



## **AGENDA & BUSINESS PAPERS**

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

## **ORDINARY COUNCIL MEETING**

**23 April 2024**

**Commencing at 4:00pm**



### **Statement of Ethical Obligations**

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

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

Toni Averay

**General Manager**

**AGENDA**

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- 1 OPENING & WELCOME**
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## 7 CONFIRMATION OF MINUTES

### 7.1 Confirmation of Minutes held 26 March 2024 Ordinary Meeting


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**Department:** General Manager's Office

**Prepared By:** Executive Assistant

**Authorised By:** General Manager

**Reference:** UINT/24/5299

**Attachments:** 1. Minutes 26 March 2024 Ordinary Meeting [↓](#) 

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### RECOMMENDATION

That Council adopt the minutes of the Ordinary Meeting held 26 March 2024 as a true and correct record.





## MINUTES of

### ORDINARY COUNCIL MEETING

Held on 26 March 2024 at 4:00pm

#### Attendance at Meeting:

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

#### Apologies:

Nil

#### Staff:

Ms Averay, General Manager  
Mr M Raby, Director Infrastructure & Development  
Mr S Williams, Interim Director Corporate & Community  
Mr S Vivers, Acting Manager, Development & Planning  
Ms W Westbrook, Executive Assistant

## ORDINARY COUNCIL MEETING MINUTES

26 MARCH 2024

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AUDIO Minutes of meeting link:

To be uploaded soon

UNCONFIRMED

## ORDINARY COUNCIL MEETING MINUTES

26 MARCH 2024

**1 OPENING & WELCOME**

The Chair declared the meeting opened at 4:00pm.

**2 PRAYER**

The Chair recited the Uralla Shire Council prayer.

**3 ACKNOWLEDGEMENT OF COUNTRY**

The Chair read the acknowledgement of country.

**4 WEBCAST INFORMATION**

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

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

Nil

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

Deputy Mayor Robert Crouch declared significant non-pecuniary interest in relation to Item 13.1 due to being Director of Uralla Bowling & Recreation Club.

**7 CONFIRMATION OF MINUTES****7.1 CONFIRMATION OF MINUTES HELD 27 FEBRUARY 2024 ORDINARY MEETING****RESOLUTION 29.03/24**

Moved: Deputy Mayor Robert Crouch

Seconded: Cr Tim Bower

That Council adopt the minutes of the Ordinary Meeting held 27 February 2024 as a true and correct record.

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

**Against:** Nil

CARRIED 9/0

## ORDINARY COUNCIL MEETING MINUTES

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## 7.2 CONFIRMATION OF MINUTES HELD 7 MARCH 2024 EXTRAORDINARY MEETING

## RESOLUTION 30.03/24

Moved: Cr Sarah Burrows

Seconded: Cr Tom O'Connor

That Council adopts the minutes of the Ordinary Meeting held 7 March Extraordinary Meeting 27 February 2024 as a true and correct record.

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

Against: Nil

CARRIED 9/0

## PROCEDURAL MOTION TO MOVE AN ITEM

## RESOLUTION 31.03/24

Moved: Cr Tom O'Connor

Seconded: Cr Lone Petrov

That Council move Item 10 Public Forum & Items 14.2 & 14.3 to be heard after Item 7.

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

Against: Nil

CARRIED 9/0

## 10. PUBLIC FORUM

The Chair Introduced the speaker:

**Speaker:** Ambrose Hallman

The speaker made a presentation to Council for the Items 14.2 DA-57-2023 & 14.3 DA 56-2022

The Chair thanked the speaker for his presentation

The Chair Introduced the speaker:

**Speaker:** Romana Jovanovic

The speaker made a presentation to Council for the Item DA-57-2023

The Chair thanked the speaker for her presentation

## ORDINARY COUNCIL MEETING MINUTES

26 MARCH 2024

**14.2 DEVELOPMENT APPLICATION - DA-76-2023 BOUNDARY REALIGNMENT - LOT 326 DP755811 & LOT 1 DP618239 58 & 62 MUNDAYS LANE SAUMAREZ PONDS****RESOLUTION 32.03/24****Moved:** Deputy Mayor Robert Crouch**Seconded:** Cr Tom O'Connor

**That Council approves the Development Application (DA-76-2023) for a Boundary Realignment of Lot 326 DP755811 & Lot 1 DP618239, land at 58 & 62 Mundays Lane SAUMAREZ PONDS, subject to the conditions of consent in the attached Notice of Determination**

**For:** Crs Robert Bell, Robert Crouch, Bruce McMullen, Tom O'Connor and Lone Petrov**Against:** Crs Tim Bower, Sarah Burrows, Leanne Doran and Tara Toomey**CARRIED 5/4****14.3 DEVELOPMENT APPLICATION - DA-56-2022 - PART CHANGE OF USE TO DWELLING AND ALTERATIONS AND ADDITIONS - 132 BRIDGE STREET URALLA****RESOLUTION 33.03/24****Moved:** Cr Bruce McMullen**Seconded:** Cr Leanne Doran

**That Council approves the Development Application (ref: DA-56-2022) for a part Change of Use to Dwelling and Alterations and Additions at Lot 2 DP 17565, land also known as 132 Bridge Street URALLA, subject to the conditions of consent in the attached Notice of Determination.**

**For:** Crs Robert Bell, Robert Crouch, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor and Lone Petrov**Against:** Crs Tim Bower and Tara Toomey**CARRIED 7/2**

## ORDINARY COUNCIL MEETING MINUTES

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**8. URGENT, SUPPLEMENTARY, AND LATE ITEMS OF BUSINESS (INCLUDING PETITIONS)****8.1 OPERATIONAL PLAN 2023-24 Q2 PROGRESS REPORT****RESOLUTION 34.03/24****Moved:** Deputy Mayor Robert Crouch**Seconded:** Cr Tara Toomey

That Council defers the 2023/24 Operational Plan Progress Report as at 31 December 2023 until the next Council meeting.

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

**Against:** Nil

**CARRIED 9/0****PROCEDURAL MOTION TO MOVE AN ITEM****RESOLUTION 35.03/24****Moved:** Deputy Mayor Robert Crouch**Seconded:** Cr Leanne Doran

That Council move Item 9.3 to be heard as a Confidential Item as 15

That Council move 14.8 then 14.6 to be heard as the next agenda item

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

**Against:** Nil

**CARRIED 9/0****14.8 MONTHLY FINANCE REPORT FOR FEBRUARY 2024****RESOLUTION 36.03/24****Moved:** Cr Tom O'Connor**Seconded:** Cr Leanne Doran

That Council receives the attached Monthly Finance Report for February 2024.

## ORDINARY COUNCIL MEETING MINUTES

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

**Against:** Nil

CARRIED 9/0

## PROCEDURAL MOTION - BREAK

## RESOLUTION 37.03/24

Moved: Cr Leanne Doran

Seconded: Cr Tom O'Connor

The Chair called for a short break at 5:21pm.

CARRIED

## PROCEDURAL MOTION - RETURN

## RESOLUTION 38.03/24

Moved: Cr Tom O'Connor

Seconded: Cr Leanne Doran

The Chair reconvened the meeting after a short break at 5:39pm.

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

**Against:** Nil

CARRIED 9/0

## 14.6 PROPOSED URALLA SHIRE COUNCIL RENEWABLE ENERGY COMMUNITY BENEFIT FRAMEWORK

## RESOLUTION 39.03/24

Moved: Cr Leanne Doran

Seconded: Cr Sarah Burrows

That Council:

## 1. Amends the Renewable Energy Community Benefit Policy as follows:

- a. Delete requirement for payment to be based on 1.5% of Capital Investment Value (CIV) and insert requirement for payment to be based on \$850 per MW per annum for solar energy development, and \$1050 per MW per annum for wind energy development; and
- b. Add requirement for benefit payments to continue over the life of the development and indexed to CPI; and
- c. Add the establishment of a Community Advisory Body to provide advice to Council on the projects for which community benefit funds will be allocated; and



## ORDINARY COUNCIL MEETING MINUTES

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d. Other minor changes as shown in the attached draft.

2. Creates a single Uralla Shire Renewable Energy Community Benefit Restricted Fund for all future community benefit payments until allocated to agreed community legacy projects.
3. Notes that community legacy projects will be determined in consultation with community.
4. Develops the Terms of Reference and Constitution for a proposed Renewable Energy Community Advisory Body to advise Council on legacy projects to be funded from renewable energy benefit payments for further consideration at a future Council meeting.
5. Exhibits the Terms of Reference and Constitution for the Advisory Body for a period of 28 days and seeks community submissions.

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

**Against:** Nil

CARRIED 9/0

## 9. WRITTEN REPORTS FROM DELEGATES

### 9.1 RURAL FIRE SERVICE AND COUNCIL DISTRICT LIAISON COMMITTEE

#### RESOLUTION 40.03/24

**Moved:** Deputy Mayor Robert Crouch

**Seconded:** Cr Sarah Burrows

That Council receives the delegate report on Rural Fire Service [RFS] and Council's District Liaison Committee from the meeting held 29 February 2024.

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

**Against:** Nil

CARRIED 9/0

### 9.2 MAYORS DELEGATE REPORT - FEBRUARY 2024 ACTIVITY

#### RESOLUTION 41.03/24

**Moved:** Mayor Robert Bell

**Seconded:** Cr Tara Toomey

That Council received the Mayor's Delegate Report for February 2024.

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

**Against:** Nil

CARRIED 9/0

## ORDINARY COUNCIL MEETING MINUTES

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**8 MAYORAL MINUTE**

Nil

**9 NOTICE OF MOTION/QUESTIONS WITH NOTICE**

Nil

**10 REPORT OF COMMITTEES**

At 6:01 pm, Deputy Mayor Robert Crouch left the meeting having declared a Non Pecuniary Significant Interest. .

**13.1 URALLA LOCAL TRAFFIC COMMITTEE (ULTC) - MINUTES OF MEETING HELD 28 FEBRUARY 2024****RESOLUTION 42.03/24****Moved:** Cr Bruce McMullen**Seconded:** Cr Lone Petrov

That Council receives the Minutes of the Uralla Local Traffic Committee (ULTC) meeting held 28 February 2024 and notes the decisions of the Committee.

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

**Against:** Nil

**Absent:** Crs Robert Crouch

**CARRIED 8/0**

At 6:09 pm, Deputy Mayor Robert Crouch returned to the meeting.

## ORDINARY COUNCIL MEETING MINUTES

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**11 REPORTS TO COUNCIL****14.1 MINUTES BUNDARRA SCHOOL OF ARTS HALL AND COMMUNITY CONSULTATIVE S355 COMMITTEE FROM 28 FEBRUARY 2024****RESOLUTION 43.03/24****Moved:** Cr Leanne Doran**Seconded:** Cr Bruce McMullen**That Council:**

1. Receives the Minutes of the Bundarra School of Arts Hall and Community Consultative s355 Committee meeting held 28 February 2024.
2. Notes that there were no Recommendations for Council's formal consideration tabled at the meeting.

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

**Against:** Nil

**CARRIED 9/0****14.4 WORKS REPORT - MARCH QUARTER 2024****RESOLUTION 44.03/24****Moved:** Cr Sarah Burrows**Seconded:** Deputy Mayor Robert Crouch**That Council Note the Report.**

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

**Against:** Nil

**CARRIED 9/0**

## ORDINARY COUNCIL MEETING MINUTES

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## 14.5 PROJECT UPDATES - PUBLIC SPACES LEGACY PROGRAM

## RESOLUTION 45.03/24

Moved: Cr Lone Petrov

Seconded: Cr Sarah Burrows

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

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

Against: Nil

CARRIED 9/0

## 14.7 URALLA SHIRE HOUSING STRATEGY

## RESOLUTION 46.03/24

Moved: Cr Leanne Doran

Seconded: Cr Lone Petrov

That Council:

1. Authorises the General Manager to proceed with the engagement of a consultant through a Request for Quotation (RFQ) procurement process for the preparation of a Local Housing Strategy for Uralla Shire.
2. Notes that there will be no cost to Council with all costs to be reimbursed through the EnergyCo funding.

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

Against: Nil

CARRIED 9/0

## ORDINARY COUNCIL MEETING MINUTES

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## 14.9 LOANS AS AT 29 FEBRUARY 2024

## RESOLUTION 47.03/24

Moved: Cr Tom O'Connor

Seconded: Cr Sarah Burrows

That Council notes the loan position as at 29 February 2024 totalling \$1,362,891

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

Against: Nil

CARRIED 9/0

## 14.10 INVESTMENTS AT 29 FEBRUARY 2024

## RESOLUTION 48.03/24

Moved: Cr Tom O'Connor

Seconded: Deputy Mayor Robert Crouch

That Council notes the cash position as at 29 February 2024 consisting of cash and overnight funds of \$3,064,900 and term deposits of \$22,554,340 totalling \$25,619,240 of convertible funds, including restricted funds.

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

Against: Nil

CARRIED 9/0

## 14.11 RECORDS MANAGEMENT POLICY

## RESOLUTION 49.03/24

Moved: Cr Leanne Doran

Seconded: Cr Tim Bower

That Council adopts the draft Records Management Policy 2024.

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

Against: Nil

CARRIED 9/0

## ORDINARY COUNCIL MEETING MINUTES

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## 14.12 REGISTER RESOLUTIONS ACTIONS STATUS AS AT 20 MARCH 2024

## RESOLUTION 50.03/24

Moved: Cr Bruce McMullen

Seconded: Deputy Mayor Robert Crouch

That Council notes the Resolution Actions Status Report as at 20 March 2024.

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

Against: Nil

CARRIED 9/0

## 12 CONFIDENTIAL MATTERS

Nil

## PROCEDURAL MOTION

## RESOLUTION 51.03/24

Moved: Deputy Mayor Robert Crouch

Seconded: Cr Sarah Burrows

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

## 9.3 New England Weeds Authority – Verbal Update

This matter is considered to be confidential under Section 10A(2) - d(i) of the *Local Government Act 1993*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

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

Against: Nil

CARRIED 9/0

## ORDINARY COUNCIL MEETING MINUTES

26 MARCH 2024

## 9.3 NEW ENGLAND WEEDS AUTHORITY - VERBAL UPDATE

## RESOLUTION 52.03/24

Moved: Cr Tim Bower

Seconded: Cr Sarah Burrows

That Council notes the verbal update given.

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

Against: Nil

CARRIED 9/0

## MOTION

## RESOLUTION 53.03/24

Moved: Deputy Mayor Robert Crouch

Seconded: Cr Leanne Doran

That Council return to Open Session of Council and that resolutions of Closed Session of Council become the resolutions of Open session of Council.

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

Against: Nil

CARRIED 9/0

## 13 COMMUNICATIONS OF COUNCIL DECISIONS

## 14 CONCLUSION OF MEETING

The meeting was closed at 6:50pm.

Council Minutes confirmed by Mayor Robert Bell &lt;&lt;enter&gt;&gt;: Resolution &lt;&lt;enter&gt;&gt;

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



## 9 WRITTEN REPORTS FROM DELEGATES

### 9.1 Mayors Delegate Report - March 2024 Activity

**Department:** General Manager's Office

**Prepared By:** Mayor

**Authorised By:** Mayor

#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

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

#### SUMMARY

Mayor's Delegate Report outlining activities conducted during the month of February 2024.

#### RECOMMENDATION

**That Council received the Mayor's Delegate Report for March 2024**

#### REPORT

Date of Council Meeting: 23 April 2024		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
1 March 2024	Meeting on Oversize transport for the Winterbourne project	Uralla
4 Mar 2024	Mayor & GM Catch Meeting	Uralla
5 Mar 2024	Tour of possible development sites in Uralla	Uralla
6 Mar 2024	2AD	Interview
6 Mar 2024	Meeting Thunderbolt Wind Farm VPA	Online
6 Mar 2024	New England Visions 2030 Forum	Armidale
7 Mar 2024	Extraordinary Meeting	Uralla
8 Mar 2024	Meeting Thunderbolt Wind Farm VPA	Online
9 Mar 2024	Service Awards	Uralla
11 Mar 2024	Meeting Thunderbolt Wind Farm VPA	Online
11 Mar 2024	NSW Independent Planning Commission Assessment	Uralla
12 Mar 2024	Port of Newcastle Update	Online
12 Mar 2024	Councillor Workshop	Uralla
18 Mar 2024	Meeting with UBSC - EV Charging	Uralla
18 Mar 2024	Mayor & GM Catch Meeting	Uralla
19 Mar 2024	Meeting RDA Northern Inland Committee	Uralla
19 Mar 2024	Meeting Recycling Solar Panels discussion	Online
20 Mar 2024	Southern Landcare Leadership meeting	Uralla
21 Mar 2024	COREM Meeting / Energy Co	Sydney
22 Mar 2024	CMA Conference costs \$989.11 (incl COREM)	Sydney
25 Mar 2024	Mayor & GM Catch Meeting	Uralla
26 Mar 2024	Council Meeting	Uralla
27 Mar 2024	2AD	Interview
<b>2023 Expenses Claims to date for Councillors</b>		<b>\$0</b>

**9.2 New England Weeds Authority Delegate Report**

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<b>Department:</b>	<b>General Manager's Office</b>
<b>Prepared By:</b>	<b>Councillor</b>
<b>Authorised By:</b>	<b>Councillor</b>
<b>Reference:</b>	UINT/24/6023

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Goal:</b>	4.	We are an independent shire and well-governed community
<b>Strategy:</b>	4.1.	Informed and collaborative leadership in our community

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**SUMMARY**

New England Weeds Authority Bank Guarantee update.

**RECOMMENDATION**

That Council receives the delegate's verbal report.

New England Weeds Authority Delegate will give a verbal update in a confidential session:

<b>Section under the Act</b>	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 10A(2) of the <i>Local Government Act 1993</i> .
<b>Sub-clause and Reason:</b>	g - advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

**10 PUBLIC FORUM**

Nil

**11 MAYORAL MINUTE**

Nil




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

Nil

## 13 REPORT OF COMMITTEES

### 13.1 Minutes - Uralla Township & Environs Committee (UTEC) Quartlery Meeting - 4 March 2024

<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Prepared By:</b>	<b>Executive Support Officer Infrastructure &amp; Development</b>
<b>Authorised By:</b>	<b>Director Infrastructure &amp; Development</b>
<b>Reference:</b>	UINT/24/4377

<b>Attachments:</b>	1. Minutes - UTEC Quarterly Meeting - 4 March 2024 <a href="#">↓</a> 
	2. Minutes - UTEC Extraordinary General Meeting - 19 February 2024 <a href="#">↓</a> 
	3. Minutes - UTEC General Meeting - 5 February 2024 <a href="#">↓</a>
	4. Minutes - UTEC General Meeting - 8 January 2024 <a href="#">↓</a> 

#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

#### SUMMARY

The minutes of the Uralla Township and Environs S355 Committee (UTEC) quarterly meeting held on 4 March 2024 are presented to Council in Attachment 1 to this report.

#### RECOMMENDATION

**That Council receives the minutes and notes the recommendations of the Uralla Township and Environs S355 (UTEC) Committee quarterly meeting held 4 March 2024.**

#### REPORT

The Uralla Township and Environs S355 (UTEC) Committee held a quarterly meeting on 4 December 2023. Following are the recommendations of the Committee from the quarterly meeting:

1. *That Council accepts the minutes from the UTEC General Meetings of 08 Jan 24 and 05 Feb 24 and UTEC Extraordinary Meeting of 19 Feb 2024 (see attachments to this report).*
2. *That Council resolves to:*
  - a) *Review the southern approach/departure to Uralla for risk to wildlife (particularly koalas) and take appropriate actions to reduce the speed limit in this area.*
  - b)
    - i. *Establish a volunteer program to support community involvement in the maintenance of the main street blisters.*
    - ii. *Develop a program in partnership with Community Corrections to support Shire wide parks maintenance.*
    - iii. *Review the current budget with a view to including in the 24/25 Open Spaces Maintenance Budget additional funds to ensure proper maintenance of the newly established parks and to improve the maintenance of existing parks.*

- iv. Review the Plan of Management for all Open Spaces.*

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

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

**Policy and Regulation**

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

**Financial/Long Term Financial Plan**

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

**Asset Management/Asset Management Strategy**

Nil.

**Workforce/Workforce Management Strategy**

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

**Legal and Risk Management**

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

**Performance Measures**

N/A

**Project Management**

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

# MINUTES



## URALLA TOWNSHIP AND ENVIRONS COMMITTEE (UTEC)

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**Date:** 8<sup>th</sup> January 2024 – General Meeting

**Time:** 04:00 PM

**Meeting called to order by:** Andrew Parker

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### IN ATTENDANCE:

Andrew Parker AP (Chairperson), Rob Valler RV (Secretary), Bob Anderson BA, Cr Robert Bell RBM (Mayor) RBM, Rob Bowie RB, Cr Tim Bower TB, Gai Buchanan GB, Cr Sarah Burrows SB, Marlene Jacobs MJ, Tony Lashlie TL, Kent Mayo KM (The Courthouse only), Annie Mayo AM, Beth McGrath BM, Cr Tom O'Connor TO (The Glen only), Cr Lone Petrov LP, Mick Raby MR (Interim Director Infrastructure and Development USC) Cr Tara Toomey TT, Dean Weiley (Manager Assets USC)DW.

**APOLOGIES:** Jim Sinclair (JS)

### GENERAL BUSINESS:

Tour of 3 sites hosted by MR as agreed in previous General Meeting:

1. The Glen
2. The Courthouse
3. Pioneer Park

#### 1. The Glen

Works at The Glen continue as approved. A further extension for physical works to be completed has been granted by the funding authority up to 30 Apr 24 (this also includes Rotary Park and Pioneer Park). 'Constellations of the South' are continuing to be installed with 'The Observer' and 'The Phoenix' now installed. Remainder of sculptures yet to be fabricated and installed – 2 sculptures are anticipated to be installed by W/E 13 Jan 24. Earth works are still to be undertaken which will result in the concrete bases of the monoliths to be covered with soil and turfed.

information board – Draft design/wording for the information board signet is being prepared by USC; this will be brought to UTEC for discussion/input before finalization. QR codes and local business (user pays) to be considered for inclusion.

Unfinished paths – Paths which are currently gravel will be sealed with hot mix at the time that rectification works are undertaken at Rotary Park (Rotary Park will have works undertaken to allow greater access for caravans).

The question of who undertook works at The Glen was raised by RV. MR confirmed that works were undertaken by USC and that this was funded through the grant under capital expenditure.

## 2. The Courthouse

Significant funding remains – physical works to be completed by 30 Apr 2024

Matter discussed included:

- Stage to be moved out by approx. 1mtr from current position.
- Flooring restored using the floorboards currently in the area with a kitchenette. The flooring in the kitchenette room will be replaced with new like for like boards.
- Accessibility ramp will be installed. Further to this, there will be an accessibility bathroom (currently the Magistrates bathroom) and to allow access to this area the walls between the various courtyards will be interconnected with doorways.
- Rewiring to the building has occurred and 3 phase is now in place. The rewiring of the internal aspects of the building is next to be completed.
- Council has resolved that the Courthouse will be a multipurpose facility to allow for art exhibitions, weddings, meetings, performances etc. It will not be a single use facility.
- A consultant will be engaged to provide professional advice for lighting/sound/seating/curtains to find a happy medium for a multipurpose facility.
- Fireplaces throughout the building will be restored to original look although will not be used as a heating source.
- Bathrooms will be renovated to allow for male/female/accessible facilities.
- Management of facility was raised by RB. It was noted that Council needs to clearly identify governance structures for the booking/management/caretaking of The Courthouse as a 'going concern'.
- Hardware/windows/tuckpointing/French polishing was raised by RV. The heritage fabric of the building requires significant attention to refurbishment. RV offered to provide a list of professional services to undertake such works.
- The front fence is to be reinstated as per the original design. KM has 2 of the original fence posts in his possession which can be used to take patterns from in conjunction with historical photographs.
- The Casuarina/She-oak trees will be removed.
- Council has endorsed that a minimalistic kitchen be installed. Concerns were raised that whilst a commercial kitchen would not be needed a greater than 'minimal' model would be needed to attract greater usage of the facility.

## 3. Pioneer Park

The following observations were made at Pioneer Park:

- The spiral path to the west of the toilet block has been completed and the artwork laid, stamped and scratched into the surface of the path. All schools in Uralla Shire were approached and many contributed ideas for images. School children attended and worked directly on the first panel of the path.

- members, many for the first time, at the top of the path were able to look out over the park down towards the intersection and supermarket and other buildings beyond. Many expressed delighted surprise at the new perspective and the layout of the park below them. MR described how the seating was to be set out at the base of the amphitheatre style walls facing the centre of the spiral path.
- The irrigation trenches were open as were the lighting power trenches. MR how the area would be turfed and the future mosaics on the walls would be illuminated.
- Stage 1 funding now includes the construction and mosaics of the 2-3-5-8 entry statement blocks.
- Questions were asked about fencing (of which there will be none at this stage) and of the feature deciduous trees (the majority of which have been planted).
- Centre of the spiral will potentially be used for a future community Christmas Tree.

**NEXT MEETINGS:**

Next General Meeting: Monday 5<sup>th</sup> February 2024 – 4pm Uralla Shire Council Chamber

Next Quarterly Meeting: Monday 4<sup>th</sup> March 2024 - 6pm, Uralla Shire Council Chamber

Meeting Closed: 05:20pm



# MINUTES



## URALLA TOWNSHIP AND ENVIRONS COMMITTEE (UTEC)

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**Date:** Monday 19<sup>th</sup> February 2024 – **Extraordinary** General Meeting

**Time:** 5:00 PM

**Meeting called to order by:** Tony Lashlie (05:00pm)

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**IN ATTENDANCE:** Tony Lashlie (Deputy Chair)TL, Rob Valler (Secretary – via Zoom) RV, Rob Bowie RB, Gai Buchanan GB, CR Leanne Doran LD, Marlene Jacobs MJ, Kent Mayo KM, Annie Mayo AM, Beth Platford BP, Noelene Porter NP, Mick Raby (Acting General Manager - admitted after item 1)MR.

**APOLOGIES:** Andrew Parker AP (Chair), Jim Sinclair JS.

### MATTERS ARISING BETWEEN GENERAL MEETINGS:

1. Address from Acting Chair of UTEC (Tony Lashlie)  
TL addressed the Committee on the matter of an inappropriate comment made by KM in an email regarding a digital sign at The Glen. TL called for KM to retract the statement – KM duly agreed to retract it.

TL further directed that all correspondence is to go through the Secretary and if required, to then be considered by the Chair. Members of UTEC are not to directly email other members on UTEC matters without prior approval.

2. Signage for Uralla Parks (Mick Raby)  
Sunny Jim McKay Park will be formally renamed 7<sup>th</sup> April with events at the park. For this occasion, signage has been proposed for the two main access points to the park. MR requested that UTEC agree for this signage to be installed for the occasion with a view to then seeking public submissions on signage in parks and gardens throughout the Uralla township.

UTEC agreed for the proposed signs to be installed (see attached image) on the proviso that these were not necessarily the final product. UTEC further proposed and it was agreed by MR that a QR code be added to the signs where members of the public could complete a survey regarding signage design. It was further proposed and agreed that general submissions for signage are to be invited and this is to be advertised through social media, USC website etc. Submission will be collated by the

UTEC Secretary and UTEC will revise and make recommendations to USC on those responses and submissions received. MJ, RV and MR will work on the survey design.

3. Information Kiosk at The Glen (Dean Weiley)  
Held over due to DW absence to next General Meeting

**RECOMMENDATIONS FOR NEXT QUARTERLY MEETING:** Nil

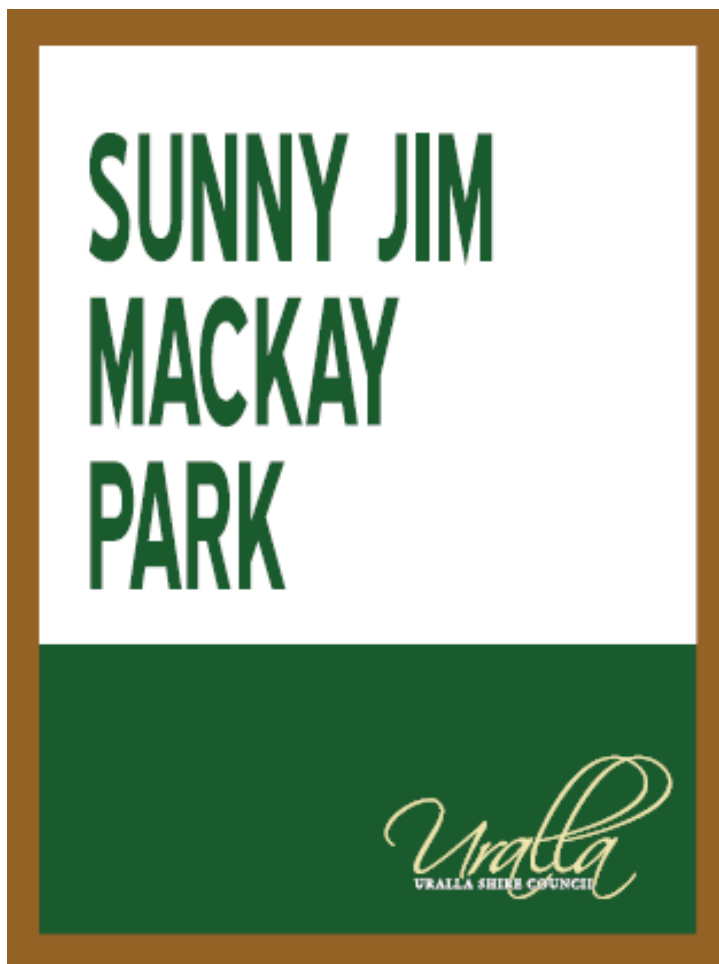
**NEXT MEETINGS:**

Next Quarterly Meeting: Monday 4<sup>th</sup> March 2024 - 6pm, Uralla Shire Council Chamber

Next General Meeting: Monday 1<sup>st</sup> April 2024 – 4pm, Uralla Shire Council Chamber

Meeting Closed: 05:55pm

**ATTACHMENT**



## Placeholder for Attachment C

Minutes - Uralla Township & Environs Committee (UTEC)  
Quartlery Meeting - 4 March 2024

Minutes - UTEC General Meeting - 5 February 2024

# MINUTES



## URALLA TOWNSHIP AND ENVIRONS COMMITTEE (UTEC)

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**Date:** 5<sup>th</sup> February 2024 – General Meeting

**Time:** 4:00 PM

**Meeting called to order by:** Tony Lashlie – Deputy Chair (4:05pm)

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**IN ATTENDANCE:** Tony Lashlie (Deputy Chair)TL, Rob Valler (Secretary – via Zoom) RV, Bob Anderson BA, Rob Bowie RB, Gai Buchanan GB, Marlene Jacobs MJ, Kent Mayo KM, Annie Mayo AM, Mick Raby (Acting General Manager)MR, Jim Sinclair (via Zoom)JS, Dean Weiley (Acting Director Infrastructure and Development)DW.

**APOLOGIES:** Andrew Parker, Beth McGrath, Noelene Porter, Cr Tara Toomey.

**APPROVAL OF MINUTES OF PREVIOUS GENERAL MEETING (11Nov 23 and 08 Jan 24):**

Moved: BA

Seconded: AM

**CARRIED**

**MATTERS ARISING FROM PREVIOUS GENERAL MEETING MINUTES:**

1. Prioritisation of Parks and Gardens maintenance (Rob Valler and Mick Raby)  
(to include maintenance of The Glen {see attached photos} and Blisters {in ref to previous resolution 07.09/22}).

Matter was discussed with all members of UTEC and MR. A working group with MR has been scheduled for Thursday 15 Feb at 5pm in the Council Chambers to work through the prioritization of resources/funds/works.

2. Information panels for The Glen (Dean Weiley)

Presentation from DW (see attached). Members of UTEC will take the contents for consideration and give feedback. Further item was raised regarding signage for parks within Uralla. Both matters will be discussed further at an Extraordinary Meeting to be held ASAP. RV will advise all members of the time/date.

3. Transport for NSW gal poles (Kent Mayo) – see attachment.

Map provided to all members as detailed by KM. Noted that this matter has been before USC previously. MR will liaise with Transport for NSW regarding usage of poles. A work order will be raised by MR to repair any poles which have utility. Any poles confirmed to not have utilization will be removed.

#### **GENERAL BUSINESS:**

1. Koala Crossing (Kent Mayo)

KM presented the history of the risk to koalas crossing the New England Highway on the southern approach/departure to Uralla. KM will provide some further context to include with the recommendation UTEC has resolved to present to Council (see recommendation below).

2. Porter Park (Rob Bowie)

RB presented to UTEC the issue of a 'rusty structure' in Porter Park, close to the rear of the Fire Station. DW undertook to have this removed.

3. Courthouse Piano (see attached photos – Mick Raby)

A piano has been offered as a donation to The Courthouse. UTEC agree that although this is a very kind offer, the piano would not be suitable for the future purposes of the of The Courthouse and have recommended that USC politely decline the offer.

4. Membership of UTEC (Rob Valler)

RV outlined the rights and responsibilities of all members of UTEC. Of significant highlight was that no member/s should undertake any action/s on behalf of UTEC without approval from the Committee – this includes any action or comments which could be perceived as being endorsed or from UTEC. Any member who feels they are restricted by the decisions of UTEC may resign and then undertake whatever action they see fit as a private member of the community.

#### **RECOMMENDATION/S FOR NEXT QUARTERLY MEETING:**

5. UTEC recommends that Council review the southern approach/departure to Uralla for risk to wildlife (particularly Koala's) and take appropriate actions to reduce the speed limit in this area to mitigate any risk.

#### **NEXT MEETINGS:**

Next Quarterly Meeting: Monday 4<sup>th</sup> March 2024 - 6pm, Uralla Shire Council Chamber

Next General Meeting: Monday 1<sup>st</sup> April 2024 – 4pm, Uralla Shire Council Chamber

Meeting Closed: 5:07pm

**ATTACHMENTS****MATTERS ARISING FROM PREVIOUS GENERAL MEETING MINUTES:**

## 1. The Glen



Resolution 07.09/22

That Council advise UTEC on the progress on the recommendation around the expression of interest for either a group, volunteer or employment opportunity in relation to the maintenance of the Main Street.

**Executive advice:**

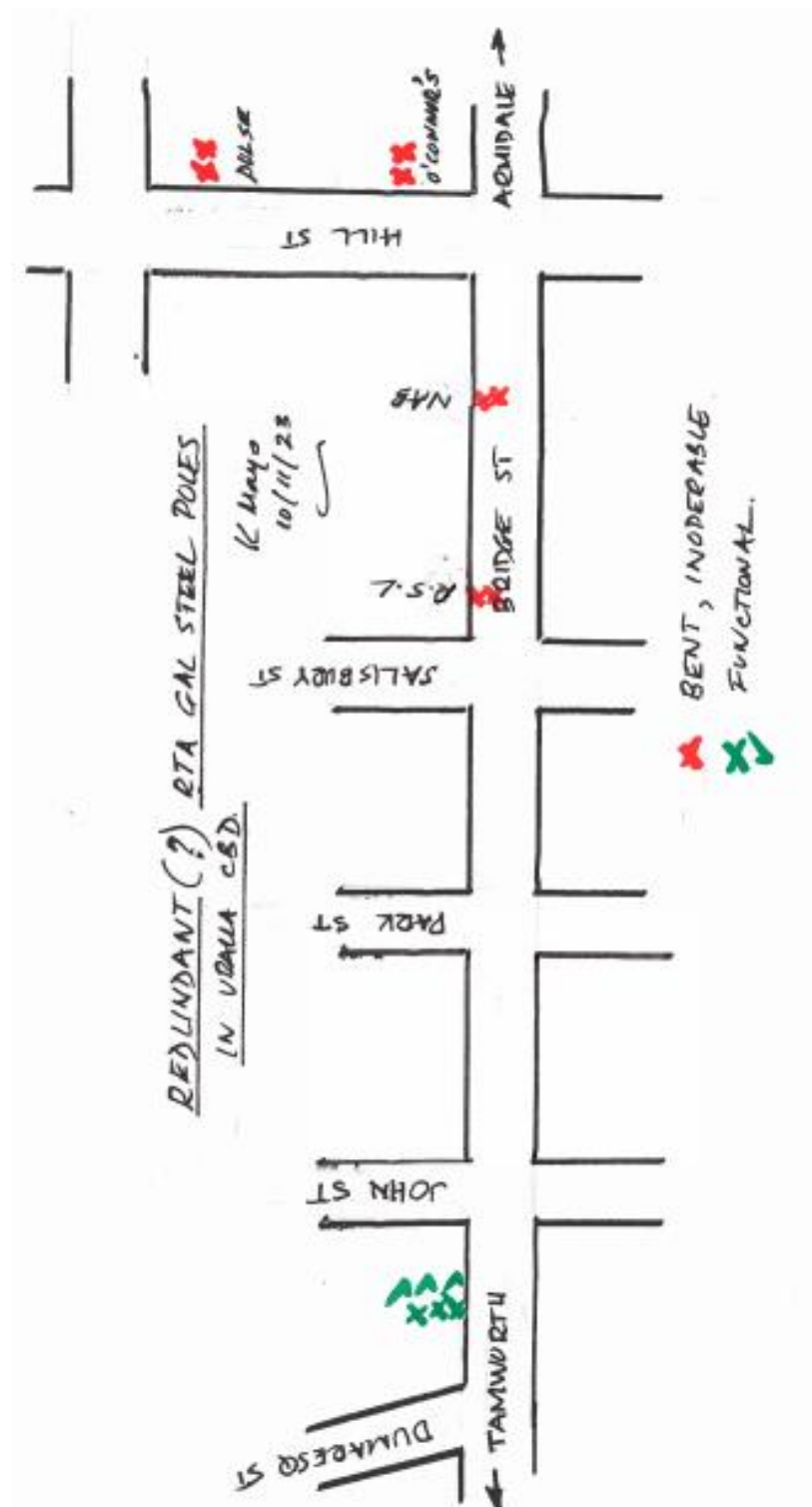
*The actual recommendation from the Uralla Township and Environment Committee was "Council advise UTEC on the result of the recommendation that Council employ a person, permanent part time, with the sole responsibility to enhance and maintain the blister gardens."*

**Comment:**

*Council included an additional \$17,000 in the 2022/23 budget to increase the maintenance level of the parks and open space area, particularly of the Uralla main street area.*

*It is anticipated that the parks and opens space component of the Organisational Transformation Plan will be implemented in early 2023 which may also include the commencement of a parks and open space volunteer program*

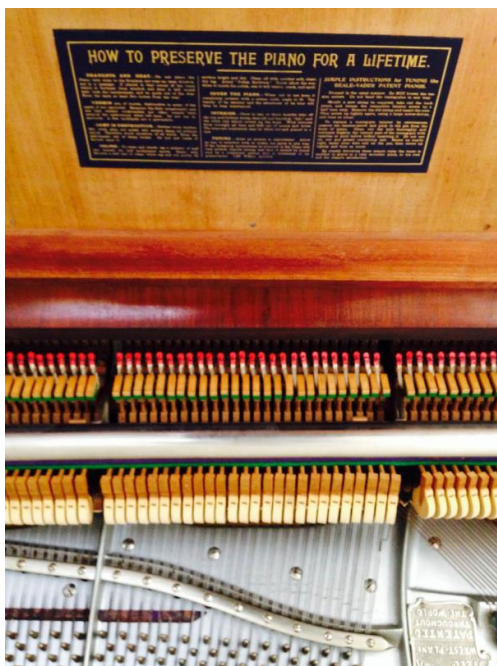
2. Information panels for The Glen (Dean Weiley)  
See separate document.
6. Transport for NSW Gal Poles





**GENERAL BUSINESS:**

## 3. Courthouse Piano





## 14 REPORTS TO COUNCIL

### 14.1 Project Updates - Public Spaces Legacy Program

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<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Prepared By:</b>	<b>Manager Projects</b>
<b>Authorised By:</b>	<b>Director Infrastructure &amp; Development</b>

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#### SUMMARY

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

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

#### RECOMMENDATION

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

#### REPORT

##### Project updates

This status update report was current on 10 April 2023.

Councils Grants and Communications officer, Chris Clark, has been assigned the organisation of the official opening of The Glen and Pioneer Park projects, scheduled for 21 June 2024. A program of events is being developed.

**PSLP Project 1 - Rotary Park Upgrade** – The Rotary Park Upgrade Project has reached full Practical Completion. An official opening plaque has been approved by the funding body and is in production and will be installed to the existing obelisk.

**PSLP Project 2 - Pioneer Park Upgrade** - Wider spread lights for the entry statement and rear wall are being sought. Artists are currently working on the entry statement mosaic tiles. Installation has been adjusted to the end of May. The sprinkler system has been set back to operate once a week and will be set to only operate at night from Monday 15 April. It will be turned off during periods of rain.

An official opening plaque is in production and will be installed on a small obelisk to be placed in the small triangular lawn section in front of the entry blocks when the tiles are installed. This section of the park will have a temporary exclusion zone for these works.

The amenity block is due to have its facelift in May.

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

**Infrastructure** – Consultation with the UTEC committee has continued regarding the information panels. The content was mocked up to a preliminary level and members were asked to review the subject matter of the panels only. Consultation with Councillors on the draft content will now progress.

The original information shelter structure will be upgraded from 15<sup>th</sup> April.

Entry signs are in development and planned to be placed at the entry road and to the right of the information shelter.

**Constellations of the South** – Hydrus the snake is being constructed and is due for installation end April. Artist statement plaques are being installed. An obelisk for the Stargazer plaque which will also act as a seat is being sought. The official opening plaque is in production.

**Funding and Reporting**

Council officers are continuing to work with the Department of Planning to ensure the requirements of the funding agreement are met. This is now monitored by monthly reporting until project completion.

**CONCLUSION**

The PSLP Projects are either complete (Rotary Park) or proceeding at pace (The Glen and Pioneer Park). The construction phase of the projects is on schedule to be completed in May 2024, in line with the new direction from the funding partner to finish when practically possible. The PSLP expenditures for each project remain healthy and within the original budgetary limits. The final body of work will be the creation and application of ceramic art to the entry statement area.

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

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

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

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

**Policy and Regulation**

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

**Financial/Long Term Financial Plan**

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

**Asset Management/Asset Management Strategy**

The renewal and refurbishment work undertaken on each of the three project sites will effectively establish three new and upgraded (more high value) assets, each with a new lifespan. Once completed, the finished

assets will be accounted for, at their new higher replacement costs, on Council's Asset Register and the resultant future operating and maintenance costs defined in Council's Buildings Asset Management Plan.

**Workforce/Workforce Management Strategy**

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

**Legal and Risk Management**

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



**Performance Measures**

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

**Project Management**

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

**14.2 Draft Policy - Keeping of Animals (Urban Areas) (2024)**

<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Prepared By:</b>	<b>Ranger</b>
<b>Authorised By:</b>	<b>Director Infrastructure &amp; Development</b>
<b>Reference:</b>	UINT/24/701
<b>Attachments:</b>	1. Draft Policy - Keeping of Animals (Urban Areas) (2024) <a href="#">↓</a>  2. Keeping of Animals (Urban Areas) Policy (2010) <a href="#">↓</a> 
<b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b>	
<b>Goal:</b>	4. We are an independent shire and well-governed community
<b>Strategy:</b>	4.2. A strategic, accountable and representative Council

**SUMMARY**

The purpose of this report is to:

- Present Council with a Draft Policy - Keeping of Animals (Urban Areas) (2024); and
- Request the policy is placed on exhibition for a period of 28 days, and adopted following this period should no submissions be received.

The purpose of the Policy is to provide a balanced approach to the management of animals kept as pets in urban areas of the LGA and to assist owners of animals in understanding their obligations under the Local Government Act 1993 (the Act). Further, the policy provides a legislative framework which can be subject to an Order under Section 124 of the Act.

The current Policy was last revised & adopted by Council on 24 May 2010. It has existed in various forms since the New England Strategic Alliance. Council's Infrastructure and Development team now proposes amendments to the existing Policy based on consideration of past complaints received, together with general housekeeping amendments to ensure consistency with post 2010 changes to the:

- Companion Animals Act 1998
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
- Local Government (General) Regulation 2021

The draft policy has been reviewed against Armidale Regional Council's Policy and has been found to be consistent. While Armidale Regional Council's Policy is not considered a baseline, in this context each Council has similar community characteristics and requirements.

**RECOMMENDATION**

**That Council:**

1. **Endorses the Draft Policy - Keeping of Animals Policy (Urban Areas) for Public Exhibition for a period of 28 days for the purposes of receiving public submissions.**
2. **Receives a further report following the public exhibition period subject to the receipt of submissions and/or if the draft policy is proposed to be amended.**
3. **Authorises the adoption of the Draft Policy - Keeping of Animals (Urban Areas) if no submissions are received, and no changes are made.**

**REPORT**

The Draft Policy - Keeping of Animals Policy (Urban Areas) forms an attachment to this report. Given the Draft Policy is largely an evolution of the current iteration, this report focuses on the material differences between the existing policy and the draft policy.

Key changes are summarised as follows:

*Animal Related Changes:*

<b>Animal Type</b>	<b>Change /Comment</b>
Cats	<ul style="list-style-type: none"> <li>Require cats to be micro chipped and desexed.</li> <li>Specifies that a maximum of 4 cats normally be housed at any premises on an urban allotment.</li> </ul>
Dogs	<ul style="list-style-type: none"> <li>Require dogs be identified and registered as required by the Companion Animals Act 1998.</li> <li>Reduce density limitations for the keeping of dogs.</li> </ul>
Goats, Sheep etc	<ul style="list-style-type: none"> <li>Exclude the keeping of Rams, Bucks and or Billy Goats in urban areas.</li> </ul>
Horses and Cattle	<ul style="list-style-type: none"> <li>Exclude the keeping of Bulls and Stallions in urban areas.</li> </ul>
Poultry	<ul style="list-style-type: none"> <li>Exclude the keeping of Roosters, Tom Turkeys and Peacocks in urban areas.</li> <li>Increase separation distance for poultry species other than hens from a dwelling.</li> <li>Impose lower poultry numbers per urban allotment.</li> </ul>

*Administrative Changes:*

<b>Change</b>	<b>Comment</b>
<ul style="list-style-type: none"> <li>Update Policy to reference 'Urban' rather than 'Residential' areas</li> </ul>	This change is to ensure that the Policy does not exclude urban characterised land, which is not expressly located within a residential zone.
<ul style="list-style-type: none"> <li>Replace use of 'encouraged' to 'supported'</li> </ul>	This change is to remove avoidance of doubt regarding the application of the policy.
<ul style="list-style-type: none"> <li>Include specific references from Schedule 2 of the Local Government (General) Regulation 2021) for certain species. Reference update Regulation.</li> </ul>	For species with certain limitations under Schedule 2 of the Local Government (General) Regulation 2021), includes these details within the policy for the ease of the reader.
<ul style="list-style-type: none"> <li>Include reference to Alpacas, Deer, Llamas and other Camelids.</li> </ul>	These animals are referred to in title only under the existing policy. The proposed Policy ensures that these animals are captured within the policy for precautionary measures.

No other changes require discussion. A summary of the existing and proposed policy is included below, with key changes shown in bold.

CATS	
Existing Policy (2010)	Proposed Policy (2024)
<p>The keeping of cats is encouraged under the following conditions:</p> <ul style="list-style-type: none"> <li>(i) Cats do not cause damage to other property.</li> <li>(ii) Cats do not cause a nuisance to other residents.</li> </ul> <p>The behaviour of cats is subject to the provisions of the Companion Animals Act 1998 and owners are encouraged to contain their cats during the hours of darkness to prevent attacks on native fauna.</p> <p>A maximum of 6 cats normally housed at any premises on an urban allotment, is the basis for Council's administration of the Orders provisions for numbers under the Local Government Act.</p>	<p>The keeping of cats is <b>supported</b> under the following conditions:</p> <ul style="list-style-type: none"> <li>a) Cats do not cause damage to other property.</li> <li>b) Cats do not cause a nuisance to other residents.</li> <li>c) <b>All cats are desexed, micro-chipped and registered as required by the Companion Animals Act 1997.</b></li> </ul> <p>A maximum of <b>4 cats</b> normally housed at any premises on an urban allotment will be used as a guide for Council's administration of the Orders provisions for numbers under the Local Government Act 1993.</p> <p>The behaviour of the cats is subject to the provisions of the Companion Animals Act 1998 and owners are encouraged to contain their cats during the hours of darkness to prevent attacks on native fauna.</p>

DOGS							
Existing Policy (2010)	Proposed Policy (2024)						
<p>The behaviour of dogs is subject to the provisions of the Companion Animals Act 1998.</p> <p>Dogs kept at urban properties are to have adequate shelter and protection from the weather. The area in which the dogs are housed is to be maintained in a hygienic condition to:</p> <ul style="list-style-type: none"> <li>(i) Limit the spread of disease; and.</li> <li>(ii) Minimise offensive odour.</li> </ul> <p>The following maximum numbers of dogs housed at a premise on any urban allotment will form the basis for Council's administration of the Orders provisions for numbers under the Local Government Act:</p> <p>Up to 1000m<sup>2</sup> 2 Dogs  Up to 1500m<sup>2</sup> 3 Dogs  Up to 2000m<sup>2</sup> 4 Dogs</p> <p>Construction of kennel facilities must comply with the Building Code of Australia.</p> <p>Disposal of faeces and other animal related waste must be by an approved sewer connection or other adequate approved means of disposal.</p>	<p>The behaviour of dogs is subject to the provisions of the Companion Animals Act 1998. <b>These provisions should be read in connection with this Policy.</b></p> <p><b>Dogs are to be identified and registered as required by the Companion Animals Act 1998.</b></p> <p>Dogs kept at urban properties are to have adequate shelter and protection from the weather. The area in which the dogs are housed is to be maintained in a hygienic condition to:</p> <ul style="list-style-type: none"> <li>a) Limit the spread of disease; and.</li> <li>b) Minimise offensive odour.</li> </ul> <p>The following maximum numbers of dogs housed at a premises on any urban allotment will be used as a guide only for Council's administration of the Orders provisions for numbers under the Local Government Act 1993</p> <table border="0"> <tr> <td><b>Up to 600m<sup>2</sup></b></td><td><b>2 Dogs</b></td></tr> <tr> <td><b>Up to 850m<sup>2</sup></b></td><td><b>3 Dogs</b></td></tr> <tr> <td><b>1000m<sup>2</sup> and above</b></td><td><b>4 Dogs</b></td></tr> </table> <p>Construction of kennel facilities must comply with the Building Code of Australia.</p>	<b>Up to 600m<sup>2</sup></b>	<b>2 Dogs</b>	<b>Up to 850m<sup>2</sup></b>	<b>3 Dogs</b>	<b>1000m<sup>2</sup> and above</b>	<b>4 Dogs</b>
<b>Up to 600m<sup>2</sup></b>	<b>2 Dogs</b>						
<b>Up to 850m<sup>2</sup></b>	<b>3 Dogs</b>						
<b>1000m<sup>2</sup> and above</b>	<b>4 Dogs</b>						

	Disposal of faeces and other animal related waste must be by an approved sewer connection or other adequate approved means of disposal.
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GOATS, SHEEP, ALPACAS, DEER, LLAMAS AND OTHER CAMELIDS	
Existing Policy (2010)	Proposed Policy (2024)
<p>The keeping of sheep or goats for commercial purposes within a residential area is not permitted.</p> <p>The use of sheep and goats to maintain an area in a neat and tidy condition is encouraged provided that:</p> <ul style="list-style-type: none"> <li>(i) The area is fenced satisfactorily to prevent their escape.</li> <li>(ii) Neighbouring trees/shrubs are protected.</li> <li>(iii) The area is kept free of offensive odour and flies.</li> <li>(iv) Water is to be provided on site at all times via trough, dam or similar. Plastic buckets are not to be used due to their instability.</li> </ul> <p>One animal per 750m<sup>2</sup> per allotment is to be used as a basis for administering the Orders provisions for numbers under the Local Government Act.</p>	<p>The keeping of goats, sheep, <b>alpacas, deer, lamas and any other camelids</b> for commercial purposes within an urban area is not permitted.</p> <p><b>The keeping of uncastrated male species of the above animals (e.g. Rams, Bucks and or Billy Goats) is not permitted within urban areas.</b></p> <p>The use of the above animals to maintain an area in a neat and tidy condition is encouraged provided that:</p> <ul style="list-style-type: none"> <li>a) The area is fenced satisfactorily to prevent their escape and boundary fencing is protected from damage.</li> <li>b) Neighbouring trees/shrubs are protected.</li> <li>c) The area is kept free of offensive odour and flies.</li> <li>d) Water is provided on site at all times via trough, dam or similar. Plastic buckets are not to be used due to their instability.</li> </ul> <p>One animal per 750m<sup>2</sup> per allotment is to be used as a basis for administering the Orders provisions for numbers under the Local Government Act 1993.</p>

HORSES AND CATTLE	
Existing Policy (2010)	Proposed Policy (2024)
<p>Note: The Regulation to the Act (see specifically Schedule 2 of the Local Government (General) Regulation 2005) includes standards for the keeping of horses and cattle. These provisions must be read in connection with this Policy. The keeping of horses and cattle for commercial purposes or feed lots within a residential area is not permitted.</p> <p>The use of horses or cattle to maintain a vacant urban area in a neat and tidy condition is not encouraged. Horses or cattle may be kept subject to the following conditions:</p> <ul style="list-style-type: none"> <li>(i) That the area is fenced satisfactorily to prevent their escape.</li> </ul>	<p>The keeping of horses and cattle for commercial purposes or contained within feed lots within an urban area is not permitted.</p> <p><b>The keeping of Bulls and Stallions is not permitted within urban areas.</b></p> <p>The use of horses or cattle to maintain a vacant urban area in a neat and tidy condition is supported, subject to the following conditions:</p> <ul style="list-style-type: none"> <li>a) The area is fenced satisfactorily to prevent their escape.</li> <li>b) Horses, cattle must not be kept within 9 metres of a dwelling and other buildings usually occupied by humans and no less than 1 metre from any boundary fences, to prevent damage to such fences.</li> <li>c) Neighbouring trees/shrubs are to be protected.</li> </ul>

<p>(ii) Horses and cattle must not be kept within 9 metres of a dwelling and other buildings usually occupied by humans and not less than 1 metre from any boundary fences, to prevent damage to such fences.</p> <p>(iii) Neighbouring trees/shrubs are to be protected.</p> <p>(iv) Manure must be collected on a regular basis to ensure area is clean, reducing odour, flies and vermin proliferation.</p> <p>(v) Cattle and horses must be restricted to within not less than One animal per 1000m2 allotment is to be used as a basis for administering the Orders provisions for numbers under the Local Government Act.</p>	<p>d) The area must be kept free of offensive odour/flies and rodents.</p> <p>e) Cattle, horses must be restricted to within not less than one animal per 1000m2.</p> <p>One animal per 1000m2 allotment is to be used as a basis for administering the Orders provisions for numbers under the Local Government Act 1993.</p> <p><i>Note: The Regulation to the Act (see specifically Schedule 2 of the Local Government (General) Regulation 2021) includes standards for the keeping of horses and cattle. These provisions must be read in connection with this Policy. These are included below:</i></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>21 Horses and cattle not to be kept near certain premises</b></p> <p>(1) Horses and cattle must not be kept within 9 metres (or such greater distance as the council may determine in a particular case) of a dwelling, school shop, office, factory, workshop, church or other place of public worship, public hall or premises used for the manufacture, preparation or storage of food.</p> <p>(2) The floors of stables must be paved with concrete or mineral asphalt or other equally impervious material, and must be properly graded to drain.</p> <p>(3) Horse yards and cattle yards must be so enclosed as to prevent the escape of horses and cattle.</p> <p>(4) The standards in this section apply to a person only if the council has served an order under section 124 of the Act to that effect on the person.</p> </div>
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<b>POULTRY</b>	
<b>Existing Policy (2010)</b>	<b>Proposed Policy (2024)</b>
<p>Note: The Regulation to the Act (see specifically Schedule 2 of the Local Government (General) Regulation 2005) includes standards for the keeping of poultry. These provisions must be read in connection with this Policy.</p> <p>The keeping of poultry in a residential area is encouraged, subject to the following conditions:</p>	<p>The keeping of poultry in an urban area is supported, subject to the following conditions:</p> <p>a) The area is kept free of offensive odour/flies and rodents.</p> <p>b) The poultry yard is fenced to ensure the poultry do not escape.</p> <p>c) Cages/Hen houses must have concrete or hard paved floors unless located more than 15.2m metres from any dwelling, public hall, school or premises used for the manufacture, preparation, sale or storage of food,</p>



<p>(i) The area is kept free of offensive odour/flies and rodents.</p> <p>(ii) (The poultry yard is fenced to ensure the poultry do not escape.</p> <p>(iii) (Cages/Hen houses must comply with the Building Code of Australia.</p> <p>(iv) The following distances for the location of poultry housing from a dwelling are considered adequate:</p> <ul style="list-style-type: none"> <li>- Housing for Fowls (gallus gallus) or guinea fowls 4.5 Metres</li> <li>- Other Housing(eg Duck/Geese) 10 Metres</li> </ul> <p>(v) Roosters are not permitted unless they are able to be housed within a properly constructed sound reduction shed.</p> <p>The following maximum numbers to be housed at a premise on any urban allotment will be used as a basis for administering the Orders provisions for numbers under the Local Government Act.</p> <ul style="list-style-type: none"> <li>- Hens 20 fowls</li> <li>- Other poultry 10 birds</li> </ul>	<p>d) The following distances for the location of poultry housing from a dwelling are considered adequate:</p> <p>a) Housing for Fowls (gallus gallus) or guinea fowls 4.5 Metres</p> <p><b>b) Other Housing (e.g. Duck/Geese) 30 Metres</b></p> <p>e) Roosters, Tom Turkeys and Peacocks are not permitted within urban areas.</p> <p>The following maximum numbers of poultry (chickens or Guinea fowls) to be housed at a premises on any urban allotment will be used as a basis for administering the Orders provisions for numbers under the Local Government Act 1993.</p> <p style="text-align: center;"><b>a) Hens/fowls      10 birds</b> <b>b) Other poultry    5 birds</b></p> <p><i>Note: The Regulation to the Act (see specifically Schedule 2 of the Local Government (General) Regulation 2005) includes standards for the keeping of poultry. These provisions must be read in connection with this Policy. These are included below:</i></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>19 Poultry not to be nuisance or health risk</b></p> <p>(1) Poultry must not be kept under such conditions as to create a nuisance or to be dangerous or injurious to health.</p> <p>(2) Poultry yards must at all times be kept clean and free from offensive odours.</p> <p><b>20 Poultry not to be kept near certain premises</b></p> <p>(1) Fowls (that is, birds of the species Gallus gallus) or guinea fowls must not be kept within 4.5 metres (or such greater distance as the council may determine in a particular case) of a dwelling, public hall, school or premises used for the manufacture, preparation, sale or storage of food.</p> <p>(2) Poultry (other than fowls referred to in subsection (1)) must not be kept within 30 metres of any building referred to in subsection (1).</p> <p>(3) The floors of poultry houses must be paved with concrete or mineral asphalt underneath the roosts or perches. However, this subsection does not apply to poultry houses—</p> <p>(a) that are not within 15.2 metres of a dwelling, public hall or school, or</p> <p>(b) that are situated on clean sand.</p> <p>(4) Poultry yards must be so enclosed as to prevent the escape of poultry.</p> <p>(5) The standards in this section apply to a person only if the council has served an order under section 124 of the Act to that effect on the person.</p> </div>
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**CONCLUSION**

The Draft Keeping of Animals Policy (2024) would better facilitate the objectives of the policy, and provide clearer requirements for the keeping of animals in urban areas. Additionally, the Policy would be amended for general housekeeping and to ensure that it meets relevant legislation which has been implemented or updated since the existing policy was adopted.

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

The Draft Policy will be exhibited for a minimum period of 28 Days.

**Policy and Regulation**

The Policy is consistent with the Local Government Act 1993.

**Financial/Long Term Financial Plan**

No financial impacts. Enforcement will be undertaken within existing resources.

**Asset Management/Asset Management Strategy**

Nil

**Workforce/Workforce Management Strategy**

Enforcement will be undertaken within existing resources.

**Legal and Risk Management**

The proposed Policy supports State legislation including the Local Government Act and the Companion Animals Act.

**Performance Measures**

Customer requests and Complaints in respect of the policy provisions will be investigated and documented in accordance with Council's governance and customer charter provisions.

**Project Management**

Not applicable.



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**Draft Policy:**

**Keeping of Animals**

**(Urban Areas)**

**2024**

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## INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Manager Development and Planning		
Document Development Officer	Ranger and Manager Development and Planning		
Review Timeframe	Four (4) Years		
Last Review Date:		Next Scheduled Review Date	

## Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
Rev 1	19 March 2024	Prepared for Ordinary Meeting 26 March 2024

Related Legislation*	<ul style="list-style-type: none"> <li>Local Government Act 1993</li> <li>Schedule 2 of the Local Government (General) Regulation 2021</li> <li>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (Codes SEPP)</li> <li>Uralla Local Environmental Plan 2012</li> <li>Uralla Development Control Plan 2012</li> <li>Protection of the Environment Operations Act 1997</li> <li>Public Spaces (Unattended Property) Act 2021</li> <li>Companion Animals Act 1998</li> </ul>
Related Policies	Nil
Related Procedures/ Protocols, Statements, documents	Nil

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.



### *Draft Policy: Keeping of Animals (Urban Areas) 2024*

## 1. OBJECTIVES

The objective of this policy is to *maintain urban amenity and minimise the nuisance affects associated with the keeping of animals in urban areas.*

## 2. SCOPE

This policy applies to animals kept for domestic purposes, as companion animals, pets or as a hobby.

The policy only applies all residents living with the Urban areas of Uralla Shire Council.

The keeping of animals for any commercial purpose, other than for legitimate agricultural activities in the appropriate zone, may require a Development Application to be submitted to Council. This includes any animal boarding or training establishment.

Consent for the operation of animal boarding or training establishments may not be permitted where Council considers that the proposal would be detrimental to the amenity of the locality.

## 3. DEFINITIONS

<b>Companion animal</b>	A dog, a cat, or any other animal that is prescribed by the Companion Animal Regulation 2018 (NSW) as a companion animal.
<b>Dangerous dog</b>	A dog for the time being the subject of a declaration by an Authorised Officer of a council or a court under the Companion Animals Act 1998 (NSW) that the dog is a dangerous dog.
<b>animal boarding or training establishment</b>	A building or place used for the breeding, boarding, training, keeping or caring of animals for commercial purposes.
<b>DPI</b>	NSW Department of Primary Industries
<b>Authorised Officer</b>	An employee of Uralla Shire Council provided with delegated authority to act under the Local Government Act 1993

## 4. STATEMENT

The keeping of animals, specifically in relation to animal numbers or the manner in which they are kept, can be the subject of Orders pursuant to Section 124 of the Local Government Act 1993.

Schedule 2 of the Local Government (General) Regulation 2021 (Part 5) includes standards for the keeping of specific birds or animals including poultry, swine, horses and cattle. These provisions must be read in connection with this Policy.

Where a Development Application is required (for example, for the construction of housing for animals) Council will exercise its discretion under Section 4.15 of the Environmental Planning and Assessment Act 1979 and consider the circumstances of individual proposals, and will normally consult with neighbours as provided for in Council's Community Participation Plan.

*Draft Policy: Keeping of Animals (Urban Areas) 2024*

The keeping of Indigenous animals such as Kangaroos and Wallabies is regulated under Commonwealth and State legislation such as the Environment Protection and Biodiversity Conservation Act 1999 (Cth).

The keeping of Non-Indigenous animals is regulated by the Non Indigenous Animals Act 1987 and related Regulation, and is not subject to any direct Council controls. However, if justified complaints are received, Council may take the matter up with the relevant authority (currently the NSW Department of Primary Industries).

The welfare of animals is also subject to the provisions of the Prevention of Cruelty to Animals Act 1979 and NSW Department of Primary Industries published Welfare Codes.

## 5. LEGISLATIVE AND STRATEGIC CONTEXT

- Local Government Act 1993
- Schedule 2 of the Local Government (General) Regulation 2021

### 5.1. GIVING OF ORDERS BY COUNCIL

Generally, where a problem is identified with the keeping of animals that cannot be resolved by consultation or authorised officers find sufficient supporting evidence, Council may proceed to issue a notice of intention to serve an Order.

Normally a person will be given opportunity to make representation to Council prior to a formal order being issued. In situations where urgency is required, an emergency order may be issued without prior notice.

## 6. POLICY PROVISIONS RELATING TO SPECIFIC ANIMALS/BIRDS:

### 6.1. BEES

One standard 10 frame bee hive may be kept without special permission of Council. One or two boxes may be added to the hive during summer, provided there is only one colony.

Beehives must be registered with the NSW Department of Primary Industries.

### 6.2. BIRDS

Commercial aviaries require development consent, however the construction of small private bird aviaries may be exempt from approval pursuant to Council's Local Environmental Plan/Development Control Plan. Noise emissions must be maintained at or below 5dB above background noise level at the property boundary.

Cockatoo-type breeds will be the subject of strict controls relating to objectionable noise and/or unreasonable hours of noise.

*Draft Policy: Keeping of Animals (Urban Areas) 2024*

Food storage areas and the ground surface beneath are to be cleansed as frequently as is necessary to preserve a state of cleanliness, free from offensive odour and in such manner as to ensure that flies and/or vermin are not attracted to the premises.

**6.3. KEEPING OF PIGEONS**

The following general conditions shall apply to the keeping of pigeons:

- a) The use must not be for commercial purposes.
- b) The number of pigeons to be housed on the premises must be limited to:
  - 1. Members of recognised Pigeon Racing or Fanciers Association - 150 pigeons.
  - 2. Non-members or non-active members - 10 pigeons unless Council determines to the contrary, having in mind isolation, or other relevant factors in the particular case.
- c) Lofts shall be located at least 12m clear of any dwelling, or a greater distance as may be determined by Council in the particular case.
- d) Lofts shall be erected clear of fences and other buildings so as to facilitate cleansing and maintenance.
- e) The loft doors/gates shall not be left open and unattended at any time, i.e. an "open loft" is not permitted.
- f) Pigeon lofts and the ground surface beneath are to be cleansed as frequently as is necessary to preserve a state of cleanliness, free from offensive odour and in such manner as to ensure that flies and/or vermin are not attracted to the premises.
- g) The loft floor must be maintained dry at all times (other than during cleaning) and must be protected from the weather for that purpose.
- h) The lofts and birds must be kept free of lice at all times.
- i) Galvanised 25mm x 25mm mesh floors will be provided with a minimum clearance of 300mm between the underside of the floor and the impervious ground surface. Timber floors are not considered appropriate.
- j) Concrete floors (where used) will be turned down a minimum distance of 200mm below the ground surface at the perimeter of the concrete floor.
- k) Lofts will be constructed of materials that blend with the environment and that can be easily maintained. All surfaces likely to come in contact with excreta shall be impervious to facilitate ease of cleaning. Lofts must be proofed against rats and other vermin.

*Draft Policy: Keeping of Animals (Urban Areas) 2024*

- l) All bird droppings and other waste must be collected and stored or disposed of in such a manner so as not to create any nuisance and will be subject to the approval of Council's Health Surveyor.
- m) Grain and other foods are to be kept in a vermin proof building or containers, to the satisfaction of Council's Health Surveyor.
- n) The premises must allow an area of 14 pigeons per cubic metre of loft space.

**6.4. CATS**

The keeping of cats is supported under the following conditions:

- a) Cats do not cause damage to other property.
- b) Cats do not cause a nuisance to other residents.
- c) All cats are de-sexed, micro-chipped and registered as required by the Companion Animals Act 1997.

A maximum of 4 cats normally housed at any premises on an urban allotment will be used as a guide for Council's administration of the Orders provisions for numbers under the Local Government Act 1993.

The behaviour of the cats is subject to the provisions of the Companion Animals Act 1998 and owners are encouraged to contain their cats during the hours of darkness to prevent attacks on native fauna.

**6.5. DOGS**

The behaviour of dogs is subject to the provisions of the Companion Animals Act 1998. These provisions should be read in connection with this Policy.

Dogs are to be identified and registered as required by the Companion Animals Act 1998.

Dogs kept at urban properties are to have adequate shelter and protection from the weather.

The area in which the dogs are housed is to be maintained in a hygienic condition to:

- a) Limit the spread of disease; and.
- b) Minimise offensive odour.

The following maximum numbers of dogs housed at a premises on any urban allotment will be used as a guide only for Council's administration of the Orders provisions for numbers under the Local Government Act 1993

Up to 600m<sup>2</sup>

2 Dogs



*Draft Policy: Keeping of Animals (Urban Areas) 2024*

Up to 850m<sup>2</sup> 3 Dogs

1000m<sup>2</sup> and above 4 Dogs

Construction of kennel facilities must comply with the Building Code of Australia.

Disposal of faeces and other animal related waste must be by an approved sewer connection or other adequate approved means of disposal.

**6.6. GOATS, SHEEP, ALPACAS, DEER, LLAMAS AND OTHER CAMELIDS**

The keeping of goats, sheep, alpacas, deer, lamas and any other camelids for commercial purposes within an urban area is not permitted.

The keeping of uncastrated male species of the above animals (e.g. Rams, Bucks and or Billy Goats) is not permitted within urban areas.

The use of the above animals to maintain an area in a neat and tidy condition is encouraged provided that:

- a) The area is fenced satisfactorily to prevent their escape and boundary fencing is protected from damage.
- b) Neighbouring trees/shrubs are protected.
- c) The area is kept free of offensive odour and flies.
- d) Water is provided on site at all times via trough, dam or similar. Plastic buckets are not to be used due to their instability.

One animal per 750m<sup>2</sup> per allotment is to be used as a basis for administering the Orders provisions for numbers under the Local Government Act 1993.

*Draft Policy: Keeping of Animals (Urban Areas) 2024***6.7. HORSES AND CATTLE**

The keeping of horses and cattle for commercial purposes or contained within feed lots within an urban area is not permitted.

The keeping of Bulls and Stallions is not permitted within urban areas.

The use of horses or cattle to maintain a vacant urban area in a neat and tidy condition is supported, subject to the following conditions:

- a) The area is fenced satisfactorily to prevent their escape.
- b) Horses, cattle must not be kept within 9 metres of a dwelling and other buildings usually occupied by humans and no less than 1 metre from any boundary fences, to prevent damage to such fences.
- c) Neighbouring trees/shrubs are to be protected.
- d) The area must be kept free of offensive odour/flies and rodents.
- e) Cattle, horses must be restricted to within not less than one animal per 1000m<sup>2</sup>.

One animal per 1000m<sup>2</sup> allotment is to be used as a basis for administering the Orders provisions for numbers under the Local Government Act 1993.

*Note: The Regulation to the Act (see specifically Schedule 2 of the Local Government (General) Regulation 2021) includes standards for the keeping of horses and cattle. These provisions must be read in connection with this Policy. These are included below:*

**21 Horses and cattle not to be kept near certain premises**

- (1) Horses and cattle must not be kept within 9 metres (or such greater distance as the council may determine in a particular case) of a dwelling, school shop, office, factory, workshop, church or other place of public worship, public hall or premises used for the manufacture, preparation or storage of food.
- (2) The floors of stables must be paved with concrete or mineral asphalt or other equally impervious material, and must be properly graded to drain.
- (3) Horse yards and cattle yards must be so enclosed as to prevent the escape of horses and cattle.
- (4) The standards in this section apply to a person only if the council has served an order under section 124 of the Act to that effect on the person.

**6.8. PIGS (SWINE)**

One animal per 2000m<sup>2</sup> allotment is to be used as a basis for administering the Orders provisions for numbers under the Local Government Act 1993.

*Note: The Regulation to the Act (see specifically Schedule 2 of the Local Government (General) Regulation 2021) includes standards for the keeping of Swine. These provisions must be read in connection with this Policy. These are included below:*



*Draft Policy: Keeping of Animals (Urban Areas) 2024*

**Division 1 Keeping of swine**

**17 Swine not to pollute**

(1) Swine must not be kept in such a place or manner as to pollute any water supplied for use (or used, or likely to be used)—

- (a) by a person for drinking or domestic purposes, or
- (b) in a dairy.

(2) Swine's dung must not be deposited in such a place or manner as to pollute any water referred to in subsection (1).

**18 Swine not to be kept near certain premises**

(1) Without limiting section 17 of this Schedule, swine must not be kept (and swine's dung must not be deposited) within 60 metres (or such greater distance as the council may determine in a particular case) of a dwelling, shop, office, factory, church or other place of public worship, workshop, school or public place in a city, town, village or other urban part of an area.

(2) A greater distance determined under this section applies to a person only if the council has served an order under section 124 of the Act to that effect on the person.

**6.9. POULTRY**

The keeping of poultry in an urban area is supported, subject to the following conditions:

- a) The area is kept free of offensive odour/fly and rodents.
- b) The poultry yard is fenced to ensure the poultry do not escape.
- c) Cages/Hen houses must have concrete or hard paved floors unless located more than 15.2m metres from any dwelling, public hall, school or premises used for the manufacture, preparation, sale or storage of food,
- d) The following distances for the location of poultry housing from a dwelling are considered adequate:
 

a) Housing for Fowls (gallus gallus) or guinea fowls	4.5 Metres
b) Other Housing (e.g. Duck/Geese)	30 Metres
- e) Roosters, Tom Turkeys and Peacocks are not permitted within urban areas.

The following maximum numbers of poultry (chickens or Guinea fowls) to be housed at a premises on any urban allotment will be used as a basis for administering the Orders provisions for numbers under the Local Government Act 1993.

- |                  |          |
|------------------|----------|
| a) Hens/fowls    | 10 birds |
| b) Other poultry | 5 birds  |

*Note: The Regulation to the Act (see specifically Schedule 2 of the Local Government (General) Regulation 2005) includes standards for the keeping of poultry. These provisions must be read in connection with this Policy. These are included below:*



### Draft Policy: Keeping of Animals (Urban Areas) 2024

#### 19 Poultry not to be nuisance or health risk

(1) Poultry must not be kept under such conditions as to create a nuisance or to be dangerous or injurious to health.

(2) Poultry yards must at all times be kept clean and free from offensive odours.

#### 20 Poultry not to be kept near certain premises

(1) Fowls (that is, birds of the species *Gallus gallus*) or guinea fowls must not be kept within 4.5 metres (or such greater distance as the council may determine in a particular case) of a dwelling, public hall, school or premises used for the manufacture, preparation, sale or storage of food.

(2) Poultry (other than fowls referred to in subsection (1)) must not be kept within 30 metres of any building referred to in subsection (1).

(3) The floors of poultry houses must be paved with concrete or mineral asphalt underneath the roosts or perches. However, this subsection does not apply to poultry houses—

(a) that are not within 15.2 metres of a dwelling, public hall or school, or

(b) that are situated on clean sand.

(4) Poultry yards must be so enclosed as to prevent the escape of poultry.

(5) The standards in this section apply to a person only if the council has served an order under section 124 of the Act to that effect on the person.

#### 7.0. REVIEW

This Policy will be reviewed every four years from the date of each adoption of the policy, or more frequently as required.

#### 8.0. REPORTING

There is no reporting directly linked to this policy.

#### 9.0. RESPONSIBLE OFFICER

Manager Development & Planning

#### 10.0. ROLES AND RESPONSIBILITIES

Councils Rangers are responsible for the implementation of this policy.

APPROVAL AND REVIEW		
Responsible Business Unit	Development and Planning	
Responsible Officer	Manager Development and Planning	
Date/s adopted	Council Executive [updated by policy owner]	Council [DD Mmmm YYYY]
Date/s of previous adoptions	Version I: Revised March 2010 – supersedes adopted version from September 2000	
Date of next review		
CRM Reference		

Uralla Shire Council

POLICY

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**KEEPING OF ANIMALS (URBAN AREAS) POLICY**

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## **Uralla Shire Council**



### **Keeping of Animals (Urban Areas)**

Uralla Shire Council

POLICY

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**KEEPING OF ANIMALS (URBAN AREAS) POLICY**

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**Section:** HEALTH AND BUILDING**Subject** KEEPING OF ANIMALS (URBAN AREAS)

**Description** The keeping of animals, specifically in relation to animal numbers or the manner in which they are kept, can be the subject of Orders pursuant to Section 124 of the Local Government Act 1993

The Regulation to the Act (see specifically Schedule 2 of the Local Government (General) Regulation 2005) includes standards for the keeping of specific birds or animals being poultry, swine, horses and cattle. These provisions must be read in connection with this Policy.

Where a development application is required (for example, for the construction of housing for animals) Council will exercise its discretion under Section 79C of the Environmental Planning and Assessment Act 1979 and consider the circumstances of individual proposals, and will normally consult with neighbours as provided for in Council's Development Control Plan.

Please note that applications involving Companion Animals Boarding and Breeding Establishments are subject to specific requirements under Council's Local Environmental Plan (L.E.P.)1988.

The keeping of Indigenous animals such as Kangaroos and Wallabies is regulated under Commonwealth and State legislation such as the Environment Protection and Biodiversity Conservation Act 1999 (Cth).

The keeping of Non Indigenous animals is regulated by the Non Indigenous Animals Act 1987 and related Regulation and is not subject to any direct Council controls. However, if justified complaints are received, Council may take the matter up with the relevant authority (currently the NSW Department of Primary Industries).

The welfare of animals is also subject to the provisions of the Prevention of Cruelty to Animals Act 1979 and NSW Department of Primary Industries published Welfare Codes. See:

<http://www.dpi.nsw.gov.au/agriculture/livestock/animal-welfare/general>

**Objective:** To maintain residential amenity and minimise the nuisance affects associated with the keeping of animals in urban areas.

## Uralla Shire Council

## POLICY

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**KEEPING OF ANIMALS (URBAN AREAS) POLICY**

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**PART 1 – POLICY****Policy provisions relating to specific animals/birds:****Bees**

One standard 10 frame bee hive may be kept without special permission of Council. One or two boxes may be added to the hive during summer, provided there is only one colony.

Beehives must be registered with the NSW Department of Primary Industries.

**Birds**

Commercial aviaries require development consent, however the construction of small private bird aviaries may be exempt from approval pursuant to Council's Local Environmental Plan/Development Control Plan. Noise emissions must be maintained at or below 5dB above background noise level at the property boundary.

Cockatoo-type breeds will be the subject of strict controls relating to objectionable noise and/or unreasonable hours.

Food storage areas and the ground surface beneath are to be cleansed as frequently as is necessary to preserve a state of cleanliness, free from offensive odour and in such manner as to ensure that flies and/or vermin are not attracted to the premises.

***Keeping of Pigeons***

The following general conditions shall apply to the keeping of pigeons:

1. The use must not be for commercial purposes.
2. The number of pigeons to be housed on the premises must be limited to:
  - Members of recognised Pigeon Racing or Fanciers Association - 150 pigeons.
  - Non members or non-active members - 10 pigeons unless Council determines to the contrary, having in mind isolation, or other relevant factors in the particular case.
4. Lofts shall be located at least 12m clear of any dwelling, or a greater distance as may be determined by Council in the particular case.
5. Lofts shall be erected clear of fences and other buildings so as to facilitate cleansing and maintenance.
6. The loft doors/gates shall not be left open and unattended at any time, ie an "open loft" is not permitted.

## Uralla Shire Council

## POLICY

**KEEPING OF ANIMALS (URBAN AREAS) POLICY*****Keeping of Pigeons (cont)***

7. Pigeon lofts and the ground surface beneath are to be cleansed as frequently as is necessary to preserve a state of cleanliness, free from offensive odour and in such manner as to ensure that flies and/or vermin are not attracted to the premises.
8. The loft floor must be maintained dry at all times (other than during cleaning) and must be protected from the weather for that purpose.
9. The lofts and birds must be kept free of lice at all times.
10. Galvanised 25mm x 25mm mesh floors should be provided with a minimum clearance of 300mm between the underside of the floor and the impervious ground surface. Timber floors are not considered appropriate.
11. Concrete floors (where used) will be turned down a minimum distance of 200mm below the ground surface at the perimeter of the concrete floor.
12. Lofts will be constructed of materials that blend with the environment and that can be easily maintained. All surfaces likely to come in contact with excreta shall be impervious to facilitate ease of cleansing. Lofts must be proofed against rats and other vermin.
13. All bird droppings and other waste must be collected and stored or disposed of in such a manner so as not to create any nuisance and will be subject to the approval of Council's Health Surveyor.
14. Grain and other foods are to be kept in a vermin proof building or containers, to the satisfaction of Council's Health Surveyor.
15. The premises must allow an area of one cubic metre of loft space per 14 pigeons.

**Cats**

The keeping of cats is encouraged under the following conditions:

- (i) Cats do not cause damage to other property.
- (ii) Cats do not cause a nuisance to other residents.

The behaviour of the cats is subject to the provisions of the Companion Animals Act 1998 and owners are encouraged to contain their cats during the hours of darkness to prevent attacks on native fauna.

A maximum of 6 cats normally housed at any premises on an urban allotment, is the basis for Council's administration of the Orders provisions for numbers under the Local Government Act.



## Uralla Shire Council

## POLICY

**KEEPING OF ANIMALS (URBAN AREAS) POLICY****Dogs**

The behaviour of dogs is subject to the provisions of the Companion Animals Act 1998.

Dogs kept at urban properties are to have adequate shelter and protection from the weather.

The area in which the dogs are housed is to be maintained in a hygienic condition to:

- (i) Limit the spread of disease; and.
- (ii) Minimise offensive odour.

The following maximum numbers of dogs housed at a premise on any urban allotment will form the basis for Council's administration of the Orders provisions for numbers under the Local Government Act:

Up to 1000m <sup>2</sup>	2 Dogs
Up to 1500m <sup>2</sup>	3 Dogs
Up to 2000m <sup>2</sup>	4 Dogs

Construction of kennel facilities must comply with the Building Code of Australia.

Disposal of faeces and other animal related waste must be by an approved sewer connection or other adequate approved means of disposal.

**Goats, Sheep, Deer, Alpacas, Llamas and the like Camelids**

The keeping of sheep or goats for commercial purposes within a residential area is not permitted. The use of sheep and goats to maintain an area in a neat and tidy condition is encouraged provided that:

- (i) The area is fenced satisfactorily to prevent their escape.
- (ii) Neighbouring trees/shrubs are protected.
- (iii) The area is kept free of offensive odour and flies.
- (iv) Water is to be provided on site at all times via trough, dam or similar. Plastic buckets are not to be used due to their instability.

One animal per 750m<sup>2</sup> per allotment is to be used as a basis for administering the Orders provisions for numbers under the Local Government Act.

**Horses and Cattle**

*Note: The Regulation to the Act (see specifically Schedule 2 of the Local Government (General) Regulation 2005) includes standards for the keeping of horses and cattle. These provisions must be read in connection with this Policy.*

The keeping of horses and cattle for commercial purposes or feed lots within a residential area is not permitted.

## Uralla Shire Council

## POLICY

**KEEPING OF ANIMALS (URBAN AREAS) POLICY****Horses and Cattle (Continued)**

The use of horses or cattle to maintain a vacant urban area in a neat and tidy condition is not encouraged. Horses or cattle may be kept subject to the following conditions:

- (i) That the area is fenced satisfactorily to prevent their escape.
- (ii) Horses and cattle must not be kept within 9 metres of a dwelling and other buildings usually occupied by humans and not less than 1 metre from any boundary fences, to prevent damage to such fences.
- (iii) Neighbouring trees/shrubs are to be protected.
- (iv) Manure must be collected on a regular basis to ensure area is clean, reducing odour, flies and vermin proliferation.
- (v) Cattle and horses must be restricted to within not less than

One animal per 1000m<sup>2</sup> allotment is to be used as a basis for administering the Orders provisions for numbers under the Local Government Act.

**Pigs**

*Note: The Regulation to the Act (see specifically Schedule 2 of the Local Government (General) Regulation 2005) includes standards for the keeping of swine. These provisions must be read in connection with this Policy.*

One animal per 2000m<sup>2</sup> allotment is to be used as a basis for administering the Orders provisions for numbers under the Local Government Act.

**Poultry**

*Note: The Regulation to the Act (see specifically Schedule 2 of the Local Government (General) Regulation 2005) includes standards for the keeping of poultry. These provisions must be read in connection with this Policy.*

The keeping of poultry in a residential area is encouraged, subject to the following conditions:

- (i) The area is kept free of offensive odour/flies and rodents.
- (ii) The poultry yard is fenced to ensure the poultry do not escape.
- (iii) Cages/Hen houses must comply with the Building Code of Australia.
- (iv) The following distances for the location of poultry housing from a dwelling are considered adequate:
 

Housing for Fowls ( <i>gallus gallus</i> ) or guinea fowls	4.5 Metres
Other Housing (eg Duck/Geese)	10 Metres
- (v) Roosters are not permitted unless they are able to be housed within a properly constructed sound reduction shed.

The following maximum numbers to be housed at a premise on any urban allotment will be used as a basis for administering the Orders provisions for numbers under the Local Government Act.

Hens	20 fowls
Other poultry	10 birds

Uralla Shire Council

POLICY

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**KEEPING OF ANIMALS (URBAN AREAS) POLICY**

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**PART 2 – EXEMPTIONS**

Nil

**PART 3 - CRITERIA**

Applies to:	<i>Rangers</i>
Officer Responsible	<i>Team Leader – Rangers</i>
Associated Documents	<i>All related Standard Practice Notes, POL176</i>
Legislation	<i>As mentioned throughout this Policy</i>
History	<i>During the period of the New England Strategic Alliance this policy was applied. The Policy was revised in November 2008 superseding the adopted version from September 2000</i>

**PART 4 – OTHER MATTERS**

Nil

**Review:** This policy is to be reviewed as necessary or every four (4) years in accordance with Section 165, Local Government Act, 1993.



**Resolution No:** 094/10 at the 22 March 2010 Council meeting for the purposes of advertising for public submissions; Revised and Adopted 24 May 2010: 190/10.

**14.3 Draft Policy - Liquid Trade Waste Management - 2024**


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<b>Department:</b>	<b>Infrastructure &amp; Development</b>
<b>Prepared By:</b>	<b>Project Officer Water &amp; Sewer</b>
<b>Authorised By:</b>	<b>Director Infrastructure &amp; Development</b>
<b>Reference:</b>	UINT/24/4399

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<b>Attachments:</b>	1. Draft Policy - Liquid Trade Waste Management - 2024  
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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

<b>Goal:</b>	1. We have an accessible inclusive and sustainable community
	3. We are good custodians of our environment
	4. We are an independent shire and well-governed community
<b>Strategy:</b>	1.2. A safe, active and healthy shire
	1.4. Access to and equity of services
	3.3. Avoid, reduce, reuse (repair), and recycle (recover) wastage to minimise waste disposal
	4.3. An efficient and effective independent local government

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**SUMMARY**

The Draft Liquid Trade Waste Management Policy provides a documented framework and rationale for the setting and application of Council's Fees and Charges as they apply to Liquid Trade Waste produced by relevant businesses.

At its Ordinary Meeting of 22 March 2022 (refer to Meeting Minutes at Attachment 1) Council resolved that a Draft Trade Waste Policy was to be compiled by staff. Council also resolved that the document, once complete, should be placed on public exhibition.

This report presents, for Council's consideration, a draft Liquid Trade Waste Management Policy with the intention that the document be endorsed for public exhibition to receive community and business feedback prior to its future adoption.

The Draft Policy has been deliberately drafted as a highly simplified version of the expansive (300 page) NSW Guidelines for Trade Waste Management document (with which Council is required to comply). The majority of the Guidelines have no application in the context of Uralla Shire and its actual Liquid Trade Waste situation at this time. The Draft Policy allows for future trade waste issues to be resolved utilising the Guidelines if such issues were to arise during the life of this Policy.

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

- 1. Endorses the Draft Liquid Trade Waste Management Policy for Public Exhibition for a period of 28 days for the purposes of receiving community and business submissions.**
- 2. Receives a further report following the public exhibition period subject to the receipt of submissions and/or the draft policy is proposed to be amended.**
- 3. Authorises the adoption of the Draft Liquid Trade Waste Management Policy if no submissions are received, and no changes are made.**

**REPORT**

Liquid Trade Waste is the term used to cover material which, by design and agreement, enters Council's sewer system as a standard operational outcome of the conduct of a business premises.

Liquid trade waste can differ significantly from the usual sewer material flow (largely residential household sewage) which is disposed of via Council's sewer system, and it therefore can require additional input and cost to treat.

The purpose of the annual trade waste charge, fees and usage charge is to recoup that additional cost from each business according to their respective impacts on the system.

At this point in time, Uralla does not have any significant liquid trade waste issues and the sewer system deals expeditiously with the minor trade waste inputs that currently enter the system. This current situation has been recognised with the production of a simplified, fit for purpose draft policy. The draft policy recognises that future growth and development within the business sector may add additional trade waste inputs over time and therefore enables any future issue, if it were to arise, to be dealt with by reference to the NSW Trade Waste Management Guidelines.

The Policy does not affect domestic customers or non-residential customers with domestic strength waste as listed in the Appendix 2 (Category 1. Businesses: "deemed to be approved").

Sewerage systems are generally designed to cater for liquid waste from domestic sources that are essentially of predictable strength and quality. Council may accept liquid trade waste from non-residential customers into its sewerage system as a service to businesses and industry.

Liquid trade wastes may exert much greater demands on sewerage systems compared domestic sewage and, if uncontrolled, can pose serious problems to public health, worker safety, Council's sewerage operations and system, and the environment.

This Policy is consistent with the Liquid Trade Waste Management Guidelines 2021 developed by the Water Utilities branch of the NSW Department of Planning and Environment.

[https://www.industry.nsw.gov.au/\\_data/assets/pdf\\_file/0010/147088/trade-waste-management-guidelines.pdf](https://www.industry.nsw.gov.au/_data/assets/pdf_file/0010/147088/trade-waste-management-guidelines.pdf)

The Department's Draft Liquid Trade Waste Management Policy provides for four (4) charging categories that apply to non-residential discharges – Category 1. Category 2. Category 2S and Category 3.

All current businesses within Uralla Shire are either Category 1 or Category 2 businesses under the Draft Policy.

Category 1 Businesses – are businesses which are "Deemed to be Approved" under the Guidelines. I.e. The discharge from these properties is deemed to be consistent with the parameters of residential sewer discharges. These businesses are automatically deemed to meet Classification A (Low Risk). Businesses falling into this category are listed in Appendix C to the Council's Liquid Trade Waste Management Policy. Most Uralla's businesses meet this test. This Category DOES NOT pay a Trade Waste Charge.

Category 2 Businesses – are businesses which require an annual inspection to ensure they are utilising a prescribed pretreatment process such as grease traps (restaurants; petrol stations, fish shop etc).

Currently there are no Category 2S or Category 3 businesses within the Council's two sewered areas of Uralla and Bundarra.

The Liquid Trade Waste Management Policy, once adopted, will provide the transparent basis for the fair and equitable setting of differing levels of fees and charges according to the assessed impact that each respective class of Liquid Trade Waste Producing business has on the sewer system.

The specific formulas for assessing the order of costs to each class of business are described in the Draft Policy.

### **CONCLUSION**

The Draft Liquid Trade Waste Management Policy provides a transparent, fair and equitable basis for the setting of Council's annual Fees and Charges for Liquid Trade Waste producers. The proposed charging regime in the policy provides an implicit incentive (lower fees and charges) for trade waste producing businesses which minimise their overall water consumption wherever practicable.

### **COUNCIL IMPLICATIONS**

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

Enhanced consultation will occur with the business sector and Business Chamber.

#### **Policy and Regulation**

Council is responsible for the efficient supply of sewer and water services which includes providing a system of licenced liquid trade waste disposal.

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

N/A

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

The effective application of a licenced liquid trade waste disposal safeguards the operations of Council's sewerage reticulation and treatment facilities.

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

Water and Waste Team.

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

Council's design and implementation of the liquid trade waste system is supported by the Local Government Act.

#### **Performance Measures**

Full implementation of the liquid trade waste system with transparency and equity.

#### **Project Management**

Manager Sewer and Water.



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**Draft Policy:**

**Liquid Trade Waste Management**

**2024**

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## INFORMATION ABOUT THIS DOCUMENT

<b>Date Adopted by Council</b>		<b>Resolution No.</b>	
<b>Document Owner</b>	<i>Manager Water &amp; Sewer</i>		
<b>Document Development Officer</b>	<i>Insert there the position title of the person responsible for developing and/or reviewing this document</i>		
<b>Review Timeframe</b>	<i>All policies are to be reviewed within a 4 year period, insert her the number of years (not greater than 4 years) for the review timeframe of this document</i>		
<b>Last Review Date:</b>		<b>Next Scheduled Review Date</b>	

**Document History**

<b>Doc No.</b>	<b>Date Amended</b>	<b>Details/Comments eg Resolution No.</b>
<b>UINT/24/5857</b>	17/4/2024	

**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.

<b>Related Legislation*</b>	
<b>Related Policies</b>	<i>NSW Framework for Regulation of Liquid Trade Waste</i>
<b>Related Procedures/ Protocols, Statements, documents</b>	<i>NSW Trade Waste Management Guidelines 2021</i>

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.





*Draft Policy: Liquid Trade Waste Management - 2024*

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*Draft Policy: Liquid Trade Waste Management - 2024***1. OBJECTIVES**

*The objectives of this policy are to ensure compliance with the NSW Framework for Regulation of Liquid Trade Waste and specifically the NSW Liquid Trade Waste Management Guidelines 2021.*

**2. SCOPE**

*This policy sets out how Uralla Shire Council will regulate liquid trade waste discharges to its sewerage system in accordance with the NSW Framework for Regulation of Liquid Trade Waste.*

**3. DEFINITIONS**

*Nil*

**4. STATEMENT**

*This policy sets out how Uralla Shire Council will regulate liquid trade waste discharges to its sewerage system in accordance with the NSW Framework for Regulation of Liquid Trade Waste.*

**The Policy does not apply to domestic customers. Nor does it apply to non-residential customers (businesses) who only produce a domestic strength sewer waste. These types of businesses are as listed in the Appendix 1 (Category 1 Businesses which are “deemed to be approved”).**

**4.1. What is Liquid Trade Waste?**

*Liquid Trade Waste is material which is produced in the course of conducting a business which is disposed of via the sewer system.*

**4.2. Why We Have a Liquid Trade Waste Policy?**

A primary reason for having this Policy is that the Shire’s sewer system (the pipes and treatment plants) is designed to cater for the liquid wastes from domestic sources (households) that are essentially made up of predictable constituents.

However, to assist with the operation of local businesses which sometimes produce a more complex and difficult to treat sewer material, Council may also accept that material which is known as ‘liquid trade waste’ from non-residential customers (or businesses) into its sewerage system as a service to enable businesses and industry to operate.

The ‘liquid trade waste’ produced by a business can sometimes differ markedly from domestic sewer waste. Compared to domestic sewerage, liquid trade wastes often exert much greater demands on sewerage systems and, if uncontrolled, can pose serious problems to public health, worker safety, the costs of operating Council’s sewerage system, and environmental damage. In short, liquid trade waste is often more difficult and costly to treat than its domestic counterpart.

When that is the case Council needs to charge the businesses creating the problematic liquid Trade Waste for the additional costs required to clean up the waste during treatment. This Policy provides the basis for those fees/charges if and when they are needed.

**Draft Policy: Liquid Trade Waste Management - 2024**

A second reason for having the Policy is to ensure we are being consistent with the Framework and Guidelines for Liquid Trade Waste Management published by the NSW Government.

For that reason, this Policy is heavily reliant upon, and consistent with, the Liquid Trade Waste Management Guidelines 2021 developed by the Water Utilities branch of the NSW Department of Planning and Environment.

The NSW Guidelines are a very comprehensive and highly detailed document which cover every possible type of Liquid Trade Waste. The vast majority of information within the Guidelines does not apply to Uralla Shire because we do not have the types of industry or types of liquid trade waste which are problematic. For that reason, Council has produced this simplified Policy which contains the relevant detail we need to manage our particular liquid trade waste issues.

All (300 pages of) additional information regarding Liquid Trade Waste, can be easily found within the NSW Guidelines if it is needed. A copy of the Guidelines is available using this link: [https://www.industry.nsw.gov.au/data/assets/pdf\\_file/0010/147088/trade-waste-management-guidelines.pdf](https://www.industry.nsw.gov.au/data/assets/pdf_file/0010/147088/trade-waste-management-guidelines.pdf)

**4.3. How Do Trade Waste Charges Impact Sewer and Water Charges?**

Essentially Trade Waste Charges do not affect other Sewer or Water charges. Regardless of whether a property produces Liquid Trade Waste, the property will still need to pay the usual appropriate charges for both Water and Sewer connections and usage.

There are two different types of Water and Sewer Charges which may apply to a property connected to the reticulated water and sewer systems. Which charges apply depends solely upon whether the property is classified as a Residential or Non-Residential property.

**Residential properties are currently (23/24) charged as follows:**

- Water Access - An Annual Charge of \$435.75
- Water Usage – Unlimited Water at \$4.35 per kL (per 1,000 litres)
- Sewer Access – An Annual Charge of \$779.00
- Sewer Usage – Unlimited usage at a cost of \$0.

**Non-Residential properties are currently (23/24) charged as follows:**

- Water Access - An Annual Charge of \$435.75
- Water Usage – Unlimited Water at \$4.35 per kL (per 1,000 litres)
- Sewer Access – An Annual Charge of \$543.95
- Sewer Usage – Unlimited Usage at \$1.81 per kL (per 1,000 litres)

**Any Liquid Trade Waste costs, if they apply under this Policy, are separate from, and in addition to, the above Water and Sewer charges.**

**5. THE URALLA SHIRE LIQUID TRADE WASTE POLICY**

NOTE: This Policy does not apply to domestic (residential) sewer customers.

*Draft Policy: Liquid Trade Waste Management - 2024*

Nor does it apply to non-residential sewer customers (businesses) who are deemed to only produce a domestic strength sewer waste. These types of businesses are as listed in the Appendix B (Category 1. Businesses: “deemed to be approved”).

This Policy incorporates the NSW Government’s Liquid Trade Waste Management Guidelines which are available using this link:

[https://www.industry.nsw.gov.au/\\_data/assets/pdf\\_file/0010/147088/trade-waste-management-guidelines.pdf](https://www.industry.nsw.gov.au/_data/assets/pdf_file/0010/147088/trade-waste-management-guidelines.pdf)

This Policy recognises four (4) Liquid Trade Waste categories that apply to all non-residential discharges – Category 1. Category 2. Category 2S and Category 3. The Categories generally reflect how difficult the waste material produced by non-residential properties is to treat and make safe.

**Category 1 Businesses** are non-residential businesses that are ‘deemed to be approved’ to use the sewer system because they discharge to the sewer a material which is essentially the same as residential strength sewer.

- These businesses are deemed meet the requirements of **Classification A (Low Risk) in the NSW Guidelines**.
- The types of Businesses falling into this category are listed in Table B1.
- The majority of businesses in Uralla Shire are in this Category. These businesses do not need a Trade Waste Licence and are not charged any additional fees for Liquid Trade Waste.

**Category 2 Businesses** are also low risk businesses, but Council may require them to install and use certain **prescribed** pretreatments such as grease traps (for example - restaurants; petrol stations, fish and chip shop, etc).

- As long as a Category 2 business uses the appropriate pre-treatments it does not need a Trade Waste Licence.
- Category 2 businesses will however need to pay an annual fee (currently \$100.00) to pay for an annual inspection by Council to ensure that the business is complying with its pre-treatments.
- Category 2 businesses which are not compliant with required pre-treatments are subject to an additional annual fee (currently) \$300 per annum whilst ever they remain non-compliant.

**Category 2S Businesses** - There are currently no Category 2S businesses operating in Uralla Shire.

- Any future Category 2S businesses will be treated as per the NSW Guidelines and will be charged fees on a cost recovery basis.

**Category 3 Businesses** - There are currently no Category 3 businesses operating in Uralla Shire.

- Any future Category 3 businesses will be treated as per the NSW Guidelines and will be charged fees on a cost recovery basis.



*Draft Policy: Liquid Trade Waste Management - 2024*

## 6. Appendix 1 – Deemed to be Approved Activities

The list of discharges exempts from obtaining of Council's approval (ie considered as Deemed to be approved) is shown in Table B1. Each such discharger must meet standard requirements specified in this Table.

**Table 1 Discharges deemed to be approved**

Activity generating waste	Requirements
Beautician	Solvents not to be discharged to sewer
Bed and Breakfast (not more than 10 persons including proprietor)	Sink strainers in food preparation areas Housekeeping practices (see Note 4)
Cooling tower <500L/h	No chromium-based products to be discharged to the sewer
Crafts ceramic, pottery, etc. (including hobby clubs) <ul style="list-style-type: none"> <li>flows &lt;200 L/d</li> <li>flows 200-1,000 L/d</li> </ul>	Nil
	Plaster arrestor required
Day care centre (no hot food prepared)	Sink strainers in food preparation areas Housekeeping practices (see Note 4) Nappies, wet wipes are not to be flushed into the toilet
Delicatessen (no hot food prepared)	Sink strainers in food preparation areas Housekeeping practices (see Note 4)
Dental technician	Plaster arrestor required
Dental mobile (no amalgam waste)	Nil
Dog/cat grooming/animal wash only	Dry basket arrestor for floor waste outlets and sink strainer required (see Note 3) Animal litter and any disposable waste products must not be discharged to sewer Organophosphorus pesticides are prohibited to be discharged to sewer
Florist	Dry basket arrestor for floor waste outlet and sink strainer required Herbicides/pesticides are not permitted to be discharged to sewer
Fruit and vegetable – retail	Dry basket arrestor for floor waste outlet and sink strainer required (see Notes 3 and 5)



*Draft Policy: Liquid Trade Waste Management - 2024*

Hairdressing	Dry basket arrestor for floor waste outlet and sink strainer, hair trap
Jewellery shop <ul style="list-style-type: none"> <li>• miniplater</li> <li>• ultrasonic washing</li> <li>• precious stone cutting</li> </ul>	Miniplater vessel to contain no more than 1.5 L of precious metal solution
	Nil
	If: < 1000 L/d plaster arrestor required > 1000 L/d general purpose pit required
*Medical centre/doctor surgery/physiotherapy *(Only if plaster cast are made onsite)	Plaster arrestor required, if plaster of paris casts are used
Mixed business (minimal hot food)	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 3) Housekeeping practices (see Note 4)
Mobile cleaning units <ul style="list-style-type: none"> <li>• carpet cleaning</li> <li>• garbage bin washing</li> </ul>	20-micron filtration system fitted to a mobile unit
	Dry basket arrestor for floor waste outlet required. Discharge via grease arrestor (if available)
Motel (no hot food prepared and no laundry facility)	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 3) Housekeeping practices (see Note 4)
Nut shop	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 3)
Optical service - retail	Solids settlement tank/pit required
Pet shop – retail	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 2) Animal litter and any disposable waste products must not be discharged to sewer Organophosphorus pesticides are prohibited to be discharged to sewer
Pizza reheating for home delivery	Housekeeping practices (see Note 4)
Venetian blind cleaning	Nil (see Note 2)

Notes:

1. Where “required” is used, it means as required by council.
2. If activity is conducted outdoors, the work area is to be roofed and bunded to prevent stormwater ingress into the sewerage system.
3. Dry basket arrestors must be provided for all floor waste outlets.



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***Draft Policy: Liquid Trade Waste Management - 2024***

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4. Food preparation activities need to comply with sound housekeeping practices including:
  - (a) floor must be dry swept before washing
  - (b) pre-wiping of all utensils, plates, bowls etc. to the scrap bin before washing up
5. Use of a food waste disposal unit (garbage grinder) and/or a food waste processing unit (food waste digester, composter etc) is not permitted.

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**14.4 Operational Plan 2023-24 Q2 Progress Report**

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<b>Department:</b>	<b>Corporate &amp; Community</b>
<b>Prepared By:</b>	<b>Executive Support Officer</b>
<b>Authorised By:</b>	<b>Interim Director Corporate &amp; Community</b>
<b>Reference:</b>	UINT/24/5042

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<b>Attachments:</b>	1. Quarterly Progress Report - Q2 Delivery Program  
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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

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**SUMMARY**

This report provides Council a summary of the 2023/2024 Operational Plan actions delivered July – December 2023, and provides an update on progress made towards achieving the four-year Principal Activities contained in Council's 2022 -2026 Delivery Program.

**RECOMMENDATION**

That Council notes the 2023/24 Operational Plan Progress Report as at 31 December 2023.

**REPORT**

Section 404(5) of the *NSW Local Government Act 1993* requires that regular progress reports are provided to Council reporting its progress in respect to the principal activities detailed in its Delivery Program. Progress reports must be provided at least every 6 months.

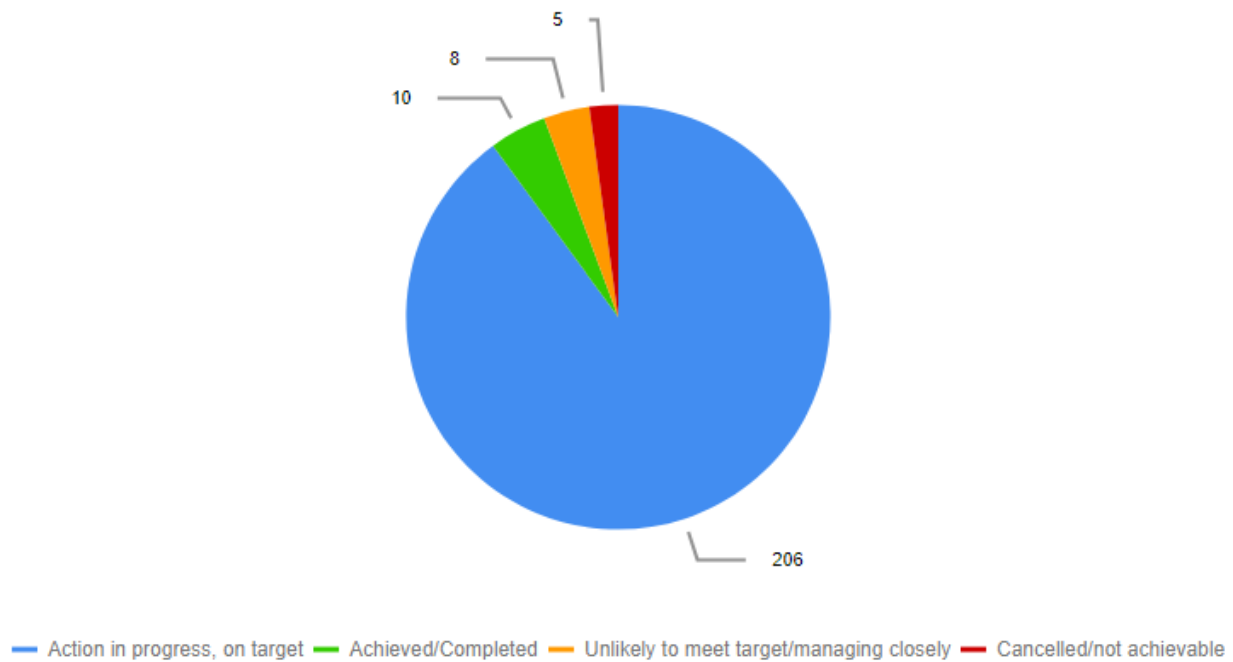
The Delivery Program is Council's commitment to the delivery of services and implementation of Principal Activities over a four-year period to achieve the goals and strategies detailed in the Community Strategic Plan. It is the key accountability mechanism for Council in the delivery of the community's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

An update on the Delivery Program progress is attached to this report .

The Operational Plan is a sub-set of the Delivery Program and provides details of the individual actions that will be undertaken during a financial year to achieve the Delivery Program's Principal Activities. Responsibility for the delivery of Operational Plan actions is allocated to responsible officers who provide progress information.

A summary of the key Operational Plan actions delivered and progress achieved for the six month period to 31 December 2023 is set out in the graph below:





### Cancelled / Not achievable

5 actions listed in the Operational Plan have been cancelled. These include:

1. McMaugh Gardens (2 actions)

- Progress staged expansion designs for McMaugh Gardens
- Apply for funding for McMaugh Gardens Stage 1 Expansion (subject to Council approval)

Council has resolved to undertake a review of the business case supporting expansion given the significant industry changes over the last 12 months.

2. Trial local transport for Uralla residents

Research indicated demand levels insufficient to support a feasible service. There was also concern that such a service would adversely impact on local service providers (including Armidale). Tablelands Community Transport continues to provide transport services to eligible consumers.

3. Progress Developer Contribution Plans

Developer Contribution Plans will be reviewed following the LEP review planned for 2024/2025.

4. Commence Stormwater Asset Management Plan - Improvement Plan

Council has received a major grant to conduct studies on all aspects of the Uralla and Bundarra water supply such as performance, capacity, yield monitoring and water cycle analysis. The outcome of the studies will inform the integrated water cycle management strategy. The strategy is expected to be finalised in 2024/25 subject to the funding body approval of the project management plan.

### Unlikely to meet target / managing closely.

There are ten actions which are unlikely at this stage to meet the desired outcome in the current financial year. A summary of each is provided below with details of when and how it is proposed to address the shortfall.

1. Manage McMaugh Gardens in a financially sustainable manner.

Recent changes to the minimum care requirements have resulted in greater operating costs over the period (particularly the cost of agency staff). Revenue opportunities are limited, with most revenue controlled through Government funding. A revised business model will be reported to Council following the Business review report due to Council in May 2024.

2. Review and adopt acceptable Level of Services for infrastructure assets in consultation with community, update any changes and measure progress annually.

Work on this review has been postponed due to resourcing constraints in the Infrastructure Directorate. This task has been scheduled for 24-25 financial year.

3. Progress the Governance Communication Plan

The Manager Governance role has been vacant for 9 months. Consequently, the Governance Communication plan has not progressed. The new Coordinator Grants and Communication will assist in developing this program at a future date.

4. Review of Long-Term Financial Plan – endorse update (2 actions)

Resourcing constraints in the Finance section will be overcome with the successful recruitment of a Corporate Accountant. This will allow the team to recommence work on producing an in-house Long Term Financial Plan modelling tool. The work is scheduled to commence in May 2024 with a workshop planned for Council in June/July 2024.

5. Undertake staff engagement survey to understand how staff are feeling about the organisation.

Understaffing in the Human Resource section has delayed the design a survey program. The General Manager has flagged the criticality of the engagement survey and work will recommence in May 2024.

6. Facilitate ongoing review of Council policies

The Manager Governance role has been vacant for 9 months and therefore, the policy review program has not progressed. A high-level review of the Policy register has been undertaken and a risk assessed priority list established to guide future reviews. Both the Audit Risk and Improvement Committee and Councillors will be updated on progress.

7. Collect Asset annual data for Asset Management Plans

Asset data collection has commenced for critical asset classes such as the Transport AMP.

## CONCLUSION

Role vacancies and a challenging recruitment market presented significant challenges to service delivery during the reporting period.

Notwithstanding this good progress has been made to the Delivery Plan objectives and the Operational Plan activities.

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

Operational Plan and Delivery Program status reports are provided every six months.

**Policy and Regulation**

The *Local Government Act 1993*.

Integrated Planning and Reporting (IPR) Handbook for local government in NSW

**Financial/Long Term Financial Plan**

The Budget and Long Term Financial Plan form part of the suite of IPR documents.

**Asset Management/Asset Management Strategy**

Asset Management Plans form part of the IPR suite of documents

**Workforce/Workforce Management Strategy**

The Workforce Plan is aligned with the Delivery Program and Operational Plan and forms part of the IPR suite of documents.

**Legal and Risk Management**

Periodic reporting identifies whether strategies are working. This is an opportunity to assess any risks in relation to projects or activities.

**Performance Measures**

This report outlines the achievement of key actions from within the combined Delivery Program 2022-26 and Operational Plan 2023-24

**Project Management**

Operational Plan progress reports are compiled by the Manager Governance.



# Delivery Program 2022-2026

## Q2 Progress Report

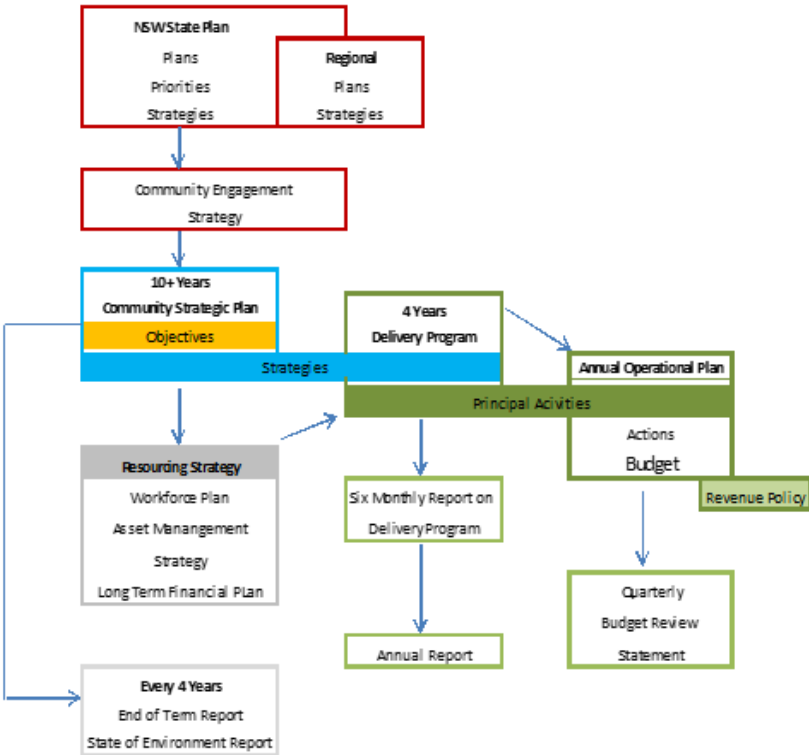
About this report

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

Uralla Shire Council adopted its first ever suite of documents within the Integrated Planning framework in 2012. Overarching this suite of interrelated plans is the Community Strategic Plan which identifies the aspirations of the community. This current plan was adopted in 2022. The Delivery Program is informed by the Community Strategic Plan and prioritises the programs and activities Council will commit to providing during the four year term of the Council. At the beginning of each year, Council prepares an Operational Plan which outlines the actions Council will undertake to work towards achieving the outcomes in the four year Delivery Program.

Council is required to report progress on the Delivery Plan to the community at least every six months.

This report is a summary of our achievements up to December 2023 against the objectives in the Delivery Program 2022-2026.



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### Measuring our progress

Uralla Council's 2022-2031 Community Strategic Plan centres around four major themes: Society, Economy, Environment and Leadership.

In 2023/2024 Council committed to 229 actions focused on achieving the community's vision within these four themes. Those actions are detailed in the Operational Plan 2023/2024. In this report, our progress in meeting the community's vision within Council's Delivery Program 2022-2026 is illustrated by the following coloured symbols:

- Achieved/Completed
- Action in progress
- Not on target, being closely managed
- Action cancelled or not able to be achieved
- Action not yet commenced in this quarter

## Detailed Performance Report











## 3.1. Society





STRATEGIC OBJECTIVE: We have an accessible, inclusive and sustainable community.







SOCIETY: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
<b>1.1.</b> A growing community with an active volunteer base & participation in community events	1.1.1.	Coordinate and facilitate Council volunteer programs	Corporate and Community Services	Director Corporate and Community		Council manages a range of Volunteers at TCT, TCS McMaugh Gardens and the Library.  Council also supports community volunteer groups through the co-ordination and funding of the Street Stall
	1.1.2.	Review volunteer strategy	Corporate and Community Services	Director Corporate and Community		A Volunteer Policy and Strategy has been drafted for Council endorsement.  Further work is now being focussed on recruitment, induction and safety processes to maximise Volunteer opportunities and engagement.
	1.1.3.	Support Council approved community events with in-kind support and/or sponsorship	Corporate and Community Services	Director Corporate and Community		Council continues its community capacity building investment through support of events such as Thunderbolts Festival, the Rotary Art Show, Australia Day and the Lantern Festival though direct sponsorship and in-kind support.










SOCIETY: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
	1.1.4.	PROJECT: Seek grant funding and to enable a staged expansion of McMaugh Gardens	McMaugh Gardens Aged Care Facility	Director Corporate and Community		Funding for the staged expansion of McMaugh Gardens has been put on hold pending a business review to assess the impact of the recent changes to Quality Aged Care standards and the Federal Government initiatives to raise minimum wage. The intention of the review is to assist Council in determining how best to continue delivering residential aged care services to the community.
1.2. A safe, active and healthy shire	1.2.1.	Maintain Council's footpath network	Works and Civil	Manager Civil Infrastructure		Inspections of footpaths continues.
	1.2.2.	Upgrade/expand Council's footpath network (subject to grant funding)	Works and Civil	Manager Civil Infrastructure		Funding previously received is planned for delivery during the 24/25 FY. No other funding opportunities for further works have been identified at this time.

SOCIETY: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
	1.2.3.	Maintain Council's road network.	Works and Civil	Manager Civil Infrastructure		The maintenance and construction team are progressing the 23/24 program.  The focus on grant funded recovery work has delayed the delivery of some planned maintenance.  Pothole patching of sealed surfaces is continuing with attention also being given to the restoration of sealed road edges.
	1.2.4.	Support participation in sport	Corporate and Community Services	Director Corporate and Community		Council continues its membership of the Northern Inland Academy of Sports.
	1.2.5.	Own and resource the maintenance of Shire based regional fire service assets.	Emergency Services	Director Infrastructure and Development		Council continues to seek to finalise a service level agreement with RFS.
	1.2.6.	Participate in the Local Emergency Management Committee	Emergency Services	Director Infrastructure and Development		All LEMC Meetings during the period were appropriately attended and resultant actions executed.
	1.2.7.	Liaise with police, community organisations and the community to address crime, anti-social behaviour and maintain community safety	Emergency Services	Director Infrastructure and Development		Council maintains regular dialogue with NSWPOL Area Command to advocate for crime prevention and community safety initiatives.

SOCIETY: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
	1.2.8.	Plan for Uralla Shire Council response to natural disasters including bushfires, major storms and flood events	Emergency Services	Director Infrastructure and Development		A review of the USC Emergency Management Plan has been completed. A further review is scheduled for the 2024/2025 Financial year.
	1.2.9.	ADVOCACY: Lobby government, companies and other individuals to secure funding for cultural and creative expression fields	Civic Leadership	Mayor/ General Manager		Council continues to apply for grants to facilitate national celebration weeks for NAIDOC, Volunteers, Youth and Seniors.
	1.2.10.	Operate Uralla community swimming pool (seasonal).	Facilities and Opens Space	Manager Civil Infrastructure		<p>The Uralla pool was prepared for operation for the 2023/2024 season with community events such as the Holiday Pool party were planned for the summer season.</p> <p>Pool safety standards have been maintained with all lifeguards holding current life saving qualifications.</p>
	1.2.11.	Integration of the Safety System throughout the organisation	Human Resources	Manager Human Resources		A prolonged vacancy in the WHS role has delayed some program initiatives however the principal reporting tool "Vault" is now in use and providing increasingly improved data.

SOCIETY: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
	1.2.12.	ADVOCACY: Advocate for legislative change for Rural Fire Service assets to be removed from Council ownership.	Civic Leadership	Mayor/ General Manager		Council continues to advocate for the removal of the red fleet from council accounts. The State Government has not been sympathetic to Council's position.
<b>1.3</b> A diverse and creative culture that celebrates our history	1.3.1.	Support a culture inclusive of the Arts.	Corporate and Community Services	Director Corporate and Community		Council continues to provide financial and in-kind support for cultural events and festivals such as the Lantern Festival and Thunderbolts Festival.
	1.3.2.	Provide library services and programs.	Library	Library Officer		The library operates 6 days per week and continues to provide additional programs such as book club, story time and holiday activities.
	1.3.3.	Liaise with Elders	Corporate and Community Services	Director Corporate and Community		Council coordinates the annual NAIDOC week ceremonies and celebrations in collaboration with local Elders.
	1.3.4.	PROJECT: Develop the Uralla Old Court House as a community venue (subject to grant funding)	Infrastructure and Development	Director Infrastructure and Development		The project is ongoing with completion expected in 2024.
	1.3.5.	Implement Council's Disability Inclusion Action Plan	Corporate and Community Services	Director Corporate and Community		






SOCIETY: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
	1.3.6.	Support sustainable population growth and the development of infrastructure to meet the needs of this regional growth	Corporate and Community Services	Director Corporate and Community		Efforts to complete a housing strategy continue noting the increasing demand for affordable and worker accommodation in the region.
	1.3.7.	PROJECT: Consider opportunities to strengthen the identity of townships and villages	Corporate and Community Services	Director Corporate and Community		
1.4 Access to and equity of services.	1.4.1.	Review Council's Disability Inclusion Action Plan	Corporate and Community Services	Director Corporate and Community		The next review of the Uralla Shire Council DIAP is scheduled for 2026.
	1.4.2.	Provide community support services	Tablelands Community Support	Manager Community Care		
	1.4.3.	Provide community transport services	Tablelands Community Transport	Manager Community Care		
	1.4.4.	Operate and maintain the McMaugh Gardens Aged Care Facility	McMaugh Gardens Aged Care Facility	Manager McMaugh Gardens		
	1.4.5.	Conduct citizenship ceremonies	Civic Leadership	Mayor/ General Manager		




### 3.2. Economy








**STRATEGIC OBJECTIVE:** We drive the economy to support prosperity.





ECONOMY: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
<b>2.1.</b> An attractive environment for the business sector.	2.1.1.	Operate the Uralla Visitor Information Centre	Economic Development & Tourism	Director Corporate and Community		The Uralla VIC operates 363 days per year.
	2.1.2.	Operate the Uralla Caravan Park	Asset Management	Asset Manager		The Uralla Caravan Park contract has been renewed through a competitive RFQ process.  A Strategic business plan is being compiled to guide future development and operation of the facility.
	2.1.3.	Maintain camping sites (Bundarra Caravan Park, Emu Crossing, Yarrowyck Crossing, Uralla Fossicking Area)	Facilities and Open Space	Manager Civil Infrastructure		Camping sites are maintained to enable use by locals and visitors.
	2.1.4.	ADVOCACY: Lobby for the transition to renewable energy vehicles to occur without increasing the cost to ratepayers	Civic Leadership	Mayor/ General Manager		Council continues to advocate for EV charging stations in the Uralla Shire.
	2.1.5.	ADVOCACY: Lobby for opportunities and benefits from the NEREZ optimising the benefits to the community	Civic Leadership	Mayor/ General Manager		Discussions with renewable energy groups/developers is progressing as opportunities/matters arise.

ECONOMY: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
2.2. Grow & diversify employment through existing & new businesses	2.2.1.	Maintain business support resources on Council's website.	Economic Development & Tourism	Director Corporate and Community		
	2.2.2.	ADVOCACY: Lobby government to maintain and improve community housing and public transport service and infrastructure, and encourage business to provide a Taxi service	Civic Leadership	Mayor/ General Manager		Council consulted with Transport for NSW as part of the regional public transport review resulting in improved routes and timetables servicing Uralla from Armidale.
	2.2.3.	ADVOCACY: Lobby for government-funded infrastructure and services to keep pace with business and industry development in the region (education, transport, health)	Civic Leadership	Mayor/ General Manager		Significant discussions with Telco providers have been had on outage schedules. Local and Federal Members have been appraised of the situation and supported Council in its endeavours to reach a considered approach.
	2.2.4.	ADVOCACY: Lobby for government-funded telecommunications infrastructure and services	Civic Leadership	Mayor/ General Manager		
	2.2.5.	Provide a responsive development assessment and planning service.	Development and Planning	Manager Development and Planning		Planning and Development guidance and support is available from Council's website as well as through a pre DA meeting with the Manager Planning and Development.

ECONOMY: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
	2.2.6.	Review and update the Local Environmental Plan to provide desired land use zonings to encourage growth	Development and Planning	Manager Development and Planning		<p>Council continues to seek funding to compile a Housing Strategy. This work will inform the LEP review.</p> <p>Council continues to work with the Department of Planning in order to further existing Planning Proposals and investigate options for future Planning Proposals in order to encourage growth.</p>
	2.2.7.	Review and update the Local Strategic Planning Statement	Development and Planning	Manager Development and Planning		Not due for review
	2.2.8.	Review and update the Development Control Plan	Development and Planning	Manager Development and Planning		Future review of LEP following the finalisation of the Housing Strategy.
	2.2.9.	Encourage quality commercial, industrial and residential development	Development and Planning	Manager Development and Planning		Options for land use are currently being reviewed with positive involvement of community, businesses and developers.



ECONOMY: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
2.3. Communities that are well serviced with essential infrastructure	2.3.1	Upgrade/expand Council's road network (subject to grant funding)	Works and Civil	Manager Civil Infrastructure		Council continues to implement the Transport AMP and address, as required, transport routes related to REZ development.
	2.3.2	Maintain and renew Council's road network	Works and Civil	Manager Civil Infrastructure		
	2.3.3	Operate Uralla Water Treatment Plant	Water Cycle	Manager Waste, Water and Sewerage services		
	2.3.4	Operate Bundarra Water Treatment Plant	Water Cycle	Manager Waste, Water and Sewerage services		
	2.3.5	Operate Uralla Sewage Treatment Plant	Water Cycle	Manager Waste, Water and Sewerage services		
	2.3.6	Operate Bundarra Sewage Treatment Plant	Water Cycle	Manager Waste, Water and Sewerage services		
	2.3.7	Maintain parks, gardens, recreation facilities and open spaces	Facilities and Opens Space	Manager Civil Infrastructure		






ECONOMY: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
	2.3.8	Provide cemetery services	Facilities and Opens Space	Manager Civil Infrastructure		
	2.3.9	Review and analyse plant and equipment requirements to fit current and future needs	Infrastructure and Development	Director Infrastructure and Development		
	2.3.10	Maintain built and natural stormwater drainage	Civil Infrastructure	Manager Civil Infrastructure		Maintenance is being undertaken to prevent excessive siltation in the drainage system. Renewal works program is being investigated with reference to the Asset Management Plan to confirm priorities for capital works.
	2.3.11	Maintain and renew building infrastructure	Asset Management	Asset Manager		




3.3. Environment


STRATEGIC OBJECTIVE: We are good custodians of our environment.

ENVIRONMENT: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
3.1 To preserve, protect and renew our beautiful natural environment	3.1.1	Review and monitor vegetation and environmental protection measures for sensitive Council managed land	Environmental Management	Manager Environment & Waste		
	3.1.2	Prepare end-of-term state of the environment report (included in State of our Region end-of-term report)	Environmental Management	Manager Environment & Waste		Work will commence in June 2024 for presentation to the August Ordinary Meeting.
	3.1.3	Manage and control weeds in Council’s public reserves, open spaces, creek lands and public roads	Environmental Management	Manager Environment & Waste		
	3.1.4	Apply for grant funding to support environmental projects	Environmental Management	Manager Environment & Waste		

ENVIRONMENT: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
	3.1.5	Manage Crown Lands under Council care and control	Environmental Management	Manager Environment & Waste		Plans of Management for Crown Lands are being finalised.  Acting Manager Planning and Development has obtained the credentials to act as Council Native Title Officer which will facilitate the finalisation of the PoM.
	3.1.6	Administer Native Title Act and Biodiversity Conservation Act in relation to Council activities.	Environmental Management	Manager Environment & Waste		Acting Manager Planning and Development has obtained the credentials to act as Council Native Title Officer.
	3.1.7	Regulate and inspect Underground Petroleum Storage Systems (UPSSs) as per UPSS Regulation 2019	Environmental Management	Manager Environment & Waste		Proposed inspection schedule will commence July 2024.
	3.1.8	Promote community greening projects and involvement in environmental conservation efforts	Environmental Management	Manager Environment & Waste		Council continues to provide support and collaboration to community groups on areas of sensitivity. e.g Mt Mutton.
	3.1.9	Develop a street tree master plan for Uralla and Bundarra in consultation with the community	Environmental Management	Manager Environment & Waste		Tree Guidelines Management (Urban) Policy adopted by Council in February 2024. Rural Tree Management Policy and guidelines are now being developed.

ENVIRONMENT: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
	3.1.10	Develop a Climate Change Policy	Environmental Management	Manager Environment & Waste		
<b>3.2</b> Maintain a healthy balance between development and the environment	3.2.1	Provide education and information to assist in providing effective, regulatory, and compliance services for the community	Development and Planning	Manager Development and Planning		Council's ranger provides advice to residents and business owners on regulatory matters.
	3.2.2	Investigate opportunities to implement energy efficient technologies in council facilities, infrastructure and service delivery to reduce ecological footprint	Environmental Management	Manager Development and Planning		
	3.2.3	Promote Developer Contributions	Development and Planning	Manager Development and Planning		
<b>3.3.</b> Avoid, reduce, reuse (repair), and recycle (recover) wastage to minimise waste disposal	3.3.1.	Operate Uralla landfill and recycling centre	Waste Management	Manager Waste, Water and Sewerage Services		
	3.3.2.	Operate the Bundarra landfill until completion of life	Waste Management	Manager Waste, Water and Sewerage Services		Facility has now closed. Council operates a transfer station to service the Bundarra community.

ENVIRONMENT: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
	3.3.3.	PROJECT: Decommission the Bundarra landfill at completion of life	Waste Management	Manager Waste, Water and Sewerage Services		Council is currently completing capping of the site.  Ongoing maintenance will continue.
	3.3.4.	Operate the Kingstown waste transfer service	Waste Management	Manager Waste, Water and Sewerage Services		
	3.3.5.	Support anti-littering campaign and promote recycling	Waste Management	Manager Waste, Water and Sewerage Services		Council continues to collaborate with New England Waste Management to support regional and local programs.
	3.3.6.	Provide kerbside waste collection services	Waste Management	Manager Waste, Water and Sewerage Services		
	3.3.7.	Establish and operate the Bundarra waste transfer service	Waste Management	Manager Waste, Water and Sewerage Services		
	3.3.8.	Investigate opportunities for waste disposal from developers	Waste Management	Manager Waste, Water and Sewerage Services		

ENVIRONMENT: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
3.4. Secure, sustainable and environmentally sound water-cycle infrastructure and services	3.4.1.	Provide water cycle infrastructure services and encourage efficient water use practice	Water Cycle	Manager Waste, Water and Sewerage Services		

















### 3.4: Our Leadership








**STRATEGIC OBJECTIVE: We are an independent Shire and well-governed community.**





LEADERSHIP: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
4.1 Informed and inspired leadership in our community	4.1.1.	Deliver integrated strategic planning and reporting requirements	Civic Leadership	Mayor/General Manager		The Operational Plan and Delivery Program provide details of activities and initiatives that support the Community Strategic Plan.
	4.1.2.	Local Government Elections	Civic Leadership	Mayor/General Manager		Preparation for the 2024 Local Government election will commence in May 2024.
	4.1.3.	Collaborate with the New England Joint Organisation to achieve outcomes for the community of interest	Civic Leadership	Mayor/General Manager		
	4.1.4.	Collaborate with the New England Weeds Authority to manage declared noxious weeds	Civic Leadership	Mayor/General Manager		Council is represented at NEWA by a Councillor delegate who attends all Board meetings.
	4.1.5.	ADVOCACY: Advocate for the interests of the community through the NSW Country Mayors Association	Civic Leadership	Mayor/General Manager		
	4.1.6.	ADVOCACY: Advocate for the interests of the community through the LGNSW Association	Civic Leadership	Mayor/General Manager		Council continues to liaise with LGNSW on matters needing clarification.




LEADERSHIP: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
	4.1.7.	Engage and collaborate with groups, businesses and potential developers	Civic Leadership	Mayor/General Manager		
<b>4.2</b> A strategic, accountable and representative Council	4.2.1.	Local Government Integrated Planning and reporting documents prepared	Civic Leadership	General Manager		Reporting process is underway working towards target date of October 2024.
	4.2.2.	Annual operational plan, budget and resourcing strategy prepared	Organisational Leadership	General Manager		The Operational Plan 2024-2025 will be presented to Council in the first half of 2024.
	4.2.3.	Prepare annual reports	Governance	Manager Governance		Information is being gathered each quarter to support the compilation of the Annual report for 2023-2024.
	4.2.4.	Develop and adopt annual reports	Civic Leadership	Mayor/ General Manager		Information is being gathered per quarter to support set up of Annual report for 2023-2024.
	4.2.5.	Prepare State of our Shire (end-of-term report)	Governance	Manager Governance		Work on the end of term report 2024 will commence in July 2024.
	4.2.6.	Adopt State of our Shire (end-of-term report)	Civic Leadership	Mayor/General Manager		The end of term report will be presented to the August 2024 ordinary meeting.

LEADERSHIP: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
	4.2.7.	Provide leadership and allocate resources to enable efficient operations in order to deliver the USC mission	Organisational Leadership	General Manager		
	4.2.8.	Provide an operational, risk managed, governance framework to support the achievement of Council's strategic objectives and legislative compliance.	Governance & Risk	Manager Governance		Insurance Renewal has been commenced - March 2024.
	4.2.9.	Undertake community engagement to inform Council decision making.	Organisational Leadership	General Manager		
<b>4.3</b> An efficient and effective independent local government	4.3.1.	Operate in a financially compliant manner.	Financial Management	Manager Finance		2nd Quarter Budget Review has been completed on time.
	4.3.2.	Review Council's performance against the Long Term Financial Plan	Financial Management	Manager Finance		Further work on the development of the LTFP will commence in April 2024.
	4.3.3.	Effectively own and operate depots, workshop, plant and equipment to undertake asset management and related services	Infrastructure and Development	Team Leader Stores Fleet and Workshop		
	4.3.4.	Adopt the Asset Management Strategy, Policy and Plans	Civic Leadership	Mayor/General Manager		Further refinement of the AMP's and policies is an ongoing exercise.

LEADERSHIP: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
	4.3.5.	Endorse the Workforce Management Strategy	Civic Leadership	Mayor/General Manager		The workforce management strategy was adopted by Council in 2022 and will be reviewed after the 2024 Local Government elections.
	4.3.6.	Implement the Workforce Management Strategy	Civic Leadership	Mayor/General Manager		
	4.3.7.	Adopt the Delivery Plan	Civic Leadership	Mayor/General Manager		The 2022-2026 Delivery program was adopted in 2022.
	4.3.8.	Prepare the Community Strategic Plan	Organisational Leadership	General Manager		The 2022-2031 CSP was adopted in 2022.
	4.3.9.	Review, update and maintain asset management plans and registers.	Asset Management	Asset Manager		AMP's are continually refined in accordance with the Asset Management improvement plan.
	4.3.10.	Facilitate the community's access to Council services.	Customer Service	Manager Human Resources		This is business as usual. The customer service team are always on hand to serve the public.
	4.3.11.	Deliver an effective IT platform and support the organisation to be current, innovative and efficient	Information Technology	IT Coordinator		The IT improvement project will be finalised in 2024. The new platform will ensure that Council remains up to date with operating systems and support software.

LEADERSHIP: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
	4.3.12.	Optimise information technology to support efficient service delivery	Information Technology	IT Coordinator		The IT improvement project will be finalised in 2024. The new platform will ensure that Council remains up to date with operating systems and support software.
	4.3.13.	Provide human resource services that support a high performing team culture that can deliver the USC mission	Human Resources	Manager Human Resources		Strong probity screening is conducted. Recruitment practices adhere to the Act, legislation and Award.
	4.3.14.	Provide record management services that meet Council's record keeping obligations.	Records and Information	Manager Governance		This is business as usual. A change from Civica to Altitude is programmed for August 2024 which will improve records management. Staff training is ongoing.
	4.3.15	Integrate asset data with resource planning systems, data modelling, capital expenditure, Asset Management Plans preparation and financial management	Asset Management	Asset Manager		Systems for Asset Management is currently being sourced.

LEADERSHIP: STRATEGY	CODE	ACTIVITY	SERVICE AREA	LEAD MANAGER	STATUS	COMMENTS
	4.3.16	Optimise grant funding to deliver Council's operations	Financial Management	Director Corporate and Community		A dedicated Grant Officer now oversees the Council Grant application process including proactive identification of grant opportunities.

## 14.5 Loans as at 31 March 2024

<b>Department:</b>	<b>Corporate &amp; Community</b>
<b>Prepared By:</b>	<b>Senior Finance Officer</b>
<b>Authorised By:</b>	<b>Interim Director Corporate &amp; Community</b>
<b>Goal:</b>	4. We are an independent shire and well-governed community
<b>Strategy:</b>	4.2. A strategic, accountable and representative Council

**SUMMARY**

The purpose of this report is to provide Council with a reconciliation of borrowings as at the end of the reporting month.

**RECOMMENDATION**

That Council notes the loan position as of 31 March 2024 totalling \$1,363,016

**REPORT**

This report is provided to inform Council of the reconciliation of borrowings on a monthly basis.

**Uralla Shire Council  
Loans at 31 March, 2024**

Uralla Shire Council			
Loans at 31 March, 2024			
<b>Loans:</b>			
<b>Loan no.</b>	<b>Purpose</b>		<b>Balance</b>
165	MGH Property		\$19,520
187	Undergrounding Power and Main Street Upgrade		\$36,514
188	Paving and Power Undergrounding		\$11,684
189	Bridge Construction		\$135,288
190	Bridge construction & industrial land development		\$1,160,010
<b>Total</b>			<b>\$1,363,016</b>

**CONCLUSION**

I, Mustaq Ahammed, Manager Finance & IT hereby certify that the above borrowings have been made in accordance with the requirements of the *Local Government Act 1993 (the Act) (Chapter 15, Part 12 – sections 621 to 624) and the Local Government (General) Regulation 2021 (the Regulation) (Section 230)*.

**14.6 Investments at 31 March 2024**

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<b>Department:</b>	<b>Corporate &amp; Community</b>
<b>Prepared By:</b>	<b>Senior Finance Officer</b>
<b>Authorised By:</b>	<b>Interim Director Corporate &amp; Community</b>
<b>Goal:</b>	4. We are an independent shire and well-governed community
<b>Strategy:</b>	4.2. A strategic, accountable and representative Council

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**SUMMARY**

Attached is a summary of bank accounts, term deposits, cash management accounts and investments in structured credit instruments. The investments have been made in accordance with the Act, the Regulation 2021 and Council's Investment Policy 2019.

The majority of Council's cash is externally restricted and not available for day-to-day operational expenditure. As per audited financial statements for the year ending 30 June 2023, the amount of unrestricted cash reported in the financial statements is \$799,000. The Council routinely updates its restriction status at the end of each quarter, and the updated restriction status is provided with the quarterly budget review statements. The latest report indicates an unrestricted cash amount of \$986,283. However, it is important to note that several restrictions are updated annually. Therefore, the quarterly updates only provide an estimate until the annual recalculations are completed and audited by the statutory auditors.

**RECOMMENDATION**

**That Council notes the cash position as of 31 March 2024 consisting of cash and overnight funds of \$2,761,549 and term deposits of \$22,554,340 totalling \$25,315,889 of convertible funds, including restricted funds.**

**REPORT**

Current term deposits of \$22,554,340 spread over the next twelve months will receive a range of interest from 4.75% to 5.49% with an average rate of 5.19%. Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as of 31 March 2024.

**Key Issues**

The current official cash rate as determined by the Reserve Bank of Australia (RBA) is 4.35% as at the date of this report. The timing of potential interest rate change will be guided by the incoming data and the Board's assessment of the outlook for inflation and the labour market. The change in interest rates has resulted in higher investment returns this year.


**Restricted and Unrestricted Cash, Cash Equivalents and Investments**

Of the amount of cash disclosed in this report, not all the cash is available for unrestricted use by Council. The majority of the cash has been set aside to meet external restrictions, being those funds that have been provided for specific purposes such as developer contributions, government grants, loans, water supplies, sewer services and Aged Care Bonds. Additionally, a portion of the cash has been set aside to cover future commitments that Council has made relating to asset renewals, remediation works or leave provisions. As per the Department of Health's prudential guidelines, the council is advised to disclose the amount of McMaugh Garden's bond liability in the investment report.

The McMaugh Garden's bond liability status as of 31 March 2024 is as follows:

Opening Balance	Bond Addition	Bond Release	Closing Balance
3,325,000	1,450,000	850,000	3,925,000

The schedule of cash at bank and investment is listed below:

	Uralla Shire Council			
	Investments at 31 March, 2024			
	Cash at Bank – Operating Accounts:			
	Institution	Account	Bank Statement	
	National Australia Bank	Main Account	\$144,525	
	National Australia Bank	Trust Account	\$31,296	
	Regional Australia Bank	USC	\$26,879	
	Total		\$202,700	
	Business Investment (Cash Management) Account			
	Institution	Interest rate	Balance	
	Professional Funds	0.15% above RBA cash rate	\$2,558,849	
	Total		\$2,761,549	
Term Deposits:				
Institution	Term	Interest rate	Maturity 	Balance
Regional Australia Bank	5 months	5.05%	28/08/2024	1,000,000
Bank of Queensland	12 months	4.75%	17/04/2024	500,000
National Australia Bank	9 months	5.40%	22/04/2024	304,340
Bank of Queensland	11 months	4.95%	01/05/2024	500,000
Westpac Banking Corporation	12 months	4.76%	16/05/2024	1,000,000
National Australia Bank	12 months	4.90%	22/05/2024	1,000,000
National Australia Bank	9 months	5.20%	25/06/2024	500,000
Commonwealth Bank	10 months	4.96%	07/07/2024	1,000,000
National Australia Bank	12 months	5.40%	16/07/2024	500,000
Suncorp	12 months	5.40%	24/07/2024	500,000
Suncorp	12 months	5.21%	20/08/2024	1,000,000
Regional Australia Bank	12 Months	5.23%	21/08/2024	800,000
Westpac Banking Corporation	12 months	5.12%	29/08/2024	800,000
Westpac Banking Corporation	11 months	5.37%	30/09/2024	700,000
National Australia Bank	7 months	5.00%	03/10/2024	500,000
National Australia Bank	11 months	5.34%	08/10/2024	700,000
Regional Australia Bank	12 months	5.20%	13/10/2024	700,000
Westpac Banking Corporation	12 months	5.49%	14/11/2024	1,500,000
Westpac Banking Corporation	12 months	5.34%	04/12/2024	1,000,000
Westpac Banking Corporation	12 months	5.34%	04/12/2024	1,000,000
Bank of Queensland	12 months	5.40%	04/12/2024	500,000
Regional Australia Bank	12 months	5.40%	05/12/2024	800,000
Regional Australia Bank	12 months	5.40%	05/12/2024	750,000
Suncorp	12 months	5.22%	13/12/2024	1,000,000
Suncorp	12 months	5.22%	13/12/2024	500,000
Suncorp	10 months	5.05%	13/01/2025	1,000,000
National Australia Bank	12 months	5.15%	29/01/2025	1,000,000
Suncorp	12 months	5.10%	07/02/2025	500,000
National Australia Bank	12 months	5.15%	11/02/2025	1,000,000
Total				22,554,340



**CONCLUSION**

In accordance with Regulation 212 of the Local Government (General) Regulation 2021, the above report is prepared about monies not currently required for use by Council and invested in forms of investment approved by Order of the Minister.

**14.7 Monthly Finance Report for March 2024**

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<b>Department:</b>	<b>Corporate &amp; Community</b>
<b>Prepared By:</b>	<b>Manager Finance &amp; IT</b>
<b>Authorised By:</b>	<b>Interim Director Corporate &amp; Community</b>
<b>Reference:</b>	UINT/24/5040

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<b>Attachments:</b>	1. Monthly Financial Report March 2024 <a href="#">↓</a> 
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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

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**SUMMARY**

The purpose of this report is to provide an overview of the Council's financial performance up to the reporting date, along with analytical comments on significant variances with the budget.

**RECOMMENDATION**

**That Council receives the attached Monthly Finance Report for March 2024.**

**REPORT**

This report provides for the information of Councillors the Income Statement and CAPEX Summary, including a breakdown by fund, for the month ending 31 March 2024.

**URALLA SHIRE COUNCIL**  
**INCOME STATEMENT & CAPEX SUMMARY**  
**Financial Statements for the month ending March 2024**

	Amt in '000		
	Actuals to	Proportionate	Budget for
	March	Budget	the Year
<b>Income from continuing operations</b>			
Rates and annual charges	8,015	7,941	7,946
User charges and fees (1)	3,334	4,366	6,131
Other revenues	600	555	740
Grants and contributions provided for operating purposes	8,451	9,557	12,743
Interest and investment income (2)	964	708	944
<b>Total income from operational activities</b>	<b>21,364</b>	<b>23,128</b>	<b>28,505</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	8,885	8,894	11,858
Materials and services	5,038	5,286	7,048
Borrowing costs (3)	64	34	45
Councillor and Mayoral fees and associated expenses	99	113	150
Audit fees	37	107	143
Other expenses	202	427	596
Net loss/(gain) from the disposal of assets	-21	0	0
<b>Total expenses from continuing operations</b>	<b>14,304</b>	<b>14,860</b>	<b>19,840</b>
<b>Operating result prior to consideration of capital grants and depreciation</b>	<b>7,060</b>	<b>8,268</b>	<b>8,664</b>
Less: Depreciation, amortisation and impairment	4,489	4,775	6,367
<b>Operating result after depreciation</b>	<b>2,571</b>	<b>3,492</b>	<b>2,297</b>
Add: Grants and contributions provided for capital purposes (4)	1,145	1,490	5,753
<b>Overall result with capital grants</b>	<b>3,717</b>	<b>4,982</b>	<b>8,050</b>
<b>Capital Expenditures (5)</b>			
Employee benefits and on-costs	639	1,336	1,781
Materials and services	3,785	6,953	9,287
<b>Total Capex</b>	<b>4,424</b>	<b>8,289</b>	<b>11,068</b>

**URALLA SHIRE COUNCIL**  
**INCOME STATEMENT AND CAPEX BY FUND**  
**Financial Statements for the month ending March 2024**

	General Fund		McMaugh Gardens		Water Fund		Sewer Fund	
	Actuals to March	Proportionate Budget	Actuals to March	Proportionate Budget	Actuals to March	Proportionate Budget	Actuals to March	Proportionate Budget
Income from continuing operations								
Rates and annual charges	6,342	6,328	-	-	643	636	1,031	976
User charges and fees	1,914	3,027	884	834	501	466	35	39
Other revenues	599	530	0	25	0	-	-	-
Grants and contributions provided for operating purposes	5,518	7,028	2,934	2,327	-	203	-	-
Interest and investment income	935	473	-	101	18	104	10	29
<b>Total income from operational activities</b>	<b>15,308</b>	<b>17,387</b>	<b>3,818</b>	<b>3,288</b>	<b>1,162</b>	<b>1,409</b>	<b>1,075</b>	<b>1,045</b>
Expenses from continuing operations								
Employee benefits and on-costs	6,124	6,120	2,347	2,234	245	309	169	230
Materials and services	3,273	3,396	916	809	527	689	322	392
Borrowing costs	62	30	2	3	-	-	-	-
Councillor and Mayoral fees and associated expenses	99	113	-	-	-	-	-	-
Audit fees	37	107	-	-	-	-	-	-
Other expenses	202	427	-	-	-	-	-	-
Net loss/(gain) from the disposal of assets	-	21	-	-	-	-	-	-
<b>Total expenses from continuing operations</b>	<b>9,776</b>	<b>10,194</b>	<b>3,265</b>	<b>3,047</b>	<b>772</b>	<b>998</b>	<b>491</b>	<b>621</b>
<b>Operating result prior to consideration of capital grants and depreciation</b>	<b>5,533</b>	<b>7,193</b>	<b>553</b>	<b>241</b>	<b>390</b>	<b>411</b>	<b>584</b>	<b>423</b>
Less: Depreciation, amortisation and impairment	3,519	3,915	161	174	464	375	345	311
<b>Operating result after depreciation</b>	<b>2,014</b>	<b>3,278</b>	<b>391</b>	<b>67</b>	<b>-</b>	<b>36</b>	<b>239</b>	<b>112</b>
Add: Grants and contributions provided for capital purposes	1,077	1,355	-	-	68	135	-	-
<b>Overall result with capital grants</b>	<b>3,091</b>	<b>4,633</b>	<b>391</b>	<b>67</b>	<b>-</b>	<b>171</b>	<b>239</b>	<b>112</b>
<b>Capital Expenditures</b>	<b>General Fund</b>		<b>McMaugh Gardens</b>		<b>Water Fund</b>		<b>Sewer Fund</b>	
	Actuals to March	Proportionate Budget	Actuals to March	Proportionate Budget	Actuals to March	Proportionate Budget	Actuals to March	Proportionate Budget
Employee benefits and on-costs	625	1,317	-	-	13	16	1	4
Materials and services	3,709	5,964	24	135	53	534	-	321
<b>Total Capex</b>	<b>4,334</b>	<b>7,280</b>	<b>24</b>	<b>135</b>	<b>65</b>	<b>550</b>	<b>1</b>	<b>324</b>

**Uralla Shire Council**

## Commentary to the Monthly Financial Report

For the month ending March 2024

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## 1. User fees and charges

Overall revenue from user fees and charges are almost at par. There are however a small number of line items where it has become apparent that the revenue target was overly ambitious and will not be met. At this stage the rationale applied to setting the higher targets is not known. For these line items a revised revenue target will be included in the next budget review.

Significant recorded variances include:

- Revenue from “*other waste management services*” is behind \$66k from the budget due to scrap metal stockpiling awaiting the most effective time for sale. It appears that the current revenue target was premised on a single sale in the 2022/2023 FY. This was a one-off transaction representing the sale of a multi-year stock pile. Against this background the revenue target will be amended downwards at the next QBRs.
  - User fees and charges collected by Tablelands Community Support (TCS) will remain below the budget until the accounting standard journal is finalised at year-end. Through the journal, income will be transferred from reserves to reflect the services provided to clients. Currently, TCS has \$2.2 million in restrictions.
  - The Caravan Park revenue target of \$157K is an ambitious target and will not be met. Under the stewardship of the new manager, however, current revenue exceeds historical trends (revenue to March 2024 matches the historical annual revenue.) On current projection it is expected that the Caravan Park will generate approx. \$130K for the 2023/2024FY. This equates to a 27% increase on 2022/2023. A revised target will be included through QBRs3 process.
  - Total swimming pool revenue for the 2023/2024 swimming season increased by 15% on 2022/2023 revenue. Whilst revenue increased it did not achieve the ambitious 49% increase over actual revenue for 2022/23. With the pool season now closed the target will not be met and an adjustment will be made through QBRs.
2. Interest and investment income from term deposits are received into the general fund account throughout the year and will be allocated to the specific funds at the year-end. Therefore, the general fund will report a higher value of interest income during the year, while other funds will show lower values until the final allocation is made at the year end. Moreover, depending on the RBA’s decision, we may need to make another revision in QBRs3.
3. The borrowing cost has increased due to change in the interest rate on the Bridge Construction and Industrial Loan. This increase will be addressed through QBRs3.
4. Although we started implementing the AASB15 for revenue from grant funded capital projects to improve the alignment of monthly financial report with the annual financial statements, full

alignment not yet been achieved. The final alignment will be reflected at the end of financial year when we do a detailed reconciliation for the auditors.

5. The progress in implementing capital projects remains slow compared to the budget. The summary below provides an overview of the progress of capital projects made in a month.

<b>Expense Type</b>	<b>Actuals to March</b>	<b>Actuals to February</b>	<b>Progress in March</b>	<b>Proportionate Budget</b>	<b>Budget for the Yr</b>
Employee benefits and on-costs	639	566	73	1,336	1,781
Materials and services	3,785	3,440	345	6,953	9,287
<b>Total</b>	<b>4,424</b>	<b>4,006</b>	<b>418</b>	<b>8,289</b>	<b>11,068</b>

There are a number of factors driving current CAPEX budget performance:

1. The Capital delivery program was projected to increase by 37%. It is unclear at this stage what rationale was applied to arrive at this significant increase given that historically the Council's delivery capacity has consistently been around \$8 million.
2. Program delivery for 2023/2024 is under the historical rate of delivery due to lengthy vacancies at both manager/supervisor and operator level during the period.
3. Officers have identified misallocations of staff and plant costs to capital projects via incorrect time sheeting and recording. This has resulted in an under-allocation of staff and plant to Capital.  
Officers are currently reviewing the allocations and will make a bulk reallocation of those costs to the current Capital Expenditure figures.
4. Against this background the capital expenditure target will not be achieved. An adjustment will be made in the QBR3 however at this stage the amended target is likely to be \$6 Million.

**14.8 Register Resolutions Actions Status as at 17 April 2024**

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**Department:** General Manager's Office**Prepared By:** Executive Assistant**Authorised By:** General Manager**Reference:** UINT/24/5894

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**Attachments:** 1. Register Resolutions Action Status Report April 2024 [↓](#) 

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK****Goal:** 4. We are an independent shire and well-governed community**Strategy:** 4.1. Informed and collaborative leadership in our community

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**SUMMARY**

The purpose of this report is to provide Council with the Resolution Action Status updates.

**RECOMMENDATION**

**That Council notes the Resolution Actions Status Report as at 17 April 2024.**

**REPORT**

Following every council meeting, the resolutions of Council which require action are compiled. This document is referred to as the Resolutions Action Status Report.

The purpose of the Resolutions Action Status Report is to enable Council to monitor progress of resolutions until they are actioned.

Once resolutions have been completed they are removed automatically from the report.

**CONCLUSION**

The Resolutions Action Status Report is presented to Council at each Ordinary Meeting.

REGISTER RESOLUTIONS ACTIONS REPORT					Printed: 17 April 2024 2:38 PM
MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS	
Council 23/11/2015	14.1	Bergen Road Land Acquisition and Exchange for Road Works	<b>RESOLUTION 01.11/15</b>  <b>Moved: Cr K Ward</b> <b>Seconded: Cr L Cooper</b>  <b>That the Council approve for the exchange of land associated with the reconstruction of Bergen Road and authorise the General Manager to complete all documentation.</b>  <b>Unanimous</b>	<b>18 Jul 2023</b>  Transferred from old system., Notice of road closure gazetted. Plan of subdivision - in progress as at Dec 2015, Solicitor contact numerous time for update - awaiting update.  <b>06 Sep 2023</b>  Publication of Government Gazette in Feb 2023. Solicitor following up with Surveyor for signatures, will then proceed to Deed for sign off.  <b>11 Sep 2023</b>  Solicitor has made contact with Surveyor - Deed of Settlement expected to progress end of September 2023 if planned meeting goes to plan.  <b>18 Oct 2023</b>  Contact has been made with the Solicitor - awaiting update.  <b>13 Dec 2023</b>  A face to face meeting in January 2024 has been requested with APJ from the GM to review what the hold up continues to be in closing this matter.  <b>16 Jan 2024</b>  Meeting held with solicitors resulting in , - finalising of the land registration requires signatures - GM following up on Walcha Council to support progress;; - Surveyor can then prepare for Council's signature for registration with Land Registry Services  <b>21 Feb 2024</b>  Solicitor is now to update the Plans in preparation for execution by USC and by owner, Once the documents are executed solicitor can lodge them with the LRS for registration and thereafter proceed with the dedication of public road to the public.	



## REGISTER RESOLUTIONS ACTIONS REPORT

Printed: 17 April 2024 2:38 PM

MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 22/03/2022	15.12c	15.12 PROPOSED CHANGES TO REVENUE POLICY FOR SEWER AND TRADE WASTE CHARGE	<p><b>RESOLUTION 24.03/22-3</b></p> <p><b>Moved:</b> Deputy Mayor Robert Crouch</p> <p><b>Seconded:</b> Cr Leanne Doran</p> <p>3) Advise potentially effected businesses and individuals of council's intent and the need under the NSW Governments Guidelines to apply for permission to discharge trade waste to the Council sewerage system.</p> <p>4) Advise businesses or individuals of the standard discharge factor, from the Department of Water that council intends to apply to their business and provide them with an opportunity to apply options to ameliorate trade waste, and justify an alternate discharge factor</p> <p>5) Following consideration of the applications and requests to modify, council apply these changes retrospectively to the Water and Sewerage Charges Notices issued in December 2021 and reissue those notices.</p> <p>6) Develop a Trade Waste Policy based on the Model Policy for Discharge of Trade Waste to the Sewerage System.</p> <p><b>For:</b> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p><b>Against:</b> Nil</p> <p><b>CARRIED 9/0</b></p>	<p><b>10 Aug 2023</b></p> <p>18/7/2023 Work ongoing on identification of relevant discharge factors is still ongoing, delayed due to resourcing constraints. Officers are currently finalising the work to ensure that the notification requirements can be complied with prior to the charges being imposed including checking the types of businesses and applicable discharge factors. It is anticipated letters will be issued to businesses in the next 2 months after which the program can be implemented.</p> <p><b>10 Aug 2023</b></p> <p>Point 6 - Draft Policy prepared by Staff. Staff have reviewed Rates &amp; Water Charge items to build final report 16/6/2023</p> <p><b>10 Aug 2023</b></p> <p>Modified discharge factors applied following review of business types against NSW Trade Waste Guidelines (Item 5) and these applied on Water &amp; Sewer rate notices.</p> <p><b>18 Oct 2023</b></p> <p>Discharge factors sorted for the handful of outstanding non-residential premises. New trade waste policy needs further drafting work.</p> <p><b>21 Feb 2024</b></p> <p>Trade Waste will be addressed in the Councillor Budget Workshops</p> <p><b>20 Mar 2024</b></p> <p>Draft Trade Waste Policy reported to 23 April 2024 OM. This action is therefore completed.</p>

## REGISTER RESOLUTIONS ACTIONS REPORT

Printed: 17 April 2024 2:38 PM

MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 25/07/2023	15.1	Waste trucks and options for kerbside waste collection	<p><b>RESOLUTION 19.07/23</b></p> <p><b>Moved:</b> Cr Tom O'Connor <b>Seconded:</b> Cr Sarah Burrows</p> <p><b>That Council,</b></p> <ul style="list-style-type: none"> <li>i. Award a contract to Superior Pak for up to \$500,000 for the purchase of one waste collection truck; and</li> <li>ii. Authorises the General Manager to initiate a loan for up to \$500,000 to fund the purchase of one truck for in-house waste collection from the preferred bidder; and</li> <li>iii. Continues outsourcing kerbside waste collection services through a private contractor until the arrival of the new waste truck; and</li> <li>iv. Further considers this matter when the long term waste strategy and a Master Plan for Uralla Landfill is ready.</li> </ul> <p><b>For:</b> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Tom O'Connor and Tara Toomey</p> <p><b>Against:</b> Crs Bruce McMullen and Lone Petrov</p> <p><b>CARRIED 7/2</b></p>	<p><b>07 Aug 2023</b></p> <p>Purchase order of \$496,761.10 has been submitted for a new side loader waste truck, Superior Pak planning to visit Council for a meeting to confirm the technical specs.</p> <p><b>14 Sep 2023</b></p> <p>Meeting has been schedule for Thursday 21/9/2023 to discuss the specs with the supplier.</p> <p><b>16 Oct 2023</b></p> <p>AMEW advised Truck has been ordered, arrival expected March 2024.</p> <p><b>11 Dec 2023</b></p> <p>Further to the initial advise of receiving the Truck in March 2024, I have been advised by the Asset manager that the Truck will arrive in April 2024.</p> <p><b>20 Mar 2024</b></p> <p>The contractor has advised that the truck will not be available for delivery until June 2024. Accordingly the existing contracted services will continue until receipt. Consultant is aiming mid-late March submission of first draft for:, 1. The Uralla Landfill Masterplan, 2. The Residual Waste Options Assessment, The draft strategy will be reported to Council - expected April 2024.</p> <p><b>20 Mar 2024</b></p> <p>RFT for interim waste/recycling pickup services has been issued to the market and is still open. – No further update 17/4/2024 MR</p>

## REGISTER RESOLUTIONS ACTIONS REPORT

Printed: 17 April 2024 2:38 PM

MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 19/12/2023	14.5	Rationalisation of Waste Services Areas	<p><b>RESOLUTION 11.12/23</b></p> <p><b>Moved:</b> Cr Leanne Doran <b>Seconded:</b> Cr Tara Toomey</p> <p><b>That Council:</b></p> <p>1) Endorses the proposed waste service areas for consultation with community effective from 1<sup>st</sup> July 2024 for Bundarra, Invergowrie, Uralla, and Kentucky as follows:</p> <p>☐ Bundarra – All existing routes (as per Attachment 1) plus an additional route comprising the Bundarra stretch of the Thunderbolts Way.</p> <p>☐ Invergowrie - All existing routes (as per Attachment 2) plus the additional routes comprising the Bundarra Road (the USC section of Bundarra Road and Thunderbolts Way); the remaining part of Thunderbolts Way; the entire Hawthorn Drive; and the entire Rocky River Road.</p> <p>☐ Uralla - All existing routes (as per Attachment 3) plus the additional routes comprising of Rifle Range Road; Flat Rock Road; Castle Drive; and the entirety of Kliendienst Road.</p> <p>☐ Kentucky - All existing routes as per Attachment 4 with no further changes.</p> <p>2) Undertakes a comprehensive community engagement program in early 2024 to ensure residents are fully informed prior to the implementation date.</p> <p>3) Supplies all future red lid waste bins to new customers directly to ensure and control the quality and uniformity of kerbside collection bins, and to existing customers as damaged or failed bins are identified by staff, with the cost to be incorporated into the waste service charge.</p> <p>4) Receives a further report on completion of community</p>	<p><b>27 Feb 2024</b></p> <p>1. All landholders/ratepayers in the new service areas have been identified., 2. Properties with residential facilities or structures to be identified from farm lands, 3. Rate payers who are located in existing service areas but opted out of the service have been identified and will be contacted., 4. Yet to finalise the communication strategy to use to maximize gains., 4. Letters to be sent to affected residents and 2 community meetings to be held (one in Uralla at the Council Chambers and the other at Bundarra in the Town Hall).</p> <p><b>20 Mar 2024</b></p> <p>Community engagement plan under development. To be progressed April-May.</p> <p><b>14 Apr 2024</b></p> <p>Community consultation efforts to be conducted through May and into June.</p>

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**CARRIED 9/0**

## REGISTER RESOLUTIONS ACTIONS REPORT

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MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 27/02/2024	14.6	Urgent Minor Works Requirements	<p><b>RESOLUTION 17.02/24</b></p> <p><b>Moved:</b> Cr Tom O'Connor <b>Seconded:</b> Cr Tim Bower</p> <p><b>That Council:</b></p> <ol style="list-style-type: none"> <li>Endorses the intention to install replacement perimeter stock fencing to renew the failed existing perimeter fencing at Council's Uralla Sewer Treatment at an estimated cost of \$8,000 drawn from unexpended Sewer Capital Renewal funds which are available within the current budget.</li> <li>Endorses the intention to install approximately 50m of stormwater pipe in order to underground the existing flows of stormwater through the private property at 72 Hill Street, at an estimated cost of \$10,000 drawn from unexpended Stormwater Capital Renewal funds which are available within the current budget.</li> <li>Notes that future investigation of stormwater impacts on two further properties downstream of 72 Hill Street will be undertaken and further stormwater undergrounding may be recommended to Council during the budget setting processes for the Financial Year 2024/2025.</li> </ol> <p><b>For:</b> Crs Robert Bell, Tim Bower, Sarah Burrows, Leanne Doran, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p><b>Against:</b> Nil</p> <p><b>Absent:</b> Crs Robert Crouch and Bruce McMullen</p> <p><b>CARRIED 7/0</b></p>	<p><b>20 Mar 2024</b></p> <p>Items 1 &amp; 2 . Work instructions issued for both actions and now underway. Closed, Item 3 . Referred to budget process</p> <p><b>17 Apr 2024</b></p> <p>Expected delivery now planned for May/June 24</p>

REGISTER RESOLUTIONS ACTIONS REPORT					Printed: 17 April 2024 2:38 PM
MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS	
Council 27/02/2024	14.13	Grace Munro Aged Care Centre - leasing matters	<p><b>RESOLUTION 25.02/24</b></p> <p>Moved: Deputy Mayor Robert Crouch Seconded: Cr Sarah Burrows</p> <ol style="list-style-type: none"> <li>1. That Council provides written consent to Grace Munro Aged Care Centre limited for the grant of a sub-lease of part lot 24 in DP753646 to Transport for New South Wales for the purposes of providing access for the Lone Pine Walkway Replacement Project.</li> <li>2. That Council provides a letter of support to Grace Munro Aged Care Centre limited for a grant of \$460,000 for the proposed extension of the facility on the condition that Grace Munro Aged Care Centre limited will be responsible for the future maintenance and renewal costs of the extension and will indemnify Council for any damage to the existing building arising from construction work associated with the extension.</li> <li>3. That a report be brought back to the May 2024 Ordinary meeting on proposed terms and conditions of a long term lease of the facility to Grace Munro Aged Care Centre limited</li> </ol> <p><u>For:</u> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p><u>Against:</u> Nil</p> <p>CARRIED 9/0</p>	<p><b>16 Apr 2024</b></p> <p>Items 1 &amp; 2 . Completed, Item 3. In progress.</p>	

REGISTER RESOLUTIONS ACTIONS REPORT

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MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 27/02/2024	14.12	Proposed Licence of the RSL Memorial Hall to Uralla Neighbourhood Centre.	<p><b>RESOLUTION 05.02/24</b></p> <p><b>Moved:</b> Cr Tom O'Connor</p> <p><b>Seconded:</b> Cr Leanne Doran</p> <p>1. That Council licenses the occupation of part Lot 67 in DP881705 being the RSL Memorial Hall to the Uralla Neighbourhood Centre Incorporated for a period of 2 years for the purposes of managing the facility and delivering community support services to residents and families in the Uralla Shire area; and</p> <p>2. The General Manager executes the licence under delegated authority.</p> <p><u>For:</u> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p><u>Against:</u> Nil</p> <p>CARRIED 9/0</p>	<p><b>20 Mar 2024</b></p> <p>Director Infrastructure &amp; Development advised a document is being worked on.</p>

## REGISTER RESOLUTIONS ACTIONS REPORT

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MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 27/02/2024	14.5	Tree Management Guidelines	<p><b>RESOLUTION 14.02/24</b></p> <p><b>Moved:</b> Cr Sarah Burrows <b>Seconded:</b> Cr Leanne Doran</p> <p><b>That Council</b></p> <ol style="list-style-type: none"> <li><b>1. Notes the submissions received.</b></li> <li><b>2. Notes the staff responses and amendments to the guidelines related to the submissions: and,</b></li> <li><b>3. Adopts the amended Guidelines for Tree Management with the following amendment:</b> <p><i>Council is responsible for the pruning of all trees on the streets, and residents are not generally permitted to prune street trees. If you believe a street tree needs pruning, please contact Council's Customer Service team to request staff to check the tree and take appropriate action. In cases where residents have typically maintained these trees, they should seek permission from Council before continuing to do so"; and</i></p> </li> <li><b>4. Note the advice from the Director Infrastructure &amp; Development that a rural roads reserve management policy will be prepared for Council consideration for a future meeting, including guidance related to rural landowner boundary areas.</b></li> </ol> <p><b>For:</b> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen, Tom O'Connor, Lone Petrov and Tara Toomey</p> <p><b>Against:</b> Nil</p>	<p><b>20 Mar 2024</b></p> <p>In train, awaiting return of Manager Environment and Waste to finalise actions. No further information to date 17/4/2024 MR</p>

CARRIED 9/0



## REGISTER RESOLUTIONS ACTIONS REPORT

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MEETING DATE	ITEM NO.	SUBJECT	MOTION	COMMENTS
Council 26/03/2024	14.6	Proposed Uralla Shire Council Renewable Energy Community Benefit Framework	<p><b>RESOLUTION 39.03/24</b></p> <p><b>Moved:</b> Cr Leanne Doran</p> <p><b>Seconded:</b> Cr Sarah Burrows</p> <p><b>That Council:</b></p> <ol style="list-style-type: none"> <li>1. Amends the Renewable Energy Community Benefit Policy as follows: <ol style="list-style-type: none"> <li>a. Delete requirement for payment to be based on 1.5% of Capital Investment Value (CIV) and insert requirement for payment to be based on \$850 per MW per annum for solar energy development, and \$1050 per MW per annum for wind energy development; and</li> <li>b. Add requirement for benefit payments to continue over the life of the development and indexed to CPI; and</li> <li>c. Add the establishment of a Community Advisory Body to provide advice to Council on the projects for which community benefit funds will be allocated; and</li> <li>d. Other minor changes as shown in the attached draft.</li> </ol> </li> <li>2. Creates a single Uralla Shire Renewable Energy Community Benefit Restricted Fund for all future community benefit payments until allocated to agreed community legacy projects.</li> <li>3. Notes that community legacy projects will be determined in consultation with community.</li> <li>4. Develops the Terms of Reference and Constitution for a proposed Renewable Energy Community Advisory Body to advise Council on legacy projects to be funded from renewable energy benefit payments for further consideration at a future Council meeting.</li> <li>5. Exhibits the Terms of Reference and Constitution for the Advisory Body for a period of 28 days and seeks community submissions.</li> </ol> <p><b>For:</b> Crs Robert Bell, Robert Crouch, Tim Bower, Sarah Burrows, Leanne Doran, Bruce McMullen,</p>	<p><b>16 Apr 2024</b></p> <p>Amendments completed with upload to Website for public exhibition 16 April 2024 till 14 May 2024.,</p> <p>Terms of Reference are currently being developed.</p>

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Tom O'Connor, Lone Petrov and Tara Toomey		
<u>Against:</u>	Nil	
		CARRIED 9/0

**15 CONFIDENTIAL MATTERS**

Nil

**16 COMMUNICATION OF COUNCIL DECISION**

**17 CONCLUSION OF MEETING**