – list conditions in foreshadowed motion	EA	Nov-20	Cr Toomey items deleted from Delegation report Cr O'Connor list of conditions added as per foreshadowed motion	C
24/11/2020	15.11/20	15.4 REPORT – Works Progress Report as at October 2020	That a report be provided to next council meeting on c) Roads to Recovery and Local Roads & Community Infrastructure Funding Program.	DID	Dec-20	Report prepared for december meeting.	C
24/11/2020	17.11/20	15.5 DIVISION DECISION - Development Application 43/2020 Change of Use - Shed to Dwelling at 11 Court Street Bundarra	That Council refuse the Development Application 43/2020 for a Change of Use – Shed to Dwelling at 11 Court Street Bundarra (Lot 8 Section 60 DP 758181)	MDP	Nov-20	Notify Developer/Resident	C
24/11/2020	21.11/20	15.6 15.6 DPIE – Water Groundwater Investigation Project Funding	That Council accepts the funding offer from the NSW State Government of \$1,500,000 to undertake a Groundwater Investigation Project subject to the finalisation of the funding deed, for the investigation of groundwater or other alternative water sources capable of providing water security measures for the Uralla water supply	MWWS	Nov-20	Funding deed being finalised	B
24/11/2020	22.11/20	15.7 Community Grants Program 2020-21 - Individuals	That Council adopt the Community Grants Panel Committee recommendation to award funding allocations under the 2020-21 Community Grants Program – Individuals category to Mrs Robyn Wheeler for the amount of \$300.	EMCS	Nov-20	Letter of Offer sent with receipt and acquittal details required to be sent back to Council.	C
24/11/2020	28.11/20	15.9 Uralla Shire Council Annual Report 2019-2020	That Council: 1. The USC Annual Report 2019-2020 be amended to fully itemise Councillor expenses; 2. Adopt the Uralla Shire Council Annual Report 2019-2020 at Attachment A as amended; and 3. Note that Annual Report will be published on Council's website and submitted to the Minister for Local Government as required under section 428(5) of the NSW Local Government Act 1993	CFO	Nov-20	Councillor Expenses	C
				GM	Nov-20	Noted	C
				GM	Nov-20	to be published on Council Website	C
24/11/2020	30.11/20	16.1 MOTION ON NOTICE Submitted by: Cr CROUCH Council's Water & Waste water Systems	That an overview report on the status Council's water and wastewater systems for Uralla and Bundarra be prepared for Council that advises the current status of development of the Integrated Water Cycle Management Plan (IWCM) and water and wastewater asset management and renewal planning	MWWS	Dec-20	Pending.	A
24/11/2020	32.11/20	17.1 CONFIDENTIAL Tolley Bridge Tenders	That Council accept the tender from Waeger Constructions Pty Ltd for the design and construction of a new concrete bridge over Tolleys Gully on Thunderbolts Way for the tendered price of \$544,000 (excl GST)	DID	Nov-20	Tender awarded	C
	34.11/20		Resolution of Closed session become resolutions of Open Session				

15.8. | Uralla Shire Council 2020 Summary of Achievements

Department: General Manager
Prepared by: General Manager
TRIM Reference: UINT/20/11403
Attachments: Nil

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 Our Leadership: 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: 4.1.1.1 Deliver integrated strategic planning and reporting requirements

SUMMARY:

The purpose of this report is to present to the Council and community a visual presentation *Uralla Shire Council 2020 Summary of Achievements* to contribute to Council's transparency and community engagement activities.

RECOMMENDATION:

That Council suspend meeting procedures to view the Powerpoint *Uralla Shire Council 2020 Summary of Achievements Presentation*.

[Following viewing of the presentation] **That Council resume standing orders.**

BACKGROUND:

Council reports to the community on delivery of services and achievements in a number of ways including:

- Quarterly Progress Reports (Q1, 2, 3) and Annual Report
- Weekly Works Reports
- Monthly Newsletters
- Regular Media Releases
- Council agenda items and minutes including monthly Action Resolution Status

This reporting is detailed and, in totality, comprehensive; however, it is a largely text based communication method supported with some images. It is also mostly an iterative reporting process throughout the year, Annual Report excepted.

REPORT:

A visual presentation [UINT/20/11096] has been prepared summarising Council achievements in 2020.

The aim of this presentation is to provide the Council team (Councillors and staff) and the Community a visual summary of the range of services delivered in 2020 including highlights of achievements across all service areas.

Following presentation to Council, the presentation can be shown on the television screen at the main office, Customer Service point and uploaded to Council's website. Redco Agencies has also offered to run the presentation in their Bridge St shop window for two to three weeks.

A media release can be issued to raise awareness to the community of the availability of the presentation.

The presentation is a value-add to Council's existing reporting and transparency to the Community on services delivered.

KEY ISSUES

- *Uralla Shire Council 2020 Summary of Achievements* compliments existing reporting to the Community.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Additional method of informing the community of Council's achievements in 2020.
2. **Policy and Regulation**
N/A
3. **Financial (LTFP)**
N/A
4. **Asset Management (AMS)**
N/A
5. **Workforce (WMS)**
N/A
6. **Legal and Risk Management**
Reputation – unlikely to attract adverse media with minimal negative consequences – *low risk*.
7. **Performance Measures**
Number of downloads/views via Council website
8. **Project Management**
N/A

16. MOTIONS ON NOTICE/QUESTIONS WITH NOTICE

16.1. Procurement Favouring Local Suppliers

NOTICE OF MOTION

Submitted by: Cr Robert Crouch

Subject: Notice of Motion - Procurement Preference for Local Suppliers

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: 2.2 An attractive environment for business, tourism and industry

Strategy: 2.2.2 Support and encourage existing business and industry to develop and grow.

SUMMARY:

The purpose of the motion

COUNCILLOR'S MOTION:

That Council: Amend Uralla Shire Council Policy: Procurement, to include a preference for local suppliers/local content section that specifies a 5% 'Local Business' weighting criteria for businesses whose registered business address is in Uralla Shire, and 2% weighting criteria for businesses in neighbouring LGAs.

RATIONALE:

Uralla Shire Delivery program 2017- 2022 contains a number of activities aimed at stimulating local economic activity. These activities include:

- Promote Uralla Shire through the Visitor Information Centre
- Improve recognition of Uralla Shire and the Regions strategic economic advantage
- Encourage business and industry development.

These activities are generally passive in nature involving the provision of information and monitoring the supply of land. In the current economic conditions council needs to be proactive in this area.

Community members have brought to councillors' attention some proactive measures other NSW Councils are implementing to support local businesses including procurement policies that favour local suppliers.

For example, **Lismore City Council's** procurement policy contains the following section on Local Content:

Local Content:

As a regional centre in Country NSW, Lismore City Council forms an integral part of the local economy in the region. One of Council's key strategic priorities is economic development with stated initiatives to support business and assist in job creation. Council seeks to meet these initiatives by measuring the amount of local content in its procurement activities.

The use of local content in the selection criteria within procurement is an appropriate way to make an informed assessment of a submission's direct benefit to the local economy. The amount and/or type of local content is assessed using the selection criteria framework, coupled with the standard weighted score system of assessment.

The objectives of Council's local content considerations are to:

- *Provide benefits to the local economy in Council's procurement processes.*

- *Allow tenderers to easily and simply demonstrate the benefits of their bid to the local economy by using a standard tender schedule format.*
- *Allow easy assessment by Council within the tender evaluation system.*
- *Encourage suppliers from outside the Lismore City Council area to submit tenders by providing a transparent method of assessing local content.*
- *Promote the use of local contractors, materials and services.*
- *Have a fair and transparent system that addresses probity.*
- *Ensure tenders are evaluated on an equal footing.*

Local content will be weighted at a minimum of twenty per cent (20%) of the selection criteria. The local content weighting can be higher than 20% if considered appropriate for the goods or services being procured.

Georges River Council has implemented an Interim Direction - Purchasing from Local Suppliers under Council's Economic and Social Recovery Plan that includes the following direction:

For the duration of this Interim Direction it is the intention that Council Officers should, in the first instance, attempt to purchase from suppliers whose primary business address is inside the LGA boundary. Not-with-standing this, all requirements of the Local Government Act 1993 specifically those relating to tendering need to be adhered to.

This direction has two elements each designed to make it easier for local businesses to win work on Council contracts.

1. Mandatory 5% 'Local Business' weighting criteria for all Tenders.

- *All published Tenders during the Interim Direction period will be required to include a mandatory 5% weighting criteria that will be scored based on registered business address.*
- *Scoring will be allocated only 5% for inside LGA, 2.5% for neighbouring LGA's (Canterbury/Bankstown, Bayside and Sutherland) and 0% for all other addresses.*

2. A streamlined Procurement Thresholds document designed to make it easier for Council Officers to engage Local Suppliers for values under the Tender threshold.

- *This Policy will allow any purchases up to a total value of \$250,000 to be made based on the below Interim Thresholds for purchases from local businesses.*
- *Council officers looking to purchase on behalf of Council should direct time usually spent drafting RFQ documents and assessing submissions instead to seek out new local suppliers who can provide the good/ service.*

These policies are clearly designed to favour and stimulate local economies. There is a subtle difference between these two examples. Lismore City Council favours a weighting for local content whilst Georges River considers the total value of the tender. The total value is probably the easier system to implement.

A (say) 5% weighting for local suppliers with a (say) 2% weighting for businesses in neighbouring LGAs will clearly cost council. However, it will be a small price to pay for stimulating local businesses, recycling revenue within the local community and boosting local businesses.

Submitted by Councillor Crouch

EXECUTIVE ADVICE:

The notice of motion can be supported per the Council implications below.

If the motion is supported, the procurement policy will be amended so that all tenders will have a 5% non-price weighting for tenderers whose primary office is located within the USC LGA; and, 2% for tenderers whose primary office is located in a LGA bordering USC.

Should Council support the Notice of Motion, a part two should also be resolved as follows:

The amended procurement policy be placed on public consultation for 28 days and if no substantive feedback is received that the policy be adopted as amended.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Any amendments to Council's policies are required to be placed on public exhibition for a minimum of 28 days and should any substantive submissions be received Council are required to consider those before finalising the Policy.
2. **Policy and Regulation**
Council's policy refers to local content. The proposed weighting is consistent with the current policy position.
3. **Financial (LTFP)**
Council is required by the *Local Government Act 1993 (NSW)*:
s 8A (1) (b) Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.
There may be an increase (reduced value for money) to Council if the best value for money contractors are not engaged in preference to contracting locally.
4. **Asset Management (AMS)**
N/A
5. **Workforce (WMS)**
Negligible
6. **Legal and Risk Management**
The proposed change is assessed as low risk.
7. **Performance Measures**
Sample testing could be undertaken to assess current levels of local contractor engagement and whether a local procurement weighting materially changes this.
8. **Project Management**
N/A

16.2. Open Workshops to the Public

NOTICE OF MOTION

Submitted by: Cr Bob Crouch

Subject: *Open councillor workshops to the public*

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: 4.1 A strong, accountable and representative Council.

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

COUNCILLOR'S MOTION:

That Council:

- 1. Open councillor workshops to the public, except for agenda items that fall under Section 10A of the Local Government Act 1993, when workshops will be closed.***
- 2. Public Notice the agenda items to be considered at a workshop 3 business days before the workshop***

RATIONALE:

The recent Performance Improvement Order served on Armidale Regional Council includes the following Action:

8. Council must amend its code of meeting practice to adopt clauses 3.32 and 3.34 - 3.35 of the Model Meeting Code and to provide that councillor briefings are open to the public unless the general manager is satisfied that grounds exist to exclude members of the public from a briefing to consider information that should not be made public.

Within Uralla Shire Council workshops are a critical source of information for councillors in making well informed strategic decisions. Briefings extend well beyond business to be considered at the next meeting, and in some instances, even though no voting occurs, could give the perception that agreement on some issues are reached by way of consensus.

Many members of our public are interested in receiving access to briefings and, via councillors, could contribute effectively to decisions.

Members of the public have expressed concern about items in which they have an interest being discussed in closed workshops. That they are not aware of options considered, or of individual councillor opinions and stance on some issues presented to and discussed at workshops. They have expressed the opinion that debate on motions consequently put to council do not appear to be adequately debated in the public forum.

Council would be well advised to analyse any Performance Improvement Order served on any NSW Council to ensure Uralla Shire Council is not party to similar misdemeanours. Having had community members raise concerns on closed Workshops with councillors, this is a simple matter to address with minimal ramifications for council process.

Submitted by Councillor Crouch

EXECUTIVE ADVICE:

The motion supports transparency and Council not making decisions outside of a Council meeting.

Most Council workshops can be open to the public.

Open workshops may:

- increase the community's trust of Council;
- encourage future candidates for Council to consider standing for election.

The types of workshops that will require consideration by the General Manager to close include briefings that involve staffing matters, legal advice, commercial-in-confidence matters (e.g. items due to proceed to tender) in accordance with s 10A of the *Local Government Act 1993 (NSW)*. Any such decisions will be articulated, with a reason, on the published workshop agenda.

The motion, if endorsed, does not preclude Council from attending training, conferences and/or forums which are not formally opened to the public.

COUNCIL IMPLICATIONS:

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

If the motion is supported, public notice of the workshops will be uploaded to Council's website with three (3) business days' notice, e.g. by the Thursday prior to a Tuesday workshop the agenda for the workshop will be available to Councillors and the community including any items that are to be closed under s 10A of the *Local Government Act 1993 (NSW)*.

2. **Policy and Regulation**

s 10A *Local Government Act 1993 (NSW)*

Council Policy: Code of Conduct applies

Council Policy: Meeting Practices does not apply – Council cannot make decisions at a workshop.

3. **Financial (LTFP)**

Negligible.

4. **Asset Management (AMS)**

N/A

5. **Workforce (WMS)**

N/A

6. **Legal and Risk Management**

The recommendation is assessed as low risk.

7. **Performance Measures**

Percentage of Council workshops open to the public of total number of workshops.

Number of community persons attending workshops.

8. **Project Management**

N/A

16.3. Policy – Code of Meeting Practice

NOTICE OF MOTION

Submitted by: Cr Tara Toomey

Subject: Amendments to the Code of Meeting Practice

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: 4.1 A strong, accountable and representative Council.

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

COUNCILLOR'S MOTION:

1 - That Council make the following amendments to the Code of Meeting Practice:

1. delete 4.6, and 4.11.
2. modify 4.10 to remove the need to register with council any written, visual or audio material and remove the discretion of the General manager to refuse to allow such material
3. modify 4.4 to permit more than 1 item, amending the wording to "up to 3 items".
4. modify 4.3 to permit people to speak on items not on the agenda, but which the Council agrees are in the public interest to be addressed to Council by adding the words "or the topic" following the words "the person wishes to speak on"
5. Amend 4.13 to include "or the topic"
6. 4.22 replace "general manager or their delegate" with "the Council"
7. Include 20.24 from the Model Code
8. Include 11.11 from the Model Code
9. Delete 3.33

2 - Place the revised version on public display for a period of 28 days.

RATIONALE:

The amendments have been made in response to community feedback, they involve sections of the Code of Meeting Practice that Council can modify and these changes will bring the Code more in to line with our community's expectations.

For clarity the changes reflect the following:

1 – this would remove **4.6** which states:

*The general manager or their delegate may refuse an application to speak at a public forum.
The general manager or their delegate must give reasons in writing for a decision to refuse an application.*

4.11 would be removed, it states:

The general manager or their delegate is to determine the order of speakers at the public forum.

2 – 4.10 would be amended to state:

Approved speakers at the public forum are to identify any equipment needs no more than 1 day before the public forum

3 - 4.4 would then become:

A person may apply to speak on no more than 3 items of business on the agenda of the council meeting.

4 – 4.3 would then become:

To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by 1 day before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, or the topic, and whether they wish to speak 'for' or 'against' the item.

5 – 4.13 would then become:

Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on, or the topic. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

6 – 4.22 would then become:

Where a speaker engages in conduct of the type referred to in clause 4.19, the Council may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.

7 – 20.24 would be included and this states:

All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded

8 – 11.11 would be included and this states:

All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

9 – 3.33 would be removed, it states:

Pre-meeting briefing sessions are to be held in the absence of the public.

Submitted by Councillor Toomey

EXECUTIVE ADVICE:

The recommended amendments are all lawful and within Council's power to change.

Some of the recommendations are significant changes to the policy.

In 2018 the Office of Local Government provided a new model policy for the conduct of Council meetings.

In 2019 Council undertook a review of its *Policy: Code of Meeting Practice* and endorsed the current Policy.

At the Oct 2020 Council meeting a minor amendment to address a timing anomaly was endorsed by Council and the amended Policy was placed on public exhibition.

Council has received one submission from a member of the public giving feedback to Council across a number of areas of the Policy.

Executive have scheduled a Council workshop for February to review this feedback so that a further report to Council (likely March 2021) can be prepared for decision making on any further changes to the Policy, as well as further public exhibition if required.

The feedback includes consideration of the conduct of Public Forums. Council also needs to further develop its Community Engagement Framework and the Council's Public Forums are part of this framework. This work should have the input of Council's Communication Officer (currently vacant).

It is recommended that Councillor Toomey's proposed changes to the Policy be deferred until a workshop be held by Council to consider the proposed amendments, along the feedback from members of the public, in detail before any decisions to further amend the Policy are made.

Should Council instead determine to proceed to debate the Notice of Motion as drafted, the following considerations are recommended:

- (1) Removing 4.6 would mean that the General Manager cannot refuse an application for someone to speak at a *Public Forum*. This removes the General Manager's administrative role in preparing the Council agenda and scheduling for Council. Council may find it difficult to manage this process without the General Manager's role when circumstances see a large number of speaker requests on one or more topics which may or may not

relate to the items of business on the Council agenda. It may also mean that members of the public could politely criticise councillors or staff.

Under Clause 4 – the Council may hold a public forum PRIOR to each Ordinary Meeting of the Council. In fact on page 9 of Council's current Code of Meeting Practice (CMP) it states Note: Public Forums should **not** be held as part of a Council or Committee meeting. Council or Committee meetings should be reserved for decision making by the Council or Committee of Council.

However, it also states that where a public forum is held as part of a Council or Committee meeting, it must be conducted in accordance with the other requirements of this Code relating to the conduct of Council and Committee meetings.

Staff are currently reviewing the Community Engagement Framework and input from Councillors on how the Public Forums should be run would be helpful. The Coordinator Governance and Risk recently spoke with the Office of Local Government (OLG) and their officer indicated that the Public Forum does not have to be held immediately before the meeting, so it could be held on Monday prior to the Tuesday Council meeting (as an example).

- (2) The Notice of Motion (NOM) suggests removing 4.11 which states that the General Manager or their delegate is to determine the order of speakers at the public forum. If Council removes the General Manager, perhaps it could consider replacing the General Manager with the Mayor, so that some structure is in place.
- (3) 4.10; Council many wish to amend the recommendation slightly so that it reads: Approved speakers at the public forum are to identify any reasonable equipment needs **at least one business day** before the public forum.
- (4) 4.4; The NOM suggests that a person may apply for more than three (3) items on the agenda of the Council meeting.

The original clause provided Council with the means to permit more than one if it was agreed to. From a risk perspective it is easier to permit something than reject it.

- (5) 4.3; For clarification purposes, it is recommended that applications must be received at least one (1) business day before the public forum is to be held. Public Forums may take place on Monday, and it is unreasonable to expect staff to be aware of requests on a Sunday.
- (6) If Council choose to allow applicants to speak on topics that are not on the agenda, it is recommended that this forms part of the three items recommended in 4.4.
- (7) Within the NOM 4.3 and 4.13 make reference to 'or the topic'.
- (8) 4.22; from an administrative perspective, Council would have to **resolve** to refuse applications from a person who misbehaves in the forum. From a risk perspective, this is on the public record and could create a risk to Council's reputation.

- (9) 20.24 and 11.11 would require manual recording of Councillors' votes. Currently the unanimous decision are being recorded and dissents are recorded upon request. This suggestion would be easier to implement if software such as InfoCouncil was uploaded onto Council's systems, otherwise it is somewhat onerous for the officer taking the minutes and is likely to add significantly to the duration (and resource consumption) of meetings. There is also a risk that this approach fractures the Council by allowing Councillors to state their personal position (with reference to the relevant resolution) rather than abide by the (unwritten) approach that Councillors must support all decisions of Council irrespective of whether they voted against the resolution.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Any amendments to Council's policies are required to be placed on public exhibition for a minimum of 28 days and should any substantive submissions be received Council are required to consider those before finalising the Policy.
2. **Policy and Regulation**
Policy: Code of Meeting Practice 2019.
3. **Financial (LTFP)**
Negligible; however, see workforce implications.
4. **Asset Management (AMS)**
N/A
5. **Workforce (WMS)**
Potential increased volume of community engagements at Public Forums consumes staff time, particularly the Office of the GM (GM, EA).
Communications Officer is scheduled to be recruited early in 2021.
6. **Legal and Risk Management**
Reputation - The notice of motion creates a possible reputation risk if Council proceed with further amendments to the Policy now prior to considering the recent feedback from the community; however, this is considered **low risk**.
Service delivery – A number of the proposed amendments to remove the General Manager's role to manage the agenda for Council may create a service delivery risk for Council; this is assessed as **medium risk**. [for example: scheduling order of speakers; managing the time allocated to the public forum; managing vexatious customers (rare)]
7. **Performance Measures**
To be determined subject the Policy amendments.
8. **Project Management**
N/A

16.4. Councillors Expenses

NOTICE OF MOTION

Submitted by: Cr Tara Toomey
Subject: Transparency in Councillor Expenses

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: 4.1 A strong, accountable and representative Council.
Strategy: 4.1.3 Provide open, accountable and transparent decision making for the community.

COUNCILLOR'S MOTION:

- 1) That Councillors table a statement of all claims made under the Councillor Expenses and Facilities Policy 2008 at each Ordinary Council meeting as part of their delegate report.**
- 2) That Councillors who have incurred travel or other costs that are borne by Council directly, provide a statement of these at each Council meeting.**

RATIONALE:

For some time now, our community have been asking for more transparency around expenditure. Councillor expenses and associated costs are a particularly sensitive aspect of expenditure that Council should take care to be the most transparent about if Council is to have the trust, respect and support of our community. The matter has been raised with Councillors directly, and via letters to the Editor of our community paper.

In the lead article in the May edition of LG Focus the Mayor of Ipswich City Council outlined how Ipswich City Council will “set the gold standard for accountability for ratepayers’ money by having a dedicated hub for transparency and integrity.” This hub is about “providing the community with direct access, in near real time as to how its money is being spent. A key result of this process is matching up travel and allowances to “provide the community with the answers they have been seeking for many years”.

Whilst Uralla is a long way from providing this level of transparency, we can keep our community informed about immediate issues relating to transparency of councillor expenses.

Submitted by Councillor Toomey

EXECUTIVE ADVICE:

The proposed motion is lawful.

The *Local Government Act 1993 (NSW)* s 252 'Payment of expenses and provision of facilities' requires Council to adopt a policy concerning the payment of expenses for Councillors.

The Office of Local Government NSW last issued a 'Councillor Expenses and Facility Policy – Better Practice Template' in June 2017.

Council Policy: Councillor Expenses and Facilities was amended 23 June 2017 and again 27 March 2018.

The provision for reimbursement of expenses supports the ability of individuals in the community to hold public office regardless of their personal means.

Uralla Shire Council is one of the few Councils in NSW that does not provide a Council vehicle for the office of the Mayor.

It would be appropriate for Council to consider if requiring individual Councillors to publicly declare entitled reimbursements on a monthly basis:

- could be perceived as discouraging Councillors to claim for reimbursement of expenses
- potentially discriminates against those Councillors who do not live close the Council's main office
- may discourage future candidates for Council

Some councillors have a greater time capacity to undertake additional Council work (e.g. participate in additional committee meetings) which may incur additional travel costs.

Council administration have not received any complaints regarding Councillor expenses since the Policy was adopted.

The information sought by the notice of motion is already reported in Council's Annual Report and members of the public can access this information under the *Government Information (Public Access) Act 2009 (NSW)*.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Councillor expenses are reported in the Annual Report.
2. **Policy and Regulation**
Local Government Act 1993 (NSW) s 252
Council Policy: Councillor Expenses and Facilities
3. **Financial (LTFP)**
Nil
4. **Asset Management (AMS)**
No mayoral vehicle.
5. **Workforce (WMS)**
n/a
6. **Legal and Risk Management**
There is a reputation argument for increased transparency versus the possible negative reputational damage regarding entitlement to claim and the democratic right of citizens of any means to hold public office.
7. **Performance Measures**
If the motion is endorsed: percentage of Councillor's submitting travel claims at Ordinary Council meeting.
Council's current practices comply with statutory reporting in the Annual Report.
8. **Project Management**
n/a

17. CONFIDENTIAL MATTERS

Confidential Report to Council

17.1. Confidential Report UINT/20/11183 - Supply and Delivery Horizontal Discharge Bitumen Truck RFT936816 Evaluation Recommendation – Open Business Paper

Department: Infrastructure & Development

Prepared by: *Fleet Stores and Workshop
Coordinator*

TRIM Reference: UINT/20/11183

Attachments: UINT/20/11422 1 – Confidential - Evaluation Panel Report RFT 936816

This report is presented to the CLOSED section of the December 2020 meeting under section 10A (2)(d)(i) of the Local Government Act (NSW) 1993.

(1) 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.

Reason: report on commercial-in-confidence tender submissions

18. COMMUNICATION OF COUNCIL DECISIONS

19. CONCLUSION OF THE MEETING

END OF BUSINESS PAPER